



Position Description

Position Title:	Assistant to the Ombudsperson
Reports to:	AMS Ombudsperson
Supervises:	None
Employee Status:	Term, Appointed
Length of Term:	February 3th, 2015 - May 30 th , 2015
Hours per week:	10
Compensation:	Salaried based on \$10.50 per hour

Position Purpose

The Assistant to the AMS Ombudsperson provides support services and assists the Ombudsperson as required.

Duties and Responsibilities

- Assist the Ombudsperson with day-to-day administrative duties
- Handle the correspondence of the Ombudsperson
- At the request of the Ombudsperson, take minutes of meetings attended by the Ombudsperson
- At the request of the Ombudsperson, attend meetings with or on behalf of the Ombudsperson, and provide support and feedback during and after such meetings
- Coordinate events and assist with projects and presentations for the Ombudsperson, including but not limited to liaising with suppliers and making arrangements with outside and internal organizations
- Live the values and mission of the AMS daily
- Other duties as required

Qualifications and Experience

- Very organized, punctual, and detail-oriented
- Excellent written and communication skills
- Experience with Outlook
- Able to quickly adapt to new environments and problem solve
- Able to easily remember people, names and dates
- Trustworthy, with a proven track-record of confidentiality
- Comfortable with performing routine tasks or managing projects
- Experience as an assistant preferred but not required
- Must be a currently registered UBC student