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 30th, 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