



Position Description

Position Title:	SAC Clubs Administrator
Reports To:	Vice-President Administration
Supervises:	None
Employee Status:	Term, Appointed
Recommended by:	Business and Facilities Committee
Length of Term:	February 4, 2015-April 30, 2015
Hours per week:	18
Compensation:	Salaried based on \$11.25/hr (Tier 2)

Position Purpose

The Student Administrative Commission (SAC) is responsible for managing the AMS areas of the Student Union Building (SUB), regulating bookings in SUB, managing the AMS Art Gallery during and is the official liaison between the AMS and AMS Clubs, Constituencies, and Resource Groups. The SAC Clubs Administrator is responsible for implementing the policies of the Commission with respect to the booking and use of meeting space in SUB. They are also responsible for updating and administering the records of the Commission and act as the main point of contact for clubs or individuals seeking to become a club.

Duties and Responsibilities

- Update and enforce bookings policies
- Assist and advise clubs with booking requirements
- Liaise between SAC and the AMS Bookings Representative
- Organize the biannual booking of space in SUB by constituencies and clubs
- Organize, implement and chair four block booking forums
- Allocate club offices and lockers
- Monitor use of offices and lockers and re-allocate when required
- Monitor publications in SUB and allocate and update labels of publication boxes and enforce poster policies within SUB
- Attend weekly SAC meeting, take minutes and present report on activities
- Liaise with the AMS Archivist/Researcher in regards to club history and constitutions
- Oversee administrative needs as they arise, including club deconstitution, hard copy club files and organizing files as well as maintaining the club constitution and club executive databases.
- Liaise with Finance Commission regarding club records and accounts
- Implement SAC policies with respect to clubs and constituencies
- Assist the VP Administration and other commissioners with their duties as required
- Prepare a transition report for successor
- Live the mission and values of the AMS daily
- Other duties as required

Qualification and Experience

- Must be a currently registered UBC student
- May not be an executive of an AMS club, constituency or resource group (AMS Council members may serve on SAC – Bylaw 7 Article 2 (a) (ii))
- Strong organizational skills; detail-oriented
- Professional conduct
- Strong interpersonal and communication skills
- Enthusiastic, open-minded, and eager to get involved.
- Problem solving skills