



## Position Description

Position Title:	<b>Assistant to the President</b>
Reports to:	AMS President
Supervises:	None
Employee Status:	Term, Appointed
Length of Term:	May 1st, 2015 - May 30 <sup>th</sup> , 2016
Hours per week:	15
Compensation:	Salaried based on \$11.25 per hour
Date:	March 22 <sup>nd</sup> , 2015

### Position Purpose

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

### Duties and Responsibilities

- Assist the President with day-to-day administrative duties
- Handle the Presidents' correspondence
- At the request of the President, take minutes of meetings attended by the President
- At the request of the President, attend meetings with or on behalf of the President, and provide support and feedback during and after such meetings
- Coordinate events and assist with projects and presentations for the President, including but not limited to liaising with suppliers and making arrangements with outside and internal organizations
- Liaise with the Assistant to the Executive Director on general operations of the Student Government division and the Executive Committee
- Assist the President with the coordination of the Executive Projects Assistants
- 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
- 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 menial tasks or managing projects
- Experience as an assistant preferred but not required
- Must be a currently registered UBC student