

## Associate Vice-President Internal Job Description

**Position Title:** Associate Vice-President Internal

**Reports to:** VP Internal

**Length of Term:** June 2017 -April 2018

**Estimated Hours per Week:** 5-7

### Position Summary

The position of Assistant to the VP Internal is critical in ensuring the efficient operation of the office. This position is key in assisting the VP Internal in managing their portfolio. In addition you are responsible for ensuring overall organization and management. The Assistant is expected to use judgment in deciding when to act independently and when to involve the VP Internal. Must be available this summer to answer e-mails and proxy for the VP Internal. This position requires a high level of both independence and teamwork. This is a great way to learn more about the inner working of the AUS while assisting in its organization.

### Duties and Responsibilities

- Attending meetings in the absence of the Vice-President Internal
- Assisting with the interpretation of code and policy to all members of the Arts Undergraduate Society
- Maintain the public image of the Arts Undergraduate Society in a professional and courteous manner
- Assist in the organization of events within the AUS
- Assist the VP Internal in all related events

### Qualifications and Experience:

- Professional demeanour
- Strong sense of confidentiality
- Strong verbal and written communication skills (easy to contact)
- Excellent interpersonal skills
- Able to work independently with minimal direction
- Knowledge of the Arts Undergraduate Society is an asset but NOT required

Please send resume and cover letter to [aus.vpinternal@ubc.ca](mailto:aus.vpinternal@ubc.ca) and cc: [aus.president@ubc.ca](mailto:aus.president@ubc.ca)