

Internal Events Assistant Job Description

Position Title: Internal Events Assistant

Reports to: VP Internal

Length of Term: May 2017-April 2018

Estimated Hours per Week: 4-6

Position Summary

The Internal Events Coordinator will work with the VP Internal to plan all council events such as Fall Council Retreat, the Spring Appreciation Event, as well as smaller events throughout the year.

Duties and Responsibilities

- Maintain the public image of the Arts Undergraduate Society in a professional and courteous manner
- Work closely with the VP Internal to help plan the logistics of events and make other members of the AUS aware of the events happening
- Assisting with events day-of for set up and take down

Qualifications

- Professional demeanour
- Strong verbal and written communication skills (easy to contact)
- Able to work independently with minimal direction
- Knowledge of the Arts Undergraduate Society is an asset but not required
- Previous event planning experience is an asset
- Having a car for transporting event material is an asset but not required

Please send resume and cover letter to aus.vpinternal@ubc.ca and cc: aus.president@ubc.ca