

**JOB DESCRIPTION
ASSISTANT GENERAL
MANAGER
UNIVERSITY OF REGINA STUDENTS'
UNION**

REPORTS TO: General Manager
TRAINS: Assigned Full/Part-time Personnel
SUPERVISES: Assigned Full/Part-time Personnel
BASIC FUNCTION: The AGM assists in the management of the day to day business operations of the University of Regina Students' Union by taking primary responsibility for budgeting and administration of certain specific functions of URSU, as well as being available to assist the General Manager, and the Manager and Assistant Manger of The Lazy Owl as needed.

PRIMARY DUTIES & REPONSIBILITIES:

- ◆ Direct the duties and scheduling of part time office staff, including Front Desk, and Graphics & Media.
- ◆ Oversee several the production and administration of several short term annual projects, including two annual used book sales, production of the annual student calendar, Welcome Week and Frost Week events;
- ◆ Assists Manager of the Lazy Owl with the programming of the bar;
- ◆ Assists in several accounting functions, including sales, inventory, budgets and reconciliations.

PRINCIPAL WORKING RELATIONSHIPS:

- ◆ Works directly with the General Manager, and where The Owl is concerned, the Manager and Assistant Manager of The Owl to ensure the optimal operation of the AGM's Primary Duties & Responsibilities;
- ◆ Hires, trains, and assists all temporary staff hired for the operation of specific programs (i.e. URSU Bookstore, Welcome Week);
- ◆ Works directly with URSU Executive members on Executive related programs (i.e. Welcome Week);
- ◆ Liaise with relevant outside organizations with respect to URSU activities related to AGM's Primary Duties & Responsibilities.;
- ◆ Directs, trains and assists front office staff and poster staff in the day to day completion of their duties.

QUALIFICATIONS

- Experience in managing and training staff;
- Experience with accounting and bookkeeping duties;
- Ability to manage public events;
- Excellent proficiency with personal computers, including e-mail, internet browser, file management, Word and Excel;
- Experience developing sponsorship programs and relationships with sponsors;
- Ability to direct and control several duties of equal and high importance with close timelines.