

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: CLERK TO BOARD OR SENATE Level D, Pay Grade 15

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| LEVEL DEFINITION | This level covers positions responsible for providing leadership and strategic direction to smooth operations of the Senate Committees or the Board of Governors. |
| TYPICAL RESPONSIBILITIES | May Include: overseeing the operations, including financial management, for Senate, Councils and related committees; directing the development, interpretation and approval of policies, regulations and curriculum; overseeing the management of appeals tribunals and providing final decisions; serving as liaison between the President, the Board of Governors or Senate and Senior Administrators; managing search processes and election of senior office bearers and members of governing bodies. |
| DECISION MAKING /LEVEL OF ACCOUNTABILITY | Accountable for successful operations of University governance, requiring the navigation of complex and sensitive relationships between the academic and administrative functions of the University. Problems are complex and multifaceted, affecting the entire university with potential legal implications. Makes decisions regarding exceptionally unique and difficult circumstances. |
| SUPERVISION RECEIVED | Works autonomously under broad direction. Work is reviewed in terms of achievement of functional goals and objectives. |
| SUPERVISION EXERCISED | Manages staff directly or indirectly through subordinate managers. |
| MINIMUM QUALIFICATIONS | Undergraduate degree in a relevant discipline. Minimum of eight years of related experience including at least five years of experience in a leadership role collaborating with the executive level of an educational institution; or the equivalent combination of education and experience. |