

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: CLERK TO BOARD OR SENATE Level B, Pay Grade 9

<b>LEVEL DEFINITION</b>	This level covers positions responsible for overseeing administrative workflow of the Board or Senate Office and providing advisory, liaison and research services to Board or Senate Committees.
<b>TYPICAL RESPONSIBILITIES</b>	May include: managing and approving the administrative workflow;; providing advisory, and liaison services to committees and academic units pertaining to University policies and procedures; researching, writing and editing reports to Committees regarding decisions; coordinating student appeals files for hearing by Senate Committees; managing the review and publication of the UBC Calendar and other related publications; conducting research into institutional policy and procedure, both internal and external to the University.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Accountable for the accuracy and reliability to their work.  Problems faced often require the understanding of precedents and a broader set of issues.  Decision-making often requires analysis, evaluation and independent judgement to problem solve.  Anticipates issues that are not readily apparent on the surface.
<b>SUPERVISION RECEIVED</b>	Works independently under general direction.
<b>SUPERVISION EXERCISED</b>	May supervise support staff.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of three years of related experience, or the equivalent combination of education and experience.