## LEVEL DEFINITION
This level covers positions responsible for ensuring the smooth operations of the Senate Committees or the Board of Governors.

## TYPICAL RESPONSIBILITIES
May Include: ensuring that Senate and Curriculum Services has clear goals and objectives; being responsible for the financial management of Senate and Curriculum Services; managing development and approval of curriculum; overseeing the hearing of student appeals; hiring, supervising, evaluating, and disciplining staff; serving as liaison and resource person between the President and the Board of Governors; managing presidential search process, presidential reappointment process and annual board retreat; communicating board decisions; orienting new members to the Board.

## DECISION MAKING / LEVEL OF ACCOUNTABILITY
Accountable for successful operations of the Board of Governors or Senate.

## SUPERVISION RECEIVED
Works autonomously under broad direction.

## SUPERVISION EXERCISED
Full supervision of staff including hiring, performance evaluation, discipline and termination.

## 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.

Updated September 1, 2019