

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: CLERK TO BOARD OR SENATE Level A2, Pay Grade 10

LEVEL DEFINITION	This level covers positions responsible for assisting in the development, administration and interpretation of University policies such as curriculum development and election processes.
TYPICAL RESPONSIBILITIES	May include: assisting in the development, administration and interpretation of University policies such as curriculum development and election processes; administering University-wide processes to update curriculum or create new curriculum; participating in the development and administration of election processes; managing election budgets; developing advertising campaigns for elections; drafting and revising University policy statements regarding curriculum and elections for Senate and Faculty approval; liaising with, participating in, advising and providing research for various Senate or Faculty Committees; preparing Senate-approved curriculum for publication in UBC Calendar; and hiring short-term staff.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Accountable for the smooth administration of curriculum development and elections processes.
SUPERVISION RECEIVED	Works independently under minimal direction. Receives guidance only when difficult or unusual circumstances occur.
SUPERVISION EXERCISED	Supervises support staff on a project or temporary basis.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of six years of related experience including at least three years of experience in academic governance, policy approval processes and the conduct of elections, or the equivalent combination of education and experience.