

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: CLERK TO BOARD OR SENATE Level A, Pay Grade 8

LEVEL DEFINITION	This level covers positions responsible for providing advisory, liaison and research services to Senate Committees.
TYPICAL RESPONSIBILITIES	May include: providing advisory, liaison and research services to Senate Committees; advising various committees on matters pertaining to University policies and procedures; providing liaison services to streamline approval processes; writing and editing reports to Senate Committees regarding decisions; preparing student appeals files for hearing by Senate Committees; drafting and circulating the University Academic Year calendar; and collaborating in the preparation of content for the UBC Calendar and other related publications.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Accountable for the accuracy and reliability to their work.
SUPERVISION RECEIVED	Works under some direction.
SUPERVISION EXERCISED	None. May assign work to support staff.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of three years of related experience, or the equivalent combination of education and experience.