

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: CLERK TO BOARD OR SENATE Level B, Pay Grade 11

<b>LEVEL DEFINITION</b>	This level covers positions responsible for ensuring the smooth operations of the Senate Committees or the Board of Governors.
<b>TYPICAL RESPONSIBILITIES</b>	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.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Accountable for successful operations of the Board of Governors or Senate.
<b>SUPERVISION RECEIVED</b>	Works autonomously under broad direction.
<b>SUPERVISION EXERCISED</b>	Full supervision of staff including hiring, performance evaluation, discipline and termination.
<b>MINIMUM QUALIFICATIONS</b>	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.