



UNIVERSITY SECRETARIAT

# Governance Coordinator

**12 month contract**

[McMaster University](#) Hamilton, Ontario, Canada

Apply by April 1, 2021

## **Job Summary**

The Governance Coordinator provides executive and administrative support to the Board of Governors, Senate, and committees supported by the University Secretariat. The incumbent prepares agendas and minutes, coordinates meeting logistics, and serves as liaison to external departments regarding submissions to the governing bodies. The incumbent routinely interprets and applies policies, responds to inquiries from stakeholders regarding the governing bodies, coordinates special projects, conducts research and prepares reports, and administers nominations and elections. The Governance Coordinator reports to the Associate University Secretary and receives direction from the University Secretary and other senior staff within the University Secretariat.

## **Qualifications & Experience**

University degree

May consider a suitable combination of education and experience

Several years of experience in the area of governance support as it relates to coordinating the work of committees and managing the flow of information between groups, preferably in a public sector environment

Demonstrated ability to write for a variety of purposes including complex correspondence and meeting minutes

Familiarity with the decentralized university environment and its constituency groups

For full posting and to apply:

[Governance Coordinator at McMaster](#)