### LEVEL DEFINITION
This level covers positions responsible for managing general administrative functions of a defined scope within an academic or administrative unit or positions assisting senior administrators in the management of a unit.

### TYPICAL RESPONSIBILITIES
May include: managing general administrative functions of a defined scope within an academic or administrative unit or assisting senior administrators in the management of a unit; managing human, financial and facility resources; analyzing financial information, preparing financial forecasts and developing budgets; developing and implementing administrative policies, procedures and systems; providing first-level advice and information to faculty and staff regarding human resource and labour relations issues; negotiating purchase of equipment and services; allocating space and planning facility renovations; researching and preparing reports for senior management; managing special projects and events; managing grant writing and submission processes; advising students on non-academic matters; and managing the academic appeals, admissions and disciplinary processes.

### DECISION MAKING / LEVEL OF ACCOUNTABILITY
Makes decisions regarding budget expenditures, administrative processes and procedures and delivery of student advising.

### SUPERVISION RECEIVED
Works independently under general managerial direction in assigned areas of responsibility. Work is reviewed in terms of effectiveness within established policies and guidelines.

### SUPERVISION EXERCISED
Manages staff and is responsible for hiring, discipline, evaluation and termination.

### MINIMUM QUALIFICATIONS
Undergraduate degree in a relevant discipline. Minimum of two years of related experience, or the equivalent combination of education and experience.