

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: ADMINISTRATION

Level A, Pay Grade 6

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.