

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: ADMINISTRATION

### Level B, Pay Grade 7

<b>LEVEL DEFINITION</b>	This level covers positions responsible for managing functions of a broader scope within an academic or administrative unit.
<b>TYPICAL RESPONSIBILITIES</b>	May include: managing functions of a broader scope in including human resources, finances, facilities, information technologies and communications; participating in strategic planning and academic policy development; participating in financial planning processes; developing and implementing administrative policies, procedures and systems; negotiating and managing contracts and agreements; managing renovation projects; writing project proposals and reports; liaising with granting agencies and other institutions regarding projects and budgeting; and managing various academic and non-academic projects.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding management of human and financial resources, contracts, and administrative policies.
<b>SUPERVISION RECEIVED</b>	Works autonomously with no managerial direction in assigned areas. Work is reviewed in terms of sound management practice and achievement of specific objectives.
<b>SUPERVISION EXERCISED</b>	Manages staff and is responsible for hiring, discipline, evaluation and termination.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of three years of related experience, or the equivalent combination of education and experience.