**LEVEL DEFINITION**

This level covers positions responsible for managing functions of a broader scope within an academic or administrative unit.

**TYPICAL RESPONSIBILITIES**

May include: managing functions of a broader scope 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.

**DECISION MAKING / LEVEL OF ACCOUNTABILITY**

Makes decisions regarding management of human and financial resources, contracts, and administrative policies.

**SUPERVISION RECEIVED**

Works autonomously with no managerial direction in assigned areas. Work is reviewed in terms of sound management practice and achievement of specific objectives.

**SUPERVISION EXERCISED**

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

**MINIMUM QUALIFICATIONS**

Undergraduate degree in a relevant discipline. Minimum of three years of related experience, or the equivalent combination of education and experience.

Updated July 1, 2019