

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: ADMINISTRATION

Level D, Pay Grade 11

LEVEL DEFINITION	This level covers positions responsible for providing strategic management of a broad scope of functions within an academic or administrative unit.
TYPICAL RESPONSIBILITIES	May include: providing strategic management of a broad scope of functions within an academic or administrative unit; participating in the development of long-term strategic plans; planning allocation of large staff groups; evaluating and configuring financial and physical resources to maximize effectiveness; managing multiple diverse and substantive budget areas; developing and implementing significant marketing, communications, publication relations and fundraising initiatives; providing counsel and guidance to departmental unit administrators and faculty; managing developmental projects; writing business plans for new projects, identifying project opportunities and overseeing the launch of new initiatives.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding strategic management of a broad range of administrative functions, budgets and projects.
SUPERVISION RECEIVED	Works with wide latitude. Work is reviewed in terms of achievement of broad goals.
SUPERVISION EXERCISED	Manages staff and indirectly through subordinates.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of seven years of related experience, or the equivalent combination of education and experience.