

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: BUSINESS DEVELOPMENT Level A, Pay Grade 7

LEVEL DEFINITION	This level covers positions responsible for coordinating activities associated with the identification, establishment and implementation of new or enhanced business opportunities, programs or projects.
TYPICAL RESPONSIBILITIES	May include: coordinating activities associated with the identification, establishment and implementation of new or enhanced business opportunities, programs or projects; assisting with planning, designing and developing administrative research or academic functions; facilitating communications and media relations initiatives; developing, monitoring and controlling budgets; developing administrative procedures and recommending policies; managing physical resources.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Decisions require knowledge of relevant principles, methods and techniques in the area of specialization. Recommendations and decisions ensure the success of business operating methods.
SUPERVISION RECEIVED	Works under general direction within defined objectives; results are subject to review.
SUPERVISION EXERCISED	May supervise junior staff and student employees.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of four years of related experience with at least two years of experience in business analysis or project management, or the equivalent combination of education and experience.