**M&P OCCUPATIONAL GUIDELINE**

**JOB FAMILY: BUSINESS DEVELOPMENT**  
Level A, Pay Grade 7

<table>
<thead>
<tr>
<th>LEVEL DEFINITION</th>
<th>This level covers positions responsible for coordinating activities associated with the identification, establishment and implementation of new or enhanced business opportunities, programs or projects.</th>
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<tbody>
<tr>
<td>TYPICAL RESPONSIBILITIES</td>
<td>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.</td>
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<tr>
<td>DECISION MAKING /LEVEL OF ACCOUNTABILITY</td>
<td>Decisions require knowledge of relevant principles, methods and techniques in the area of specialization. Recommendations and decisions ensure the success of business operating methods.</td>
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<tr>
<td>SUPERVISION RECEIVED</td>
<td>Works under general direction within defined objectives; results are subject to review.</td>
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<td>SUPERVISION EXERCISED</td>
<td>May supervise junior staff and student employees.</td>
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<td>MINIMUM QUALIFICATIONS</td>
<td>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.</td>
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Updated May 14, 2007