**LEVEL DEFINITION**

This level covers positions responsible for management of a large unit providing all co-operative education programs and services for an entire faculty.

**TYPICAL RESPONSIBILITIES**

May include all of the responsibilities performed at a lower level in addition to: managing a unit of subordinate staff; developing strategic plans; overseeing work of departmental and faculty advisors; establishing policies and procedures; managing budgets; researching and developing new curriculum and resources; developing marketing plans; developing and implementing fundraising strategies in conjunction with development officers and key employer groups; conducting and presenting research; leading collaborative co-operative projects with other institutions; acting as liaison with government agencies, industry partners, employer associations and individuals in the external community.

**DECISION MAKING /LEVEL OF ACCOUNTABILITY**

Makes decisions regarding program design, policies, strategic plans, marketing strategies, fundraising initiatives and the allocation of staff resources and budgets.

**SUPERVISION RECEIVED**

Works under directive of senior level university administrators to meet broad academic and management goals.

**SUPERVISION EXERCISED**

Manages staff both directly and indirectly through subordinate staff. Responsible for hiring, discipline, evaluation and termination.

**MINIMUM QUALIFICATIONS**

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

Updated: April 1, 2017