

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: COOPERATIVE EDUCATION Level D, Pay Grade 11

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