

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: INSTITUTIONAL ANALYSIS Level D, Pay Grade 13

<b>LEVEL DEFINITION</b>	This level covers positions responsible for the planning and policy development of institutional research at the university.
<b>TYPICAL RESPONSIBILITIES</b>	May include: planning, budgeting and implementing university-wide research projects; designing systems, surveys and methodologies to support institutional research; recommending institutional research policies and goals; and advising senior university administrators regarding research issues.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding the planning, budgeting and implementation of university-wide research.
<b>SUPERVISION RECEIVED</b>	Works autonomously and exercises considerable latitude within the university's mandates. Work is reviewed in terms of achievement of broad goals.
<b>SUPERVISION EXERCISED</b>	Manages professional and support staff.
<b>MINIMUM QUALIFICATIONS</b>	Post-graduate degree in a relevant discipline. Minimum of eight years of related experience, or the equivalent combination of education and experience.