

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: RESIDENCE LIFE MANAGEMENT Level B, Pay Grade 8

LEVEL DEFINITION	This level covers positions responsible for managing administrative systems, budgets and student services for all university residential complexes.
TYPICAL RESPONSIBILITIES	May include: developing and implementing administrative systems; planning and allocating staff resources; establishing goals, policies, regulations and procedures; managing budgets; designing residence life programs; developing marketing materials; and managing departmental activities in conjunction with other student and campus service units.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding the development, implementation and evaluation of the full range of student residence life services.
SUPERVISION RECEIVED	Works independently in accordance with general directives and goals. Work is reviewed in terms of achievement of goals and overall effectiveness in management of services.
SUPERVISION EXERCISED	Manages staff directly and indirectly through subordinate administrators.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of six years of related experience, or the equivalent combination of education and experience.