

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: STUDENT MANAGEMENT Level A, Pay Grade 3

LEVEL DEFINITION	This level covers positions performing activities that support the student recruitment, admissions, financial assistance, student management and student advising functions for a specific area, program or service in a faculty or academic school.
TYPICAL RESPONSIBILITIES	May include: Advising students about admission and program requirements for undergraduate, graduate and professional programs; verifying completion of degree requirements, adjudicating student transcripts and applications, assessing eligibility for financial awards; making public informational presentations; identifying and developing relationships with potential employers; conducting interviews; attending faculty/school-centred career fairs; managing processes such as adjudication of awards, scholarship application processes; coordinating faculty/school based recruitment programs and services; managing external agency award funds; preparing student enrolment projections; researching, writing and editing publications for student services related purposes.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions within defined methods and procedures, policies and guidelines. Responsible for the completion of the task.
SUPERVISION RECEIVED	Works under general direction. Work is reviewed in terms of effectiveness and conformance with established policies and guidelines.
SUPERVISION EXERCISED	May manage staff and be responsible for hire, discipline, evaluation and termination.
MINIMUM QUALIFICATIONS	Undergraduate degree in relevant discipline. Minimum of one year of related experience, or an equivalent combination of education and experience.