

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: STUDENT MANAGEMENT Level B, Pay Grade 4

LEVEL DEFINITION	This level covers positions responsible for advising students regarding non-routine admissions as well as positions that perform activities that support faculty-wide student management and student advising functions in areas such as student recruitment, international internship, study abroad, and remotely based programs.
TYPICAL RESPONSIBILITIES	May include: Adjudicating complex and non-routine student transcripts and applications, approving academic concessions, managing award programs and endowments, admitting students and advising on program requirements, developing and implementing student orientation and admission processes, advising student interns with respect to working and living internationally; coordinating on-campus recruitment programs and services; providing recruiting assistance to faculties / departments; visiting secondary schools and colleges to provide information about UBC programs, student services, etc.; liaising with secondary and post-secondary educational institutions, governmental agencies, industry contacts and potential employers.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding non-routine program admissions and approves academic concessions in accordance with policies and guidelines.
SUPERVISION RECEIVED	Works independently under general direction. Work is reviewed in terms of soundness of judgment and conformity with policy.
SUPERVISION EXERCISED	May manage staff, interns and student assistants and be responsible for hiring, discipline, evaluation and termination.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of two years of related experience, or an equivalent combination of education and experience.