

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: STUDENT MANAGEMENT Level C, Pay Grade 5

LEVEL DEFINITION	This level covers positions responsible for managing financial assistance programs and providing financial counseling to students. Within a faculty, this level covers positions responsible for managing an admissions unit for multiple programs or organizing student management and advising functions to support student job search and recruitment operations.
TYPICAL RESPONSIBILITIES	May include: Managing all aspects of a student financial assistance program, managing awards and scholarships, approving emergency loans and bursaries; managing an admissions unit in a faculty; hearing admissions appeals; developing and implementing marketing recruitment strategies; providing assistance to Faculties and student organizations in planning, coordinating and implementing their career services; coordinating government placement and college and school liaison programs; advising students on a range of issues (financial, appeals, reassessments, job search strategies, academic planning, study abroad, etc); developing and presenting at workshops, public information sessions, special events.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions in accordance with established goals and objectives of the faculty or department.
SUPERVISION RECEIVED	Works autonomously within general guidelines. Work is reviewed in terms of the overall effectiveness of services provided by the function, program or unit.
SUPERVISION EXERCISED	Manages staff and is responsible for hire, discipline, evaluation, and termination.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of three years of related experience, or an equivalent combination of education and experience.