

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: STUDENT MANAGEMENT Level D, Pay Grade 7

<b>LEVEL DEFINITION</b>	This level covers positions responsible for managing a centralized university-wide admissions unit or a large faculty admissions unit providing direct admissions to the university, as well as: positions charged with managing budgets and endowment funds; positions engaged in researching and advising faculties on university-wide admissions policies; and positions responsible for developing, delivering and evaluating student services to support student learning.
<b>TYPICAL RESPONSIBILITIES</b>	May include: Developing, delivering and evaluating services and processes to support the student learning experience; planning, directing and evaluating the admissions processes for a broad range of programs; consulting on admissions and graduation and assessing students for graduation; developing budgets and long term financial plans, managing budgets and endowment funds, performing research and analysis for use in the development of university-wide admission policies and procedures; designing and implementing recruitment strategies; developing and recommending policies on awards, fellowships and scholarships; assessing admissibility where no policies or guidelines exist; conducting international recruitment drives; developing and delivering workshops; developing assessment tools for faculties' admissions.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	In operational roles, makes decisions regarding the management and effective delivery of services. In other roles, makes decisions regarding the development and implementation of university- wide policies, procedures and system improvements.
<b>SUPERVISION RECEIVED</b>	Works with considerable autonomy, and occasionally under the direction of senior administrators and university-wide committees. Work is reviewed based on achievement of specific goals and objectives.
<b>SUPERVISION EXERCISED</b>	Manages staff and is responsible for hire, discipline, evaluation and termination.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of four years of related experience, or an equivalent combination of education and experience.