

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: STUDENT MANAGEMENT Level E, Pay Grade 8

LEVEL DEFINITION	This level covers positions responsible for researching, planning and implementing broad-based university-wide student recruitment and admissions initiatives as well as positions that provide leadership to programs focused on delivering student management and advising services to UBC students, and strengthening the University's connection with the community.
TYPICAL RESPONSIBILITIES	May include: Researching, planning and implementing broad-based university-wide student recruitment and admissions initiatives; conducting detailed analyses and forecasts to guide student recruitment planning; conceptualizing and overseeing the development of admissions information systems; developing and implementing plans for administrative support systems; recommending policies to Senate Admissions Committee; developing collaborations and partnerships with internal and external groups; overseeing the development and delivery of training modules; managing project evaluation; evaluating and providing feedback on program and service effectiveness.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Recommendations and decisions impact the development of strategies for delivery of admissions services and support systems or enhance the operation of programs meant to improve the quality of students' university experience.
SUPERVISION RECEIVED	Works independently within university mandates towards achievement of specific goals. Work is reviewed based on effectiveness and achievement of goals.
SUPERVISION EXERCISED	Manages staff and is responsible for hire, discipline, evaluation and termination.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of five years of related experience, or an equivalent combination of education and experience.