

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: STUDENT MANAGEMENT Level F, Pay Grade 11

LEVEL DEFINITION	This level covers positions responsible for participating in the development of strategic goals and the implementation of initiatives for student recruitment and admissions at the university. This level also covers positions that provide counselling services related to systemic problems such as gender, disability, diversity, etc.
TYPICAL RESPONSIBILITIES	May include: Participating with senior administrative levels in the development of strategic goals and the implementation of student recruitment and admissions initiatives; conducting business analyses and re-engineering business processes; participating in concept development and leading projects; serving on senior level university-wide committees to develop student service initiatives; managing budgets and allocating resources in accordance with strategic priorities; counselling students with regard to personal, social, academic, and career matters, and making necessary referrals; initiating, planning, and managing counselling-related program areas; designing and implementing counseling-related programs; developing measures for evaluating service / program effectiveness.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions related to development of strategic goals and initiatives for student recruitment and admissions university-wide or makes or makes decisions in order to ensure compliance with Federal and Provincial legislation and effectiveness of the service provided.
SUPERVISION RECEIVED	Participates with senior management in the development of strategic goals or works independently within University policies and procedures to provide counseling services. Work reviewed against determined goals and objectives.
SUPERVISION EXERCISED	Manages a group of management and support staff, student employees, and volunteers.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of six years of related experience, or an equivalent combination of education and experience.