

# M&P OCCUPATIONAL GUIDELINE

## **JOB FAMILY: STUDENT MANAGEMENT Level G, Pay Grade 12**

<b>LEVEL DEFINITION</b>	This level covers senior level positions responsible for establishing and implementing strategic goals and objectives for a designated student services unit.
<b>TYPICAL RESPONSIBILITIES</b>	May include: Coordinating broad program areas in conjunction with departments, schools and other faculties; overseeing and integrating comprehensive information strategies and management strategies for the delivery of services and to optimize enrolments, student funding assistance, student advisory programs, etc. and to improve related programs or services in alignment with academic and administrative goals; developing and managing all need-based funding programs for the university; liaising with senior administrators and university committees; presenting policy changes to the Senate Committee on Student Awards, President's Office and Board of Governors.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Requires strategic decision-making.
<b>SUPERVISION RECEIVED</b>	Works under senior administrative levels of the university within broad objectives. Work is reviewed in terms of overall effectiveness of strategic initiatives.
<b>SUPERVISION EXERCISED</b>	Manages staff and all functions, typically through subordinate managers and supervisors.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of seven years of relevant experience, or an equivalent combination of education and experience.