

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: STUDENT MANAGEMENT Level H, Pay Grade 15

LEVEL DEFINITION	This level covers key senior level positions responsible for the strategic direction and management of a student services unit. Within their areas of expertise, these positions also provide leadership and direction to the university community, often in conjunction with other universities, funding agencies, governmental bodies or community partners.
TYPICAL RESPONSIBILITIES	May include: formulating the policies and procedures for student services and student advising and service programs within an area of expertise; creating partnerships between the unit, faculties and other service providers; setting educational and customer standards for service delivery; developing and implementing strategies, and ensuring implementation of processes, procedures and systems to enhance the effectiveness of the unit's services to the community; collaborating to initiate projects that will enhance and expand services; developing funding proposals and managing grants.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Recommendations and decisions influence the effectiveness of specific student management, advising and service functions to ensure goals and objectives are met and align with the University's mission.
SUPERVISION RECEIVED	Works independently towards broad strategic goals. Work is reviewed in terms of overall achievement of strategic goals.
SUPERVISION EXERCISED	Manages and directs the activities of a group of professional, management and support staff; may include consultants.
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of ten years of related experience with experience in area of specialisation, or an equivalent combination of education and experience.