

# M&P OCCUPATIONAL GUIDELINE

## **JOB FAMILY: STUDENT SERVICES MANAGEMENT & ADVISING Level I, Pay Grade 16**

<b>LEVEL DEFINITION</b>	This level covers key senior level positions responsible for the overall strategic direction and management of several complex student services unit.
<b>TYPICAL RESPONSIBILITIES</b>	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.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	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.
<b>SUPERVISION RECEIVED</b>	Works independently towards broad strategic goals. Work is reviewed in terms of overall achievement of strategic goals.
<b>SUPERVISION EXERCISED</b>	Manages and directs the activities of a group of professional, management and support staff; may include consultants.
<b>MINIMUM QUALIFICATIONS</b>	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.

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