

The University of Winnipeg Class Specification
Revision Date: September, 2021

Classification: Administrative 3
Unit: AESES
Hay Point Range: 401 – 470

General character of jobs within this classification:

Incumbents typically perform specialized administrative responsibilities or administer a complex program, unit, or area within a unit, and regularly act as a representative of their unit and/or the University. At this level, work is specialized and involves circumstances requiring adaptation of different approaches or methods to solve problems.

Working under general direction, incumbents are required to exercise considerable initiative and independent judgement in interpreting and administering policies and regulations within broad guidelines. The supervision of other employees may be a requirement at this level.

In additional to duties listed in the A1 and A2 classifications, typical duties may include:

- Interpret and implement policies, procedures and regulations, resolving exceptions to the rule. Make decisions on activities and provide advice and guidance to staff, students and the public.
- Administer the operation of an area or unit including supervision of staff, policy and guideline development, and short/long term planning.
- Coordinate and administer specialized programs and/or operations which may include: developing activities, content and materials; selecting providers, instructors and/or speakers; creating promotional materials and marketing activities; fund raising and donor relations; coordinating support services and implementing and evaluating success.
- Provide counselling and advice to students on academic programs and degree requirements. Guide students in program and course selections. Authorize course registrations, withdrawals and eligibility to graduate, assessing and evaluating student performance throughout.
- Represent students' interests within the University and act as an advocate.
- Evaluate academic credentials to assess eligibility for admission and transferability of courses taken at other institutions, both domestic and international.
- Serve as an advisor on appeals and participate in the decision-making process with regard to the disposition of appeals.
- Plan, deliver, assess and evaluate programs, projects, systems and processes. Research, analyze, compile, write and present materials, statistics and reports and make recommendations to University administrators and committees for courses of action or changes and improvements.
- Develop and present informational seminars both on and off campus.
- Coordinate activities and projects with other University departments and/or external institutions and agencies, developing and maintaining effective working relationships and may establish, coordinate and/or represent a department on committees or represent the University with external organizations, including businesses, government and non-profit entities.
- Formulate policy recommendations to deal with current and potential issues and matters.
- Perform other related duties as required or assigned.

Qualifications:

Education:

- Undergraduate degree in a related discipline with three years of directed related administrative experience, or an acceptable equivalent combination of education and experience.

Knowledge, Abilities and Skills:

- Well-developed oral and written communication skills with ability to provide academic counselling and develop and present sophisticated informational materials.
- Excellent organizational abilities and demonstrated abilities to plan, coordinate and establish work priorities and deadlines.
- Ability to make sound independent decisions and demonstrate problem-solving abilities.
- Ability to establish and maintain effective working relationships with various levels of internal and external contacts.
- Demonstrated ability to supervise and motivate other employees.

Physical Requirements:

- Capable of performing the duties as assigned.