

**The University of Winnipeg Class Specification****Revision Date: September, 2021****Classification: Administrative 4****Unit: AESES****Hay Point Range: 471 – 550****General character of jobs within this classification:**

Incumbents typically have administrative and organizational responsibility over a specialized and/or very complex program, unit, or area within a unit and, at times, are responsible for a unit and representing it and the University. At this level, assignments are broadly stated in terms of objectives to be met and/or they are specialized and require the use of analytical and critical thinking to determine appropriate action. Problem resolution often requires research, comparison and examination of detailed department/program-specific information.

Working under administrative guidance, incumbents act independently in ensuring program objectives are achieved. In the day-to-day administration of the assigned program/function, the incumbent is expected to assume a high degree of initiative in the supervision, training and motivation of other employees.

**In additional to duties listed in the A1 through A3 classifications, typical duties may include:**

- Administer, organize and operate a complex and/or specialized centre, program, system and/or function.
- Plan and formulate policy recommendations and procedures regarding future strategies, systems, programs, budgeting and/or staffing requirements, including short and long term planning.
- Provide personalized attention, arrange support services for students with special needs and contract students from other countries, or refer students to other University programs and services based on assessment of need.
- Develop budgets and projections for programs or areas. Monitor the budget, address errors and inaccuracies, authorize expenditures, and make financial projections of income and expenses.
- Keep abreast of developments in the field of specialization and University and government policies, practices and regulations as they may affect the operation of a program/function.
- Handle all public relations matters related to a program including developing promotional materials and message. Represent the unit on internal and external committees and coordinate marketing activities of the unit.
- Develop, implement and operate related data collection and information systems.
- Select and oversee the work of external providers for services and systems.
- Perform other related duties as required or assigned.

**Qualifications:****Education:**

- Undergraduate degree in a related discipline with four years of directed related administrative experience and two years of supervisory experience, or an acceptable equivalent combination of education and experience.
- Some positions may require final level of CMA or CGA program.

**Knowledge, Abilities and Skills:**

- Highly-developed oral and written communication skills.

- Demonstrated ability to plan, organize, implement and evaluate systems, programs, functions, etc.
- Ability to make independent judgements within area and University policies, procedures and guidelines. Ability to establish and maintain effective working relationships with various levels of internal and external contacts as they relate to the program/function.
- Demonstrated ability to supervise and motivate other employees.

**Physical Requirements:**

- Capable of performing the duties as assigned.