

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: INSTITUTIONAL ANALYSIS Level D, Pay Grade 14

LEVEL DEFINITION	This level covers positions responsible for the planning and policy development of institutional research at the university.
TYPICAL RESPONSIBILITIES	May include: planning, budgeting and implementing university-wide research projects; designing systems, surveys and methodologies to support institutional research; recommending institutional research policies and goals; and advising senior university administrators regarding research issues.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding the planning, budgeting and implementation of university-wide research.
SUPERVISION RECEIVED	Works autonomously and exercises considerable latitude within the university's mandates. Work is reviewed in terms of achievement of broad goals.
SUPERVISION EXERCISED	Manages professional and support staff.
MINIMUM QUALIFICATIONS	Post-graduate degree in a relevant discipline. Minimum of eight years of related experience, or the equivalent combination of education and experience.