

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: EDUCATIONAL PROGRAMMING Level D, Pay Grade 12

LEVEL DEFINITION	This level covers positions responsible for developing comprehensive plans, policies and innovative strategies in the delivery of educational programs or positions responsible for the planning and delivery of university programs marketed internationally.
TYPICAL RESPONSIBILITIES	May include: developing comprehensive plans and policies in support of overall strategic goals; researching and assessing new markets and developing promotional strategies; planning the implementation and preparing budgets for both domestic and international educational programs; negotiating contracts and agreements; researching, developing and implementing appropriate technologies for delivery of educational programs; seeking external partnerships in the delivery of educational programs; and ensuring compliance of educational programming with university policies, governmental regulations and international governance.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions on planning, policy development, budget, curriculum design and marketing for both domestic and international educational programs. Develops educational programs in compliance with internal and external policies and governmental regulations.
SUPERVISION RECEIVED	Works with considerable autonomy within strategic plans. Work is reviewed by senior university management with respect to adherence to broad policies and progress towards goals.
SUPERVISION EXERCISED	Manages and oversees operations of a unit. Manages staff comprising of subordinate managers, clerical support staff, instructors and curriculum consultants.
MINIMUM QUALIFICATIONS	Master's degree in Education with a specialization in curriculum development or an academic specialization relevant to the educational programming area. Minimum of eight years of related experience, or the equivalent combination of education and experience.