

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

Classification: Administrative 5
Unit: AESES
Hay Point Range: 551 – 640

General character of jobs within this classification:

Incumbents typically combine administrative and organizational responsibilities with specialized knowledge in a field of expertise and, at times, are responsible for a unit and representing it and the University. At this level, responsibilities are conceptually stated as broad objectives to be met. Problem resolution requires the innovation of methods and courses of action drawn from a body of considerable knowledge and experience.

Working under administrative guidance, incumbents strive to achieve the goals and objectives of their units, with considerable independence.

In additional to duties listed in the A1 through A4 classifications, typical duties may include:

- Develop, design and carry out large-scale independent operations for an area to meet the needs and requirements of the unit, University and community.
- Develop proposals for projects and secure agreement to proceed as developed or make recommendations for changes.
- Establish, develop and monitor budgets, making projections and authorizing expenditures and initiating changes as necessary.
- Conduct research and design/administer tools (e.g., surveys) used to create data which is analyzed and presented in interim and final report format to meet University, area, system and individual needs.
- Engage in publicity and community outreach through participation and speaking at workshops, seminars, conferences, boards, committees, and developing materials and responses for the public and the media.
- Foster and maintain external contacts in order to identify potential areas for program development.
- Direct and develop other employees including recommending hiring, training, assigning work, motivating, recommending discipline, and performance management.
- In the absence of the Senior Administrator(s) of the unit, and when required, may be responsible for the activities of the entire unit.
- Perform other related duties as required which may include a variety of administrative duties in support of the unit and its activities and projects.

Qualifications:

Education:

- Undergraduate degree in a related discipline plus the equivalent of five years of directed related administrative experience including two years of supervisory experience, or an acceptable equivalent combination of education and experience.

Knowledge, Abilities and Skills:

- Highly-developed oral, written, presentation and communication skills.
- Demonstrated ability to develop, plan, organize, implement and evaluate systems, programs, projects, etc.
- Ability to make independent judgements within policies and goals of the unit. Ability to establish and maintain effective working relationships with various levels of internal and external contacts in relation to the programs and projects of the unit.

- Demonstrated ability to supervise and motivate other employees.

Physical Requirements:

- Capable of performing the duties as assigned.