

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: INVESTMENT, FINANCE & INSURANCE Level A, Pay Grade 6

LEVEL DEFINITION	This level covers positions responsible for assisting in the administration of the general insurance and risk management programs; or assisting in contracts and leases.
TYPICAL RESPONSIBILITIES	May include: adjusting and negotiating settlement of property and liability claims; managing the vehicle fleet insurance; assisting in the maintenance and renewal of the university's general property and liability insurance portfolio; providing advice regarding risk management and insurance to the university community; preparing special housing loans; administering programs; and conducting negotiations for agreements, leases, and academic non-research service contracts.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding a wide range of management and negotiation of insurance matters; makes decisions regarding a wide range of business related activities including leases, housing loans, and services as backup for short term investments.
SUPERVISION RECEIVED	Works under general direction of the Risk and Insurance Manager to follow proper procedures related to managing insurance; works under general direction of the Assistant Treasurer, Loans and Contracts to independently manage contractual arrangements and perform research related duties.
SUPERVISION EXERCISED	Directs the work of support staff.
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Canadian Risk Accounting courses, or 2 nd or 3 rd year standing in a recognized accounting program. Minimum of six years of related experience, or the equivalent combination of education and experience.