

 BRANDON UNIVERSITY	Job Titles for Administrative Support Positions	Approved by: President's Administrative Group (PAG) Administered by: Human Resources
Administrative Policy	First Approved: September 6, 2006	Updated:

Brandon University (“the University”) is committed to the relationship between job title, job function and organization structure. Brandon University has adopted an institution-wide approach to the assignment and use of job titles for administrative support positions. Job titles are not to be confused with job classifications.

1.0 Scope

With the understanding that there should be a relationship between job title, job function and organization structure, Brandon University has adopted an institution-wide approach to the assignment and use of job titles for administrative support positions (those positions included within the Manitoba Government and General Employee’s Union (MGEU) and the Excluded Support Staff (ESS)). Job titles are not to be confused with job classifications.

2.0 Policy

Four (4) general categories of titles will be used, with some variation/consideration given to certain positions due to the uniqueness/specialty of those positions. Generally, the four job title categories are:

- Clerk
- Office Assistant
- Administrative Assistant
- Executive Assistant

3.0 Definitions

- 3.1 The **Clerk** job title will be assigned to positions that represent a primarily administrative function, and generally would require a descriptor specific to the job function e.g. “Accounts Payable Clerk”, etc.
- 3.2 The **Office Assistant** job title will be assigned to positions that represent more of a generalist administrative function that provides support to the department, whether it be faculty or administrative, and would require a descriptor e.g. “Office Assistant, Student Services”, “Technical Resource Assistant, Faculty of Health Studies”, etc.
- 3.3 The **Administrative Assistant** job title will be assigned to positions that represent an administrative function that normally supports an Academic Dean and would require a specific descriptor e.g. “Administrative Assistant to the Dean of Arts”, etc.

3.4 The **Executive Assistant** job title will be assigned to positions that represent the administrative function that would be excluded from the Union supports either the President or a Vice-President and would require the specific descriptor e.g. “Executive Assistant to the Vice-President (Academic & Provost)”.

4.0 Accountability

The Chief Human Resources Officer is responsible for the communication, administration and interpretation of this policy.

5.0 Review

Formal review of this policy will be conducted every three (3) years with the next scheduled review date MONTH, YEAR. In the interim, this policy may be revised or rescinded if the President deems necessary or if there are changes within legislation that require such.

6.0 Previous Policies

Administrative Policy, Job Titles for Administrative Support Positions (September 2006)

7.0 Related Documents

See Human Resources website at <https://www.brandonu.ca/hr/>

Procedure

The Area Head and Director, Human Resources will determine the appropriate job title for each position. If the position is new, the job title will be determined following evaluation of the job description and a revision to the organizational chart for the area.

All individuals who occupy positions within the administrative support staff at Brandon University are required to use the institutionally assigned job title.

Please direct inquiries to the Human Resources office at hr@brandonu.ca or (204) 727-9782.

All Administrative Policies and Procedures are available in PDF format at

<https://www.brandonu.ca/vp-finance/policies/>

Alternate formats are available upon request by contacting the Office of the Vice-President (Administration & Finance) at admin.finance@brandonu.ca or (204) 571-7850.