

POLICY REGARDING JOB TITLES FOR ADMINISTRATIVE SUPPORT POSITIONS

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.

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

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", "Bookstore Clerk", etc.

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, School of Health Studies", etc.

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.

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 & Research)".

The Area Head and the Director, Human Resources will determine the appropriate job title to be used 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.