

## Administrative/Professional/Confidential/Contract Without Term Positions Banding

Level	Job Title
11	Senior Director, Financial Services Senior Director, Facilities Management Senior Director, Information Technology Systems & Support (ITSS) Senior Director, Student Services Senior Director, Human Resources Associate VP External Affairs
9	Director, Athletics & Recreation Director, Philanthropy Director, International Activities Director, Principal Gifts
8	Assistant Director, Career and Experiential Learning Assistant Director, Accessibility, Health and Counselling Services Assistant Director, Financial Services Assistant Director, Student Culture and Experience Assistant Director, Human Resources Director of Recruitment & Marketing, Domestic & International Associate Registrar, Transfer Articulation Associate Registrar, Services Centre Director, Housing and Conference Services Director, TLC Manager, Maintenance & Operations Manager, Projects & Facility Planning Director, SMU Entrepreneurship Centre Registrar University Secretary Assistant Director, Planning & Operations Assistant Director, Client Services Director, Academic Learning Services Director, Educational Development and Technology Director, Institutional Research and Planning
7	Assistant Director, Athletics and Recreation Counsellors, Student Services Communications Officer, Internal/ University Communications Officer Director of Admissions Director, Alumni Engagement Director, Advancement Services Bookstore Manager Manager, Client Technology Services Manager, EMBA Program Manager, Financial Systems Manager, Budget Services Manager, Financial Reporting & Analysis Manager, Technology Operations & Infrastructure Manager, Procure to Pay Services Manager, Risk & Insurance Services

Level	Job Title
	Manager, University Security Manager, Student Employment & Cooperative Education Manager, Application Support Men's Basketball Coach Project Engineer Program Director, Executive & Professional Development Program Manager, International Activities Women's Basketball Coach Women's Hockey Coach Coach, Men's Varsity Hockey Head Coach Football Manager, Consulting, SMU Entrepreneurship Centre Manager, Skills Development & Training, SMU Entrepreneurship Centre Director, Strategy and Accreditation Senior Development Officer Director, Graduate Program Student Support and Recruitment Manager, Student Accessibility,- Fred Smithers Centre
6	Assistant Director, Residence Life Assistant Director, Residence Services Assistant Registrar, Graduation & Publications Academic Learning Specialist, English for International Students Career Counsellor, Student Services Communications Officer, Advancement BComm Program Manager Conflict Resolution Advisor Coordinator, Marketing & Sales Coordinator, Programming Director/Curator, Art Gallery Instructional Development Associate Educational Developer, Teaching Support Educational Developer, Curriculum Design and Training Education Developer, Intercultural Programming Academic Services Manager (TLC) International Recruitment Specialist Head Athletic Therapist HR Officer, Staffing HR Officer, Benefits, Pension & Compensation HR Officer, OH&S and Wellness HR Officer, Labour Relations Manager, Acquisition Services Manager, Access Services Manager, Conference Services Assistant Registrar, Student Finances Manager, Annual Giving Manager, International Student Services Manager, Software Application and Support Manager of Career Services, Graduate Programs Project Facilitator

Level	Job Title
	Registered Nurse Manager & Educator Supervisor, Payroll & HRIS Athletics & Recreation Operations Manager Manager, Planning & Projects Custodial Manager Communications Manager, Media Relations and Issues Management Web Content Manager Diversity and Inclusion Advisor Assistant Registrar – Transfer Articulation Manager, Graduate Program Student Success
5	Assistant Registrar, Service Centre Assistant Manager, Procure to Pay (P2P) Services Assistant Registrar, Scheduling Assistant Manager, Campus Store Administrative Manager, Facilities Management B.A. Advisor / B.A. Advisor Outreach Coordinator Co-ordinator, Financial Reporting & Analysis Co-ordinator, Financial Systems Co-ordinator, Procure to Pay Custodial Shift Supervisor Custodial Supervisor, Residence Development Officer Executive Secretary to the President Graduate Studies Officer Assistant Football Coach Athletic Therapist Information Technology Security Specialist Administrative Services Manager, TLC Research Grants Officer Safety Advisor, Science Senior Employment Development Officer ASL – English Interpreter Undergraduate Science Advisor – Programs Undergraduate Science Advisor - Outreach BComm Program Advisor, Sobey School of Business External Affairs Data and Information Systems Manager Senior Recruitment Officer Intake and Programs Coordinator Communication Officer, Science Communications Officer, Arts Communications Officer, Sobey School of Business Accessibility Advisor, Fred Smithers Centre Service Learning Placement Coordinator Senior Consultant, SMU Entrepreneurship Centre Senior Project Manager, SMU Entrepreneurship Centre Prospect Research and Management Institutional Researcher Project manager, ITSS

Level	Job Title
	Business Analyst, ITSS
4	Academic Administrative Assistant, VP Academic & Research Administrative Assistant, Library Accommodations Coordinator Accountant Analyst Administrative Assistant to the Dean of Arts Administrative Assistant, ITSS African Nova Scotian Student & Community Liaison Alumni Officer Career & Employment Coach Employment Development Officer Exam Coordinator Administrative Assistant, Human Resources Administrative Assistant, VP Advancement International Student Advisor Indigenous Student Advisor Manager, Residence Services Program Administrator, Executive Professional Development (EPD) Programs Project Manager, International Mobility Recruitment Officer Administrative Assistant Office of the President/Governance Secretary, Faculty Appointments Secretary, Office of the Vice President, Administration Secretary, Office of the Vice President, Academic & Research Financial Aid & Awards Officer Research Ethics Officer Program Administrator, Credit Employment Advisor, Fred Smithers Centre Student Transitions Specialist (Student Academic Learning) Student Transitions Specialist (Student Development and Engagement) Graduate Services Career & Employment Coach Consultant, SMU Entrepreneurship Centre Senior Payroll Administrator
3	Accessibility Resource Facilitator Payroll Administrator Secretary, Dean of Commerce Secretary/Administrative Assistant, Dean of Graduate Studies and Research Administrative Assistant, Dean of Science Administrative Assistant, Enrollment and Registration Confidential Administrative Assistant, Financial Services Assistant External Affairs Coordinator, Donor Recognition and Stewardship
2	Co-Curricular Record Coordinator Exam Assistant Programming & Engagement Coordinator Project Coordinator, SMU Entrepreneurship Centre Technology Consultant, SMU Entrepreneurship Centre

Level	Job Title
	Corporate & Group Training Coordinator
1	Assistant Coach, Football Secretary, Fred Smithers Centre Secretary, SMU Entrepreneurship