

Band:	TP 0	TP 1	TP 2	TP 3	TP 4	TP 5
Potential Job Title Type (Prefix/Suffix)	Student, Work-Study, Intern, Aide, Trainee	Clerical, Support, Staff, Assistant	Associate, Specialist, Consultant	Administrator, Coordinator, Analyst, Counsellor, Advisor, Head	Senior, Manager, Officer, Clinical Instructor	Director, Supervisor, Senior Manager
Potential Job Titles	Work Study Program, Student Aide, Sport Camps Aide, Facilities Intern Administrative Aide, Student Invigilators, Library Intern Student Aide, Internship, Lifeguard Intern, Student Photographer/Videographer, Front Desk Aide, Exam Aide, Student Resident Aide	Assistant, Support Staff, Sport Camps, Facilities Attendant, Administrative Assistant, Clerk, Invigilators, Library Assistant, Lifeguard, Photographer/Videographer, Educator, Trainer, Technician, , Mentor, Front Desk Assistant, Resident Assistant	Administrative Associate, Student Associate, Alumni Engagement Specialists, Editors, Instructor, Pool Associate, Coach, Referee, Associate, Front Desk Associate, International Support Associate, Resident Associate, Exam Support Associate	Administrator, Coordinator, Personal Trainer, Recruitment Coordinator, Project Coordinator, Analyst, Placement Success Coordinator, Communications Coordinator, Lab Helper, Exam Coordinator, Counsellor, Instructor, Facilitator, Head Coach, Career Advisor	Senior Instructor, Senior Facilitator, Communications Manager, Elder, Manager Partnerships and Pathways, Senior Resident Assistant, Development Officer, Clinical Instructor, Placement Manager, Project Manager, Devleoper	Director, Clinical Director, Clinical Supervisor, Senior Manager
Minumum Qualifications	Currently enrolled in post-secondary education. Experience may be minimal or no experience required.	2-3 years post-secondary education, with limited to no experience required. Completion of post-secondary education OR equivalent experience	University degree in a relevant discipline, with 0-1 years role specific experience or training required • Or equivalent combination of education and experience	University degree in a relevant discipline, with 2-3 years role specific experience or training required (some roles may require more extensive experience or training in a particular area)	University degree in a relevant discipline, with 3 plus years of experience required. Additional role specific certifications/ training will be an asset (some roles may require more extensive experience or training in a particular area)	University degree in a relevant discipline, with 5 plus years of experience required. Masters Degree in a relevant discipline will be an asset. Additional role specific certifications/ training required (some roles may require more extensive experience or training in a particular area)
Overall Job Purpose	Positions at this level are designed for students or individuals with minimal professional experience. Work is primarily task-based and structured to support learning and skill development. Employees follow clearly defined instructions and perform assigned tasks under close supervision. The primary focus is on gaining exposure to the workplace and developing foundational skills rather than owning deliverables. These roles primarily assist full-time staff during peak periods or for short-term assignments.	Positions at this level perform basic and routine administrative or operational tasks that support the day-to-day functioning of a department or project. Positions at this level are designed for early-career individuals who can contribute to day-to-day operations through the completion of defined tasks and deliverables. Employees apply basic knowledge and skills to perform work with some independence, requiring periodic guidance rather than continuous supervision.	Positions at this level perform a range of moderately complex administrative or support tasks within well-defined procedures and established guidelines. Work requires accuracy, attention to detail, and the ability to prioritize tasks. Employees may provide support for scheduling, documentation, communications, or logistics with some independence.	Positions at this level perform varied and more complex administrative, project, or operational tasks requiring specialized knowledge, experience, or training. Employees exercise initiative and judgment in applying established procedures and may coordinate portions of projects, events, or department operations. Work is performed with limited supervision.	Positions at this level require substantial knowledge, skill, and independent judgment to manage complex administrative, analytical, or project-based responsibilities. Employees plan, coordinate, and monitor multiple tasks or stakeholders, ensuring operational efficiency. Work is performed with minimal supervision and may involve overseeing the work of junior staff or students.	Positions at this level are senior temporary roles responsible for managing or coordinating specialized administrative, technical, or operational functions. Employees provide leadership, expertise, and decision-making in project or program delivery. Work requires advanced knowledge, autonomy, and problem-solving, often involving collaboration across departments or external partners.
Typical Job Characteristics	Performs clearly defined, routine support tasks such as filing, photocopying, data entry, and basic mail handling under close supervision. Assists with event setup, scheduling logistics, and meeting preparation following step-by-step instructions. Provides basic information to clients and responds to routine inquiries using prepared guidance or scripts. Supports front-line customer service activities such as greeting visitors and directing inquiries, with ongoing guidance from supervisors or team members. Maintains supplies and assists with general office upkeep as assigned. Work is task-based and structured for learning, with responsibilities assigned and adjusted based on skill development. Requires minimal interpretation or independent judgment, and all work is reviewed regularly for accuracy and completeness. Continuous feedback and training are provided to support skill development. Work Environment: Works under direct and continuous supervision with detailed instructions. Tasks are performed in office, laboratory, or outdoor field settings, with potential exposure to inclement weather or outdoor elements.	Performs a range of routine administrative and operational tasks such as data entry, document preparation, scheduling, and basic coordination activities with a degree of independence after initial training. Assists with event coordination, meeting logistics, and communications, ensuring tasks are completed accurately and on time. Provides front-line customer service by responding to inquiries, resolving routine issues, and directing more complex matters appropriately. Maintains records, supplies, and documentation, ensuring organization and accuracy. Applies basic judgment in prioritizing tasks, identifying minor issues, and determining when to seek guidance. Responsible for completing assigned tasks independently within established procedures and timelines. Work is reviewed periodically, with an expectation of reliability and consistent output quality. Work Environment: Works under general supervision with guidance available as needed. Tasks are performed in office, laboratory, or outdoor field settings, with potential exposure to inclement weather or outdoor elements	Provides general administrative support, including transcribing meeting minutes, drafting correspondence, processing payroll, human resources documentation, and expense claims. Assists with communications, data entry, and report preparation. Updates social media, websites, and other communications following approved guidelines. Maintains and organizes research documentation, ensuring compliance with regulatory and quality assurance requirements. Supports event logistics, recruitment, or departmental operations. Performs tasks related to routine lab or field operations, including maintaining inventory, ordering supplies, and sourcing equipment from vendors. Exercises some judgment in prioritizing tasks and ensuring accuracy Works under general supervision with clear direction for new tasks. Work Environment: Works under general supervision, receiving instructions for new or complex tasks. May provide guidance to others on work sequences but does not directly supervise staff. Contacts include interactions with external parties, requiring tact and diplomacy, particularly when providing sensitive information. Work may take place in an office, lab, or field setting, with potential exposure to chemicals, hazardous materials, or animal handling. Tasks are performed within established guidelines, but the role requires judgment in setting priorities and applying standardized criteria to achieve desired outcomes.	Coordinates project or program logistics, monitors timelines, and prepares progress reports or documentation. Collects and organizes data for reports and communications. Maintains databases, prepares correspondence, and assists in financial tracking or budget reconciliation. Provides guidance to junior staff and contributes to process improvements. Works independently within established policies and procedures. Exercises independent judgment in role specific complex situations, interpreting research data, and developing or modifying processes and practices in collaboration with the supervisor. Interacts with both internal and external stakeholders including researchers and industry partners. May participate in internal/ external presentations, stakeholder meetings and conferences. While not directly supervising others, provides technical expertise and mentorship to junior staff and students. May advise undergraduate or graduate students on research protocols and best practices. Work Environment: Work is performed in various environments such as laboratories, offices, or outdoor fieldwork, with potential exposure to hazardous materials, chemicals, or animals, which may pose an increased risk of injury.	Manages daily administrative operations or complex project components, ensuring deliverables are met. Develops and implements administrative processes to improve efficiency. Conducts data analysis and prepares reports or presentations. Coordinates communications, events, or stakeholder activities. Establishes and maintains relationships with industry partners to garner relationships and foster collaborations. Works independently within general guidelines. Makes day-to-day decisions based on general guidelines, consulting with the supervisor on unusual problems or when decisions fall outside of established guidelines. Consults with the supervisor only on decisions that fall outside of these guidelines. Oversees other junior staff or student employees with full managerial responsibility. Exercises discretion and problem-solving within broad parameters. Work Environment: Work is performed in various environments such as laboratories, offices, or outdoor fieldwork, with potential exposure to hazardous materials, chemicals, or animals, which may pose an increased risk of injury.	Leads planning and execution of major projects or initiatives, overseeing administrative, financial, and operational components. Oversees the set-up and execution of events/ work, ensuring proper supervision and allocation of resources. Manages communications, stakeholder relations, and reporting for leadership. Plays a significant role in industry collaborations, providing consultation, setting up trials, negotiations, and building partnerships. Develops and monitors work plans and performance measures. Supervises staff and ensures alignment with institutional policies. Takes responsibility for the human resources management of the staff. This includes hiring, training, supervising, and evaluating staff, conducting training sessions, and managing performance. Exercises independent judgment, prioritizes competing demands, and represents the department in internal or external meetings. Work Environment: Work is performed in various environments such as laboratories, offices, or outdoor fieldwork, with potential exposure to hazardous materials, chemicals, or animals, which may pose an increased risk of injury.