

OPSEU Job Family Summary

	Overview	Key Responsibilities
Academic Facilitation	The Academic Facilitation family encompasses positions within specific areas requiring specialized and/or technical knowledge and experience in the field. The function of these positions are to provide advice and mentorship to support the Ryerson community in the application, building and evaluating of various special projects, planning and technical design, compliant setup or research.	Responsibilities may include coordinating the day-to-day activities of a departmental technology and student lab or providing direction, delivery and/or guidance based on specialized and/or technical expertise in the field.
Administration & Support	The Administration and Support job family encompasses positions that are primarily responsible for supporting a department, faculty or functional group within the university by providing a range of administrative and/or business support.	Administrative responsibilities may include providing front-line administrative and client support; implementing and maintaining internal office practices and procedures, providing general non-academic research support and providing financial administration either through general tracking or generating and preparing financial status reports. Business support responsibilities may include general project coordination, data analysis and modeling, business development, or policy updates and research.
Admissions & Recruitment	The Admissions and Recruitment family are responsible for promoting and attracting prospective students to Ryerson, providing knowledge and guidance in regards to Ryerson's admission procedures, and assisting in Ryerson's admission process and policy changes helping them through the application process.	Responsibilities may include actively promoting Ryerson and/or faculty program(s), providing admission and academic information and/or support, screening and reviewing credentials of prospective applicants, and conducting research/data collection to help implement changes and/or updates for Ryerson or faculty admission policies and procedures.
Advancement	The Advancement job family encompasses positions that are focussed on development efforts to promote and secure philanthropic support, fostering alumni relations through programs and services, and fundraising and gifting to Ryerson.	Responsibilities may include coordinating activities, programs, and/or events related to donor relations, stewardship or advancement, conducting research and analysis on previous and prospective donors, and coordinating administrative and operational support for development opportunities, alumni relations and/or donor related activities.
Athletics & Recreation	The Athletics and Recreation job family encompasses positions responsible for coordinating and supporting the efficient operating of athletic programs and recreational services including intramurals, varsity athletics, campus recreation, etc.	Responsibilities may include coordinating the day-to-day activities of an athletic department which includes, posting schedules, arranging and booking external rentals and providing effective client service to those using the facilities or equipment. Other responsibilities may include providing preventative and reactive care of athletic injuries as well as providing guidance and training in the area of strength training and physical conditioning.

Facilities & Building	The Facilities and Building job family encompasses positions responsible for providing coordination and maintenance services for facilities and buildings across campus. This family supports the planning, designing and maintenance of the university's physical assets, which may also include event booking and setup.	Responsibilities may include ensuring facilities are well kept and functional, coordinating facility services for client events and activities, and coordinating and providing expertise for facility plans and projects. <i>Note:</i> responsibilities within this job family do not include those covered under the CUPE Local 233 Collective Agreement.
Finance & Accounting	The Finance and Accounting job family encompasses positions responsible for fulfilling the core accounting, financial management and purchasing requirements of the university.	Responsibilities may range from tracking and monitoring departmental budget activities to preparing a variety of departmental budget reports, statements, and analytical reports; or providing advice on the financial viability of decisions to training on financial systems, policies and reporting.
Hospitality & Retail	The Hospitality and Retail job family encompasses positions responsible for supporting and maintaining the day-to-day operations of Ryerson eateries, residence cafeterias and catering services or supporting the day-to-day operations of Ryerson's retail businesses.	Responsibilities may include cooking, shipping/receiving, inventory storage, food handling and/or customer service.
Information Technology	The Information Technology job family encompasses positions responsible for providing reliable, secure, innovative, and customer-oriented information technology services and solutions to the Ryerson community. Functions may include IT support, information security, networks and infrastructure and any other related functions.	Responsibilities may include providing front-line technological support and troubleshooting, advice on the use of technology services, development of websites from design to implementation, or technical project coordination.
Library & Information	The Library and Information job family encompasses positions responsible for providing students, staff and faculty with access to relevant collections of information, supporting teaching and learning, and cultivating spaces for research, study and collaboration.	Responsibilities may include a wide range of duties related to the circulation, reserves, interlibrary loan, and inventory control; as well as providing reference, information, and instructional services to library users for the location and use of appropriate information resources.
Marketing & Communications	The Marketing and Communications job family encompasses positions responsible for shaping and building the Ryerson brand, promoting effective communication between the university and its students, employees, and the public in order to advance the university's strategic vision and overall reputation.	Responsibilities may include, writing and designing communication materials for print, digital media and/or social media platforms; as well as coordinating the planning, implementation, and logistical support of events for the Ryerson Community.
Student & Learning Support	The Student and Learning Support job family encompasses positions that are focussed on providing support, mentorship, and services to help current students, new entrepreneurs and other Ryerson community members to succeed.	Responsibilities may include providing advice and/or guidance on career development or placements, as well as may assist with the development, coordination and implementation of student support services that fosters learning opportunities and academic success.