The Professionals Survey collects salary data for 387 “functional professional” positions with primary assignments and responsibilities requiring professional-level expertise and work in a specific functional area, such as academic or student services, facilities management, human resources, information technology, athletics, or finance. Positions covered include those with supervisory duties who represent the majority of their effort. Nearly all positions require at least a baccalaureate degree or equivalent in the field and may require a terminal degree and/or professional licensure. Crosswalks are provided to facilitate completion of IPEDS and other reporting, but these codes are not used in this survey. All SOCs have been updated to 2018 codes, with changes indicated in red.

Note: Although the Professionals Survey has traditionally been a survey for exempt positions, we realize that many positions are in a state of flux in regard to exempt status due to impending FLSA legislation. We continue to collect and report on exempt status for these positions at least until after impending FLSA legislation is finalized.

### Position Descriptions

**Administrative Professional Associates; 320000 - 320500**

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Title/Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>320010</td>
<td>Executive Assistant to system or Institution CEO</td>
<td>Senior professional staff assistant to the CEO of an institution of or system within a university. Manages the administrative, operational, and financial affairs of the Office of the CEO. This is a high-level professional position, not an administrative support position. See Administrators Survey for Chief of Staff to ED (427000).</td>
</tr>
<tr>
<td>320020</td>
<td>Secretary to the Board of Trustees</td>
<td>Participates in scheduling agenda items for institutional board meetings. Ensures that sufficient documentation is maintained to meet legal requirements and serves as custodian of board records. Certifies bylaws, keeps accurate meeting minutes, coordinates committee and board membership. May be authorized to sign documents on behalf of the board. Major’s degree preferred with 5 years’ experience.</td>
</tr>
<tr>
<td>325000</td>
<td>Administrative Specialist/Coordinator</td>
<td>This is an exempt, professional position, not an administrative assistant. Persons in this position generally report to an Executive Administrator or to an Administrative/Technical Head. Responsibilities include performing a variety of professional and administrative duties that facilitate the day-to-day operations of a function, program, and/or department. Assists in program planning and development; monitors, and interprets information regarding operating policies and procedures, admission and budget matters, and coordinates academic and/or staff personnel matters. Resolves problems that have a significant impact on the overall goals of the department. Requires 2-3 years’ relevant experience. Open as-needed department business office.</td>
</tr>
</tbody>
</table>

**Academic Affairs; Academic Services and Advisers; 400110 - 411300**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>401030</td>
<td>Study Abroad Advisor</td>
<td>With supervision from the Director, provides advisory, referral, and information services to students, parents, and others interested in study abroad opportunities, as well as work, travel, or volunteer opportunities. Provides, organizes, and implements materials and forums regarding overseas study opportunities and sources of financial aid; assists students in complying with registration and academic credit transfer requirements. May supervise support staff positions. Requires a bachelor’s degree and 2 years’ related professional experience.</td>
</tr>
<tr>
<td>401500</td>
<td>Study Program Assessment NEW for 2019</td>
<td>Develops, manages, and maintains study abroad programs. Collaborates with faculty and external/international providers to ensure the academic quality of programs.</td>
</tr>
<tr>
<td>402000</td>
<td>Academic Support Center Coordinator</td>
<td>Plans programs and supervises individuals involved in proficiency/evaluation testing. Supervises special tutors for students with language barriers or students requiring remedial education in math or English. Maintains a liaison with academic deans and faculty. Advises and assists students in determining proficiency in college-level courses. Requires bachelor’s degree or equivalent plus 2-3 years’ related experience.</td>
</tr>
<tr>
<td>402500</td>
<td>Medical Residence Program Coordinator</td>
<td>Provides support to a program director related to planning, directing, and effectively coordinating academic and operational activities of a residency or fellowship program in order to meet accreditation and other regulatory requirements for graduate medical education.</td>
</tr>
<tr>
<td>403000</td>
<td>Head, Campus Learning Resources Center</td>
<td>Directs all activities of the institution’s learning resources center for students.</td>
</tr>
<tr>
<td>403010</td>
<td>CARE, Campus Teaching Center</td>
<td>Responsible for promoting innovative college teaching, providing a venue for sharing pedagogical strategies across disciplines, introducing advances in teaching and curricular improvement, strengthening graduate students’ teaching skills and enhancing and facilitating undergraduate and graduate learning experiences.</td>
</tr>
<tr>
<td>404000</td>
<td>Instructional Specialist</td>
<td>Responsible for a broad range of credentialing functions that include reviewing, analyzing, evaluating, and processing applications for public school teaching credentials, certificates, and permits. Serves as a curriculum resource and provides assistance, guidance, and current information to students, members, and other faculty on matters regarding state and national standards and requirements.</td>
</tr>
<tr>
<td>404020</td>
<td>Registration Specialist</td>
<td>Responsible for promoting innovative college teaching, providing a venue for sharing pedagogical strategies across disciplines, introducing advances in teaching and curricular improvement, strengthening graduate students’ teaching skills and enhancing and facilitating undergraduate and graduate learning experiences.</td>
</tr>
<tr>
<td>405000</td>
<td>Head, Accreditation for Graduate Medical Education</td>
<td>Responsible for ensuring residency programs and the sponsoring institution are in compliance with national accreditation and regulations standards of applicable governing bodies. Serves as liaison to residency program directors/coordinators. May include supervision of other administrative staff providing institutional compliance with national accreditation standards.</td>
</tr>
<tr>
<td>405030</td>
<td>Academic Coordinator for Graduate Medical Education</td>
<td>Responsible for reviewing, analyzing, assessing and processing information, records and transcripts for determining academic credit and eligibility for degrees and specialized program designations. Requires at least 2 years of related experience.</td>
</tr>
<tr>
<td>405070</td>
<td>Head, Foreign-Student Advising</td>
<td>Recruits and advises foreign students and coordinates academic studies for foreign students on campus.</td>
</tr>
<tr>
<td>405080</td>
<td>Head, Undergraduate Counseling</td>
<td>Directs the provision of academic counseling and testing services for students. Generally reports to Chief Campus Academic Advising Administration.</td>
</tr>
<tr>
<td>407000</td>
<td>Academic Oversight Coordinator</td>
<td>Advises students concerning an appropriate academic schedule, decision of major, number of hours that may be taken, probation, and/or suspension. Contact may be on individual or group basis or be made by correspondence. No supervisory responsibilities. Requires a bachelor’s degree in counseling or related field or equivalent plus 2-3 years’ related experience. Exclude institutional faculty.</td>
</tr>
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</table>

### Academic Affairs: Librarians and Media Services; 420000 - 420283

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</thead>
<tbody>
<tr>
<td>420200</td>
<td>Librarian, Head of Collections</td>
<td>Collaborates with collection development librarian on resource budgeting. Negotiates licensing agreements with vendors and monitors electronic mediums. Implements policies and procedures to streamline operations. Degree requirement: ALA Accredited Masters.</td>
</tr>
<tr>
<td>420210</td>
<td>Librarian, Head of Technical Services</td>
<td>Responsible for oversight of multiple-library department in the technical and collection services areas. Implements creative use of technology for technical services operations; works with various library vendors. Common areas of oversight could include, but are not limited to: acquisition, cataloging, serials, collection development, and licensing. Common job titles include: Technical Services and Collection Services. Degree requirement: ALA Accredited Masters.</td>
</tr>
<tr>
<td>420220</td>
<td>Librarian, Head of Public Services</td>
<td>Responsible for oversight of multiple-library department in the public and research service areas. Accountable for service quality, innovation and creative use of available technology in support of Public Service operations. Common areas of oversight could include but are not limited to: research, reference, instruction, outreach. Common job titles include: Public Services and Research Services. Degree requirement: ALA Accredited Masters.</td>
</tr>
<tr>
<td>420230</td>
<td>Librarian, Head of Collection Development</td>
<td>Collaborates with librarians and faculty members on collection development policies for all formats of resources. Responsible for the ongoing assessment of collections and their use. Responsible for work with vendors and for licensing agreements. Works with potential donors of library resources. Serves as technical resource for ALA Accredited Masters.</td>
</tr>
<tr>
<td>420240</td>
<td>Librarian, Head of Special Collections and Archives</td>
<td>Responsible for providing services related to special collections and university archives in all formats. Ensures consistent and secure access to special collections through the creation of policies and procedures. Monitors current condition of materials and implements appropriate preservation strategies. Requires at least 2 years of work experience with large long-term research collections. Requires the ability to handle potential donors and materials that support the special collections mission. May also be responsible for collection. Common job responsibilities could include but are not limited to: special collections, archival, digital archiving, preservation, local history, rare books, records management, digitization, restoration, institutional resources, manuscripts. Degree requirement: ALA Accredited Masters.</td>
</tr>
</tbody>
</table>

### Crosswalks

- 48-0111 | Executive Secretaries and Executive Administrative Assistants | 5170 | Prof |
- 48-0112 | Executive Secretaries and Executive Administrative Assistants | 5170 | Prof |
- 15-1111 | Management Analysts | 0200 | Prof |
- 25-9300 | Instructional Coordinators | 0200 | Prof |
- 25-9360 | Instructional Coordinators | 0200 | Prof |
- 25-9350 | Instructional Coordinators | 0200 | Prof |
- 25-1012 | Educational, Guidance, and Career Counselors and Assistants | 2500 | Prof |
- 25-1020 | Educational, Guidance, and Career Counselors and Assistants | 2500 | Prof |
- 24-3020 | Librarians and Media Collectors Specialists | 2430 | Prof |
- 24-3020 | Librarians and Media Collectors Specialists | 2430 | Prof |
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NEW for 414100 413100 412140 411110 411100 410140 410130 410115 408000 407100 2019 Life Officer  Student Housing, Residence Officer  Administrative Operations Coordinator, Clinical Head, Student Success Graduate Program Counselor  Student Admissions Deputy Head, Student Affairs Head, Campus Ministries/ Affairs  Head, Minority/ Faculty Development

Responsible for the supervision and direction of residence life, staff, and student housing. If housing (room and board) is provided and is income, add its value to the reported salary data for this position. Report 12-month, full-time equivalent salary.

Provides personal and financial aid application counseling to students and parents. Assists in the administration of the financial aid program. Conducts individual and group sessions to inform students of services, policies, and procedures and to provide assistance in resume preparation and interviewing techniques. Serves as liaison between employers and students; administers and coordinates activities associated with on-campus recruitment.

Initiates and participates in community building and religious programming. Assesses the spiritual needs of students. Master's degree required.

Responsible for helping women achieve their full potential in the college and university setting. Facilitates women-focused educational programs, provides resources on women's issues, and a safe environment for discussion of women's concerns. Advocate for women students and other administration on creating policies and a campus climate responsive to women's needs.

Assesses the spiritual needs of students. Master's degree required.

Delivers support services to foster the education and development of international students and scholars. Provides advice, counseling, and advocacy regarding immigration, cross-cultural, and personal matters. Supports an environment conducive to international education and cross-cultural learning. Coordinates and administers counseling programs, awareness efforts, and support programs for the campus LGBTQ community. May be responsible for conducting LGBTQ workshops and providing training to students, staff, and faculty. Offers a safe and inclusive environment for LGBTQ students.

Coordinates the development, implementation, and administration of policies and procedures related to the institutional strategic plan, including the areas of marketing, research, teaching and learning, programs and services, and student affairs. Oversees all aspects of student affairs, including the development of new programs and initiatives, and the evaluation of existing programs. Responsible for the overall success of the student affairs division.

Provides direct service and support to students through comprehensive academic and career planning from the point of admission to graduation. Provides learning strategy support, graduation planning, and monitoring student progress toward degree. Responsible for developing and implementing strategies to improve student success. Serves as a liaison between student and faculty/staff.

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Supervises and administers activities of a residence hall. Manager is room in charge and at the residence hall as part of the employment package. Duties include oversight of maintenance and renovation, purchase and inventory of supplies, assignment of rooms and common housing, housekeeping functions, and management of student conduct and discipline. Requires bachelor's degree or equivalent plus 4-5 years' related experience. Excludes Director of Housing and/or Student Residence. Requires bachelor's degree or equivalent plus 4-5 years' related experience. Excludes Director of Housing and/or Student Residence. Requires bachelor's degree or equivalent plus 4-5 years' related experience.

42110 - Human Resources Specialists

422210 - HR Generalist (Previously Personnel/Payroll). Performs variety of analytical activities in human resource administration. Administers policies and programs governing all or part of the following: recruiting, compensation, benefits, training, employee and/or labor relations, safety, and personnel research. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Includes entry-level analysts.

422210 - HR Generalist (Previously Personnel/Payroll). Performs variety of analytical activities in human resource administration. Administers policies and programs governing all or part of the following: recruiting, compensation, benefits, training, employee and/or labor relations, safety, and personnel research. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Includes entry-level analysts.

422220 - HR Classification & Compensation Specialist (Previously Compensation Analyst). Performs activities in support of wage and salary programs. Conducts position audits, analyzes and evaluates jobs using established evaluation system, and recommends action concerning appropriate classification and pay levels. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Includes entry-level analysts.

422220 - HR Classification & Compensation Specialist (Previously Compensation Analyst). Performs activities in support of wage and salary programs. Conducts position audits, analyzes and evaluates jobs using established evaluation system, and recommends action concerning appropriate classification and pay levels. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Includes entry-level analysts.

422230 - HR Classification & Compensation Specialist, Senior (Previously Compensation Specialist, Senior). Performs staff support activities to develop, implement, and administer compensation policies and programs. Formulates recommendations regarding development and updating of salary structure(s), FLSA exemptions, job revisions, organizational structures, etc. Performs special studies in a given compensation area, such as incentive compensation. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.

422230 - HR Classification & Compensation Specialist, Senior (Previously Compensation Specialist, Senior). Performs staff support activities to develop, implement, and administer compensation policies and programs. Formulates recommendations regarding development and updating of salary structure(s), FLSA exemptions, job revisions, organizational structures, etc. Performs special studies in a given compensation area, such as incentive compensation. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.

42310 - Staff Attorney

42310 - Staff Attorney

42410 - Student Activities Coordinator

42410 - Student Activities Coordinator

42420 - Student Residence Hall Manager ( Previously Resident Director). Performs activities supporting the recruitment, screening, and referral of exempt and non-exempt applicants for the university or college. Establishes and maintains liaison with external agencies and recruiting sources. Oversees the activities of the employee transfer process. Coordinates the placement of advertisements. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Includes entry-level analysts.

42420 - Student Residence Hall Manager ( Previously Resident Director). Performs activities supporting the recruitment, screening, and referral of exempt and non-exempt applicants for the university or college. Establishes and maintains liaison with external agencies and recruiting sources. Oversees the activities of the employee transfer process. Coordinates the placement of advertisements. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Includes entry-level analysts.

42430 - Student Activities Officer (Previously Residence Director). Performs activities supporting the recruitment, screening, and referral of exempt and non-exempt applicants for the university or college. Establishes and maintains liaison with external agencies and recruiting sources. Oversees the activities of the employee transfer process. Coordinates the placement of advertisements. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Includes entry-level analysts.

42430 - Student Activities Officer (Previously Residence Director). Performs activities supporting the recruitment, screening, and referral of exempt and non-exempt applicants for the university or college. Establishes and maintains liaison with external agencies and recruiting sources. Oversees the activities of the employee transfer process. Coordinates the placement of advertisements. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Includes entry-level analysts.

42440 - Student Residence Hall Manager ( Previously Resident Director). Performs activities supporting the recruitment, screening, and referral of exempt and non-exempt applicants for the university or college. Establishes and maintains liaison with external agencies and recruiting sources. Oversees the activities of the employee transfer process. Coordinates the placement of advertisements. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Includes entry-level analysts.

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Institutional Affairs: Equal Opportunity/ Diversity Professionals; 421100 - 421155

Head, Campus Labor Relations
Advises management, faculty, and staff on administration of labor union contracts. Negotiates and interprets labor contracts, resolves grievances, and recommends policies.

421100 Head, Campus Disability Services
Directs daily operations of the Office of Disability Services to ensure equal access for students and staff with disabilities to all aspects of campus life (programs, services and activities) as outlined by the Americans with Disabilities Act. Responsibilities include reviewing and maintaining medical documentation, determining reasonable accommodations, implementing accommodations, organizing and arranging-meaningful educational experience, offering support, and providing reasonable accommodation at the university to equal educational opportunities for individuals with disabilities.

421110 Disability Services Coordinator
Plans, directs, and oversees the administration of all programs and services ensuring compliance with ADA and provides leadership and consultation in planning access and equity for persons with disabilities.

421115 Disability Services Advisor
Responsible for ensuring equal access for persons with mental health and other disabilities to all educational and vocational opportunities. Identifies and provides reasonable accommodations at institutional level to equal educational opportunities for individuals with disabilities.

421120 Deputy Head, Campus Disability Services
Responsible for one or several areas of institution-wide programs designed to ensure equality of employment opportunity. Reports to the Chief Accounting Officer/Controller.

421130 Affirmative Action/EEO Specialist
Responsible for implementing and maintaining equal opportunity and affirmative action programs. Investigates formal discrimination charges and develops responses. Requires a bachelor's degree in a related field or equivalent and 2-3 years' experience in personnel administration with 1 year in the area of EEO/Compensation Action.

421140 Head, Title III Program
Responsible for creating, enhancing, and documenting maintainable analytical solutions in solving strategic problems for a business unit, department, or school. May lead or assist in gathering stakeholder requirements, translating those requirements to technical solutions, and providing support for application enhancements and products. May work with outside vendors in developing solutions. Collaborates with stakeholders in communicating solutions and operating on project office. Advises at prioritizing and juggling multiple projects, as well as setting and meeting timelines. Requires excellent communication skills and experience with the software or technical systems applicable to the work unit.

421150 Title III Coordinator
Responsible for coordinating the institution’s compliance with federal and state discrimination and sexual harassment laws. Responsibilities may include providing educational programs regarding discrimination and sexual harassment prevention; responding to, investigating and seeking resolution to allegations of discrimination and sexual harassment; selecting and implementing sexual harassment advisory services who oversee a more formalized information resources on issues of sexual harassment; training students on the diversity and inclusion statement. May be responsible for scheduling IRB meetings, helping to select board members, contacting board members, and/or communicating with the Federal Trade Commission or the OCR letter of April 2014, which is expanding Title IX to other forms of harassment.

421160 Institutional Review Board (IRB) Coordinator
Responsible for support of the Institutional Review Board (IRB) in managing protocols, applications, approvals, and records. May be responsible for one or more areas of institution-wide programs designed to ensure equality of employment opportunity. Reports to the Chief Accounting Officer/Controller.

421170 Compliance Officer
Ensures security standards are met in alignment with results for areas that may include one or more of the following: analytics, copyright/intellectual property, PCI, protection of minors, etc. Creates action plans to address issues, monitors performance of action plans, and evaluates customer service reports.

421180 Compliance Specialist
Responsible for the development, administration, and maintenance for academic or university’s continuous program that supports the continual improvement of processes, including the alignment of institutional values and goals. Requires a bachelor’s degree in a related field or equivalent and 2-3 years' experience in personnel administration with 1 year in the area of EEO/Compensation Action.

421190 Training & Development Specialist
Responsible for the design, modeling, testing, delivery, and evaluation of training programs of a highly technical or sophisticated nature and coordination of organizational and career consultation services. Requires a bachelor's degree or equivalent with major coursework in instructional design, organizational behavior, human resource management, or a related field plus 5-6 years' related experience in field of instruction.

421200 Business Operations, All Other
Responsible for managing and supervising the financial operations for the institution, including budget planning, financial reporting, and financial management. Requires a bachelor's degree in business administration or a related field plus 10-15 years' experience in a similar role.

421210 Human Resources Specialist
Responsible for one or several areas of the institution-wide programs designed to ensure equality of employment opportunity. Requires a bachelor’s degree in a related field or equivalent and 2-3 years experience in personnel administration.

421220 Accountant
Performs accounting functions, supervises the work of other accountants, reviews and analyzes financial statements and other reports prepared by other persons, develops and maintains accounting systems and procedures, performs cost and capital budgeting, oversees management of financial resources, and develops and maintains accounting systems and procedures.

421230 Risk Management Specialist
Responsible for one or several areas of the institution-wide programs designed to ensure equality of employment opportunity. Requires a bachelor’s degree in a related field or equivalent and 2-3 years experience in personnel administration.
Supervises and coordinates activities of workers engaged in collection of overage loan payments from students. Reviews delinquent account to determine which accounts should be contacted. Discusses and consults with students regarding loan repayment schedules. Typically requires a bachelor's degree in business or related field or equivalent plus 2-3 years' related experience. Former title: Collections Supervisor.

38110
Auditor
Supervises and conducts audits of institutional records to detect and prevent fraud. Also reviews the accuracy and effectiveness of internal controls in financial operations. Auditors may perform work in accomplish investigative and/or advisory services. Tasks are varied: Auditors review financial records, policies, and procedures. They interview personnel and examine business records. They prepare written reports of findings. Auditors must have a bachelor's degree.

38112
Auditor, Senior
Advises department managers regarding the preparation and implementation of budgetary policies and standards. May also perform work to accomplish investigative and/or advisory services. Tasks are varied: Plans, assigns, and reviews work product of other auditors. Auditors review financial records, policies, and procedures. They interview personnel and examine business records. They prepare written reports of findings. Auditors must have a bachelor's degree.

38200
Investment Analyst/ Auditor
Provides general financial analysis on the institution's investments portfolio. Analyzes the performance and risk characteristics of investment securities and derivative instruments. Monitors interest rate and market trend. Identifies opportunities to maximize earnings. Requires a bachelor's degree in accounting or equivalent plus 5-8 years' experience in related field.

38310
Budget Analyst
Performs financial analyses and provides recommendations to all financial operations. Requires a bachelor's degree and typically 2-3 years' related experience.

38312
Budget Analyst, Senior
Provides analytical support for routine budget projects. Requires a bachelor's degree in accounting or equivalent plus 2-3 years' related experience.

38314
Budget Unit Supervisor/ Manager
Supervises day-to-day budget unit activities. Oversees and participates in the most complex budget projects and deals directly with major department managers. Provides training and development of budget personnel. This is not an entry-level position. Requires a bachelor's degree in accounting or related field or equivalent plus 5-8 years' experience.

38316
Budget Analyst, Grants
Perform financial analyses and provide recommendations to all financial operations. Requires a bachelor's degree in accounting or equivalent plus 2-3 years' related experience.

38410
Grant Writer, Sponsored Contracts/ Grants
Assists the Principal Investigator (PI) with the development or completion of non-technical aspects of grant proposals. Typically responsible for editing, formatting, and the submission of grant proposals. May also research sources for grant opportunities for the principal investigators. Can assist with fundamental budget preparation for grant proposals.

38510
Excel/ Budget, Accounts Receivable
Responsible for one or several areas of current budgetary operations. Requires a bachelor's degree or equivalent plus 2-3 years' experience.

38610
Purchasing Agent
Supervises the institution's more difficult offset printing operations. Requires a bachelor's degree or equivalent plus 2-3 years' experience. This is not an entry-level position.

38612
Purchasing Agent, Senior
Performs complex bid investigations, evaluates bid proposals, and issues purchase orders. Contacts with university departments regarding requirements, specifications, and delivery dates. Advises department managers on purchasing policies and procedures and provides source vendors. Must have prior supervisory experience or strong technical background.

38710
Cashier
May supervise and coordinate activities of subordinates engaged in receiving and paying out of money, keeps detailed records of these transactions. Performs financial reports. Safeguards funds and transfers funds to and from the bank. Typically requires a bachelor's degree in accounting or equivalent plus 2-3 years' experience. Requires an understanding of cash management practices.

38712
Cashier, Senior
Performs financial, operational and compliance audits of institutional donor, governance and control processes in accordance with internal audit policies and standards. May also perform work to accomplish investigative and/or advisory services. Tasks are varied: Auditors review financial records, policies, and procedures. They interview personnel and examine business records. They prepare written reports of findings. Auditors must have a bachelor's degree.

39110
Head Cashier
May supervise and coordinate activities of subordinates engaged in receiving and paying out of money, keeps detailed records of these transactions. Performs financial reports. Safeguards funds and transfers funds to and from the bank. Typically requires a bachelor's degree in accounting or equivalent plus 2-3 years' experience. Requires an understanding of cash management practices.
Under supervision, assists in identifying, cultivating and motivating donors to make significant gifts. Also assists donors with gift planning strategy, financial and estate planning, tax law and real estate. Collaborators with all divisions/schools in the institution. Requires a bachelor's degree.

Manages the technical trade areas, which usually include plumbing, heating, electrical, refrigeration, and air conditioning, that maintain facilities. Responsibilities include setting a budget, planning and implementing systems and procedures to achieve projected goals, and managing budget and personnel. Requires a bachelor's degree and typically 3-5 years of related experience.

Manages all divisions/schools in the institution. Requires a bachelor's degree and typically 3-5 years of related experience. Provides close supervision.

Manages a variety of programs that provide educational services for high school students, college students, and adults. Responsibilities include budgeting, planning, and implementing a variety of educational programs and services. Requires a bachelor's degree and typically 3-5 years of related experience. Provides close supervision.

Manages an office that provides information about the institution to students, faculty, and the public. Responsibilities include preparing news releases, preparing and distributing newsletters, managing the college's website, and managing social media accounts. Requires a bachelor's degree and typically 3-5 years of related experience. Provides close supervision.

Manages television station operations, including programming, on-air functions, program production, broadcast negotiations, and studio equipment supervision. Requires a bachelor's degree and typically 3-5 years of experience. Provides close supervision.

Manages a college's social media operations, including content creation, distribution, and analysis. Responsibilities include developing social media strategies, managing social media accounts, and analyzing social media metrics. Requires a bachelor's degree and typically 3-5 years of related experience. Provides close supervision.

Manages a college's social media operations, including content creation, distribution, and analysis. Responsibilities include developing social media strategies, managing social media accounts, and analyzing social media metrics. Requires a bachelor's degree and typically 3-5 years of related experience. Provides close supervision.
Facilities Utilization Planner

Assists in planning and coordinating campus-wide use of space and physical facilities. Maintains current floor plans and data on campus facilities. Reviews and analyzes requests for space. Develops plans to maintain facility use. Makes space allocation recommendations to administration, may develop analytical studies in support of space or physical facility changes. Requires a bachelor's degree or equivalent plus 3-5 years' related experience.

Architect

Performs architectural design, development, and management duties for a variety of construction renovation projects. Plans layout of project and integrates related engineering elements for the development of construction documents. Develops specifications, conducts materials research, and selects materials required for renovations and alterations. Reviews drawings and documents to ensure compliance with standards. Requires a bachelor's degree in architectural engineering or equivalent plus 4-5 years' experience and appropriate certification or license.

Landscape Architect

Licensed professional who plans and designs landscape layouts, develops site models, performs cost estimates, oversees construction of site and landscaping within the natural environment.

Facilities: Engineers, 451100 - 451370

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Engineer, Construction Projects Coordinator

Coordinates projects involving major renovations and/or alterations to campus buildings. Serves as liaison among physical plant crews, campus departments, and external contractors for coordinating and scheduling construction projects (includes new construction). Visits work site to determine necessary coordination with specifications and standards. Requires a bachelor's degree in engineering or equivalent plus 4-5 years' experience.

Engineer, Mechanical Systems

Assists in the design and setup of mechanical systems for campus buildings. Advise on mechanical problems and recommend solutions. May design new mechanical systems. Develops specifications and prepares cost estimates for the selection, application, and installation of mechanical equipment. Reviews mechanical plans submitted by outside consultants or architects. Ensures that mechanical systems comply with building codes, insurance stipulations, and OSHA requirements. Coordinates with contractors or installers of mechanical systems. Requires a bachelor's degree in engineering or construction or equivalent plus 4-5 years' experience.

Engineer, Electrical/Electronic

Conducts research and development activities related to the design, development, manufacture, modification, installation, and testing of electronic/electronic parts, components, equipment, and systems and the application of equipment and systems to new uses. Determines design approaches and parameters, tests, and evaluates results. Requires a bachelor's degree in electrical engineering plus 2-3 years' related experience.

Engineer, Mechanical, Senior

Designs, modifies, tests, evaluates, manufactures, and installs mechanical parts, components, and equipment. Identifies operating and installation problems and recommends solutions. Prepares cost estimates and develops specifications for the selection, application, and installation of mechanical equipment. Requires a bachelor's degree in mechanical engineering plus 2-3 years' professional engineering experience.

Engineer, Research Projects Instrumentation

With direction from a designated supervisor, designs, develops, and maintains scientific research and teaching instrumentation. Builds sophisticated scientific equipment, builds technical advice, administers-related budgets, and prepares protocols and reports. Requires a bachelor's degree in electrical engineering or equivalent plus 4-5 years' related experience.

Engineer, Mechanical, Senior

Conducts research and development activities related to the design, development, manufacture, modification, installation, and testing of systems software, electrical/electronic devices, components, equipment, and systems. Requires a master's degree in engineering or equivalent plus 4-5 years' related experience.

Engineer, Utilities

Designs and consults on utility systems with engineering, project management, and architects. Primary focus is utility infrastructure design, energy use, maintenance of utilities equipment, and construction associated with projects undertaken.

Facilities: Environmental Safety/Risk Management, Facility Management, Facility Operation, and Retail Operation Professionals; 451100 - 450130

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<td>15-2041</td>
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Environmental Health and Safety Specialist

Coordinates comprehensive program of disposal of hazardous chemical waste materials or radiation safety. Conducts inspections of laboratories and facilities to ensure compliance with regulations and procedures. Provides training concerning hazardous materials and chemicals to faculty, staff, and students. Provides for the collection, storage, transportation, and shipping of hazardous waste. Requires a bachelor's degree in an appropriate scientific or engineering field or equivalent plus 4-5 years' related experience. Requires knowledge of federal and state regulations applicable to hazardous waste.

Safety Officer

Coordinates functions of a health and safety program, which may include workers' compensation and fire prevention. Activities include safety education, monitoring and enforcement of safety concerns, safety inspections, purchase and design of safety equipment, safety engineering, and accident reporting. Performs technical investigations and evaluations and provides regulations and technical consultation regarding health and safety issues to students, faculty, and staff. Requires a bachelor's degree in a related field.

Facility Management Claims Specialist

Coordinates, prepares, and processes payment of insurance claims for the institution. Investigates claims information and verifies that applications are complete and makes payments on claims and prepares reports related. May investigate claims, determine compensability, and negotiate settlement.

Head, Campus Child Care Site

Responsible for the direction and supervision of child-related care activities. Performs variety of professional and administrative duties, including program administration and management of budgets, facilities, personnel, and special projects for a single site. Coordinates the child care support services program with day care center teachers and other staff. Must meet state license requirements. May require a master's degree in early childhood education or related field. Requires 5-6 years' experience with child development programs.

Child Care Center Teacher

Dedicated, professional teacher. Plans and implements a developmentally appropriate curricula and activities for children enrolled in a campus child care center. Works in a team-oriented environment. Requires a bachelor's degree in education or a related field. Requires 3-5 years' experience with children in child care or related fields.

Farm Manager

Designs and coordinates all activities necessary for successful operation of the institution's farm. Supervises farm staff and student workers. Responsible for livestock and crops, oversees crop production, planting, harvesting, marketing, and maintaining compliance with local, state, and federal regulations where applicable. Responsible for selecting, purchasing and maintaining all farm equipment, and for training and assuring its safe operation. Responsible for maintaining all farm property and buildings, and for the farm's overall appearance. Assists in carrying out facility plans for teaching, research, and service on the farm. Maintains a farm-enterprise accounting system; runs the farm as a business while operating within the institution's budget. Position may also involve maintaining close relations with the local agricultural community. Minimum requirements are a B.S. in Agriculture or a related field and 5-7 years' experience.

Bookkeeper/Assistant

Manages and coordinates activities of the textbook section of the bookstore. Buys textbooks required for academic classes and displays them for purchase by students. Assists in the formulation of policies and develops procedures regarding pricing, inventory, and sale of textbook and trade book items. Supervises the preparation and return of overstocked and defective books and the valuation and reimbursement of used books. Requires a bachelor's degree or equivalent plus 5-7 years' related experience.

Deputy Chief Campus Food Dining Services Administrator

For operations managed in-house, rather than outsourced. Generally second-in-command to the chief campus food/dining services administrator. Responsible for one or several areas of institutional food services or dining services, whether directly managed or operated or outsourced.

Chef

Responsible for all or some of the following: ordering food; preparing; planning menus; checking freshness of food and ingredients; developing; installing; inspecting supplies, equipment, and work areas. May hire or supervise other food preparation workers.

Food Service Unit Manager

Manages and coordinates activities of the textbook section of the bookstore. Buys textbooks required for academic classes and displays them for purchase by students. Assists in the formulation of policies and develops procedures regarding pricing, inventory, and sale of textbook and trade book items. Supervises the preparation and return of overstocked and defective books and the valuation and reimbursement of used books. Requires a bachelor's degree or equivalent plus 5-7 years' related experience.

Deputy Head, IT Administrative Computing

Directs the strategic and day-to-day operations of the institution's data center, including hardware acquisition, server operating system management, server configurations, tuning, and performance, and center power and environment management. Often responsible for server and standards for the enterprise.

Deputy Head, IT User Services

Directs IT's passing and help desk services. Previous title: Director, IT User Services.

Head, IT Enterprise Data Center

Responsible for enterprise data warehousing, information management, business analytics/intelligence, corporate reporting, authority center (database, search engines), workflow, and data management. Previous title: Director, IT Information Management.

Head, IT Information Management

Responsible for enterprise data warehousing, information management, business analytics/intelligence, corporate reporting, authority center (database, search engines), workflow, and data management. Previous title: Director, IT Information Management.

IT Principal Systems Analyst

Senior person responsible for designing and structuring the appropriate flow of complex computer systems requiring considerable independent judgment. Position involves no programming responsibility.
46110: **Architect**
Administers the integration of the IT department's various computer applications and provides direction of the IT architecture. Based on overall enterprise plans, the IT Architect proposes the architecture and integration for all infrastructure, including storage, servers, networking, data center, and various software-based systems.

**Information Technology: IT Applications Professionals; 461100 - 461180**

461110: **IT Auditor**
Performs audits of institutional information technology risks, governance and control processes in accordance with internal auditing policies and standards. May also perform work to accomplish investigative and/or advisory services. Tasks are varied. Plans, assigns and reviews work of other auditors assigned. Analyzes records, systems and processes. Prepares written documentation of work performed and develops reports. Interviews and advises personnel and lower to upper level management concerning the work and its concomitant results. Possesses and applies a moderate level of knowledge of information technology auditing concepts, practices and procedures, as well as experience and judgment to plan and accomplish goals. Able to handle a moderate degree of work complexity and grant a similar degree of creativity and latitude. Competent verbal and written communication skills are expected. Requires only general supervision. Reports to audit manager or above. Requires a bachelor degree in information technology or related field or equivalent. Audit-related certification or commitment to obtain may be required. Generally, 1-3 years of information systems auditing and/or related work experience.

461150: **IT Auditor, Senior**
Performs audits of institutional information technology risks, governance and control processes in accordance with internal auditing policies and standards. May also perform work to accomplish investigative and/or advisory services. Tasks are varied. Plans, assigns and reviews work of other auditors assigned. Analyzes records, systems and processes. Prepares written documentation of work performed and develops reports. Interviews and advises personnel and lower to upper level management concerning the work and its concomitant results. Possesses and applies a moderate level of knowledge of information technology auditing concepts, practices and procedures, as well as experience and judgment to plan and accomplish goals. Able to handle a moderate degree of work complexity and grant a similar degree of creativity and latitude. Competent verbal and written communication skills are expected. Requires only general supervision. Reports to audit manager or above. Requires a bachelor degree in information technology or related field or equivalent. Audit-related certification or commitment to obtain may be required. Generally, 1-3 years of information systems auditing and/or related work experience.

461120: **Programmer Analyst**
 Designs data retrieval and management systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new systems. Requires a bachelor's degree in computer science or equivalent plus 2-3 years' direct programming experience. This is not an entry-level position.

461125: **Programmer Analyst, Senior**
 Designs data retrieval systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new systems. May serve as a project leader or be assigned to the more complex projects. Requires a bachelor's degree in computer science or equivalent plus 4-5 years' direct programming experience. This is the highest non-supervisory level position.

461140: **Programmer Analyst, Supervisor**
Supervises a unit of Programmer Analysts and/or Senior Programmer Analysts in the design of data retrieval and management systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new systems. Requires a bachelor's degree in computer science or equivalent plus 5-8 years' direct programming and 1-2 years' supervisory experience.

461150: **IT Campus Web Master**
Responsible for development and maintenance of the institution's Web site and creation and management of the site's content. Also responsible for selection and implementation of Web tools and resolution of problems of Web site operation. More years of relevant experience.

461164: **IT Web Designer**
Responsible for designing the user interface and overall customer experience for websites and applications. This includes overall navigation flow, layout of specific pages, and creation of individual graphic elements. Ensure that all design elements, templates and finished solutions work within the context of browser types and screen settings along with the constraints set by development and design, and provide design documentation to support the new systems. Requires a bachelor's degree in computer science or equivalent plus 2-3 years' direct programming experience.

461184: **IT Web Developer**
Responsible for the design, layout and coding of a website to meet the needs of functional users. Involved with the technical and graphical aspects of a website - how the site works and how it looks - based on relevant website coding scripts. Can also be involved with the maintenance of the site on an existing site, such as modifying existing applications to improve functionality and process flow. Generally requires a bachelor’s degree in Computer Science or advanced Information Sciences and 3-5 years technology work experience.

461170: **IT Project Manager**
Works with users, departments, programmers, and programmer analysts to develop, monitor, and manage large-scale IT projects.

461175: **Consultant**
Provides support to project teams, which may include gathering user requirements, facilitating meetings between customers and technical staff, conducting testing, and reporting data analysis, testing, and reporting to project managers. May focus skills in a specific area of IT.

461184: **Applications Quality Assurance Analyst**
Reviews customer requirements, creates test cases, executes testing plan using testing tools and automation, and tests applications developed against the test cases to ensure there are no bugs and requirements are met.

462100: **Database Administrator**
Manages effective and efficient operation of a computer database. Ensures database runs properly, keeps database current, makes access readily available and timely, and formulates and designs new database applications. Makes decisions regarding procedures for set up of, access to, and operation of database. Refers decisions relating to major policy changes or the purchase of new software to supervisor. Requires a bachelor’s degree in computer science or equivalent plus 2-3 years’ related experience.

462110: **Data Administrator**
Establishes the data administrator function, including designing data models, data definitions, and policies governing administrative data systems. Participates in and oversees data integrity strategy, including planning, development and implementation. Identifies common data and associated relationships, resolves data definition and ownership issues, and ensures data integrity. Coordinates process to develop data standards policy to improve data accuracy, integration, access and integrity.

462120: **Database Administrator**
Senior person responsible for developing and implementing standards, procedures, and controls that ensures the security, reliability, and availability of databases.

462130: **Database Administrator**
Specific title will vary. Responsible for supporting, monitoring, monitoring, updating, troubleshooting and repairing one or more of the following - computer systems (including servers and workstations), network components, software and applications. Requires a bachelor’s degree in computer science or equivalent plus 2-3 years’ experience.

462150: **IT Help Desk Specialist/Tech**
Responsible for front line support of institutional users of enterprise applications, desktops, networks, and information resources.

462160: **IT Help Desk Manager**
Responsible for development and implementation of technical support processes and procedures, evaluation and recommendation of Help Desk tools, development of Help Desk scripts, creation and publication of Help Desk materials and documentation, and design and implementation of reports to measure performance of Help Desk staff.

462170: **Technical Support Specialist**
Responsible for supporting and managing user needs. duties: Troubleshoot, resolve issues, and ensure that users are satisfied.

462180: **Reliability Manager**
Oversees customer portfolio of application requests and acts as liaison between technicians and customers. Calls on customer issues regularly to ensure project requirements properly capture and convey the needs of users. Analysis business and/or user needs to create software.

462190: **Network Administrator**
Responsible for network connectivity, setup, and maintenance, and for remote computer connections, network security (firewall protection), as well as Wi-Fi connectivity.

463100: **Network Engineer**
Responsible for planning, designing, implementing, and administering network. Ensures the timely, accurate, and cost-effective delivery of the network services to the customers.

463120: **Network Administrator**
Manages and operates the network equipment. Configures and monitors the network infrastructure. Monitors and troubleshoots network problems and performs diagnostic tests to ensure network performance is consistent with network standards.

463125: **Network Engineer**
Responsible for planning, designing, implementing, and administering network. Ensures the timely, accurate, and cost-effective delivery of the network services to the customers.

463130: **Network Administrator**
Manages and operates the network equipment. Configures and monitors the network infrastructure. Monitors and troubleshoots network problems and performs diagnostic tests to ensure network performance is consistent with network standards.

463140: **Network Engineer**
Responsible for planning, designing, implementing, and administering network. Ensures the timely, accurate, and cost-effective delivery of the network services to the customers.

466260: **Information Technology: IT Systems Support, Security, and Telecommunications Professionals; 466210 - 466280**

466270: **IT Systems Programmer**
Provides technical expertise on in-house operation and equipment systems, assists in development of hardware and software performance; evaluates, recommends optimum equipment configurations, and implements and maintains the installation's in-house operating system and other software systems. Audits the performance of in-house data processing systems. Requires a bachelor's degree in computer science or related field or equivalent plus 2-3 years' programmer analyst and computer operations experience.
Research Professionals: Medical and Life Sciences; 470600 - 470740

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Research Professionals: Physical and Social Sciences; 470290 - 470446

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**Research Professionals: Descriptions**

**Research Assistant** supports the execution of certain aspects of a research project (after the research design is established), with minimal supervision. Requires a minimum of Bachelor's degree (or equivalent degree from a non-U.S. institution), with preference for a Master's degree (or equivalent degree or experience).

**Research Associate** independently performs components of a research program as directed by a senior member of the research team. A Research Associate may be involved in designing certain aspects of research projects and independently conducts work complementary to the overall research objectives. Requires a minimum of Master's (or equivalent) degree. A minimum of 2 years of post-bachelor's work experience in a role that is demonstrably similar to that of a Research Assistant.

**Research Scholar** serves as an independent researcher, or collaborator on a multi-scholar research initiative, and may have lead responsibility for discrete components of a larger project under the general direction of a senior or principal researcher. Requires a minimum of Ph.D. (or equivalent terminal degree in a relevant discipline), or Bachelor's (or equivalent) degree, plus at least 5 years of relevant post-master's professional work experience, or in rare instances, a Bachelor's (or equivalent) degree, plus at least 8 years of experience. A Research Scholar is expected to manage, mentor, and lead a team of junior research professionals.

**Senior Research Scholar** is an accomplished and experienced professional researcher who conducts significant original research, or serves as a senior collaborator on a multi-scholar research initiative, typically leading substantive aspects of the overall project under the general guidance of a principal researcher. A Senior Research Scholar may serve as a co-investigator on a funded research project. Requires a minimum of Ph.D. (or equivalent terminal degree in a relevant discipline), plus at least 5 years of formal "post-doc" training and/or post-degree professional work experience, and must have a demonstrated record of research achievement, or Master's (or equivalent) degree in a relevant discipline, plus at least 8 years of exceptional relevant professional work experience and a record of research achievement, or in rare instances, a Bachelor's (or equivalent) degree, plus at least 10 years of exceptional relevant professional experience and a record of research achievement will be considered.

**Research Professional** is a highly specialized or multifaceted research program. Involves the conduct of complex and high-level research projects and directs the work of other research scholars and associates. Individuals at this level may lead the submission of proposals for external sponsored funding and may serve as principal investigators on sponsored projects. Requires a minimum of Ph.D. (or equivalent terminal degree in a relevant discipline), with at least 3 years of experience similar to that of a Senior Research Scholar. In rare instances, an individual with comparable professional experience but less than a doctoral degree will be considered, on an exception basis.
Research Professionals: Laboratory Coordinators; 473450 - 474470
 Coordinates operational activities in a research laboratory, providing support services to researchers and technicians. Develops and implements policies, procedures, and standards for lab operations to ensure the efficiency, effectiveness, and quality control of the laboratory and compliance with federal, state, and university regulations and standards. Coordinates the ordering, inventory, storage, and maintenance of supplies, equipment, and laboratory materials and ensures the operation of the lab. Requires a bachelor's degree in a physical sciences discipline or equivalent plus 2-3 years' technical/administrative experience in laboratory operations. Coordinates activities in a research lab; exclude instructional lab coordinators.

471450 Lab Coordinator - Physical Sciences
 BLS SOC # 13-4075 Life, Physical, & Social Science Teachers, All Other
 US Census Code 1055 Prof

471490 Lab Coordinator - Life Sciences
 BLS SOC # 13-4075 Life, Physical, & Social Science Teachers, All Other
 US Census Code 1050 Prof

471470 Lab Coordinator - Medical Sciences
 BLS SOC # 13-4075 Life, Physical, & Social Science Teachers, All Other
 US Census Code 1050 Prof

Research Support Professionals; 471700 - 476110
 Coordinate routine activities of research studies including data management, project evaluation, meeting scheduling, and research subject interfacing. Adhere to study protocols, and applicable regulations. Track and review reports and regulatory documents to generate reports. Requires a bachelor's degree in a physical sciences discipline or equivalent plus 2-3 years' technical/administrative experience in laboratory operations. Coordinates activities in a research lab; exclude instructional lab coordinators.

471760 Research Coordinator, Non-Medical/Non-Clinical
 Coordinate routine activities of research studies including data management, project evaluation, meeting scheduling, and research subject interfacing. Adhere to study protocols, and applicable regulations. Track and review reports and regulatory documents to generate reports. Requires a bachelor's degree in a physical sciences discipline or equivalent plus 2-3 years' technical/administrative experience in laboratory operations. Coordinates activities in a research lab; exclude instructional lab coordinators.

476110 Junior Technology Licensing Officer
 Responsible for managing licensing projects and cases, including identifying and evaluating technologies with commercial potential and licenses for the technologies. Prepares invention summaries for marketing purposes and develops and implements marketing strategies for each technology. Drafts and negotiates licenses and other types of agreements, including transfer, collaboration, and nondisclosure agreements.

Extension Programs; 472100 - 472100

472100 Agricultural Extension/Engagement/Public Service Partnership
 Provide the direct delivery of sustainability to research and public audiences and clients and/or direct staff or programs in the development and administration of such programs, which focus on the academic or research programs of the institution and community works with other clients groups; may analyze education content, develop specialized diets, ensure food safety, and related.

472100 Industrial Extension/Engagement/Public Service Partnership
 Provide the direct delivery of sustainability to research and public audiences and clients and/or direct staff or programs in the development and administration of such programs, which focus on the academic or research programs of the institution and community works with other clients groups; may analyze education content, develop specialized diets, ensure food safety, and related.

Other Education Professionals; 471700 - 471760

477100 Dietician
 Collaborate with clinical investigators to determine study design, conduct technical development, writes statistical analysis plans, performs statistical analysis and inference and writes and presents reports summarizing findings including publications in peer-reviewed journals. Develops systems for monitoring the quality of data. Ensures high-quality statistical support is provided for clinical trials, registries and basic research through the use of advanced statistical skills and knowledge of clinical research. Maintains expertise in state-of-the-art data manipulation and statistical methodology. Masters/PhD in biostatistics or Masters/PhD in statistics with clinical research experience preferred. Requires a master's degree in statistics or an equivalent combination of education and experience. Requires a current state certification. Dietician (Senior Specialist) Provides primary care in student health center.

477100 Statistician
 Use statistical methods to collect, summarize, analyze, and interpret data. Applies statistical theory to solve problems for the unit or institution, may design surveys, experiments, or opinion polls. May be involved in various forms of reporting or publication of results. Requires a master's degree in statistics or an equivalent combination of education and experience. Requires a current state certification. Statistician (Senior Specialist) Provides primary care in student health center.

477100 Data Scientist
 Provides research and development experience in developing and testing statistical methods and software tools, and provides expertise in a wide range of statistical areas, including data analysis, machine learning, and predictive modeling. Requires a bachelor's degree in a physical sciences discipline or equivalent plus 2-3 years' technical/administrative experience in laboratory operations. Provides primary care in student health center.

477100 Analytical Scientist
 Perform analytical and reporting responsibilities for unit or institutional data. Projects may include building dashboards or reporting systems for end users, performing ad-hoc analyses and reporting to inform decision-making, and designing predictive modeling or other data mining programs. Requires a bachelor's degree in a physical sciences discipline or equivalent plus 2-3 years' technical/administrative experience in laboratory operations. Provides primary care in student health center.

Health Science & Environmental Sustainability Professionals; 479100 - 495110

479110 Staff Physician
 With direction from a supervising physician, delivers health care, including direct patient care, consultation, and research. Assists with administrative activities; may participate in clinical research; may serve as an athletic team physician. Supervises physician assistants, health professionals, students, and support staff. Requires at least an MD or DO degree, eligibility for state licensure, residency training, and/or 1-2 years' experience working as a staff physician. Provides primary care in student health center.

481100 Nurse Practitioner
 Functions in a patient care role. Administers, diagnoses, and treats minor illnesses and manages chronic health problems. Demonstrates evaluation and observation skills relied on by physicians. Directs patient care and disposition of patients. Requires a bachelor’s degree, 4-5 years' related experience, and current state certification. Nurse Practitioner (Senior Specialist) Provides primary care in student health center.

481100 Staff Nurse
 With supervision from a nursing supervisor, provides patient care service to patients in medical/surgical areas. Requires a bachelor's degree in nursing or equivalent plus 2-3 years' experience in a similar role. Provides primary care in student health center.

481100 Clinical Research Nurse
 Requires the preparation of research protocols and reports, participating in regulatory submissions, and obtaining approval of regulatory documents. Requires a bachelor's degree in nursing or equivalent plus 2-3 years' experience in a similar role. Provides primary care in student health center.

481100 Pharmacist, Student Health
 Performs on-campus pharmacy located in student health center. Dispenses and electronic and chemistry control for all medical supplies. Maintains full inventory. Orders, dispenses, and maintains control of narcotic drugs. Ensures compliance with government regulations concerning dispensing, record-keeping, and compounding. Provides drug information to physicians; tests drugs and administers on drug use. Requires a degree in pharmacy, 4-5 years' related experience, and current state certification. Requires a current state certification. Provision (Senior Specialist) Provides primary care in student health center.

480100 Veterinarian
 Provides veterinary services in support of the institution's health, care, and breeding and the administration of the veterinary program. Provides clinical and professional services. Requires a bachelor’s degree in veterinary science or veterinary medicine plus 5-6 years' experience in providing veterinary services to a variety of animals. Provides primary care in student health center.

480100 Animal Care Manager
 Responsible for directing the activities of the animal care unit. Assists in surgery and performs pre- and post-operative care as directed. Ensures maintenance of all and adherence to standard operating procedures and protocols. Trains employees in proper lab techniques. Maintains quality control and assures the quality and safety of food. Requires a bachelor's degree in animal science or veterinary medicine plus 5-6 years' experience in providing veterinary services to a variety of animals. Provides primary care in student health center.

480100 Veterinary Technician
 Provides front-line support and technical assistance to the animal care unit. Assists in surgery and performs pre- and post-operative care as directed. Ensures maintenance of all and adherence to standard operating procedures and protocols. Trains employees in proper lab techniques. Maintains quality control and assures the quality and safety of food. Requires a bachelor's degree in animal science or veterinary medicine plus 5-6 years' experience in providing veterinary services to a variety of animals. Provides primary care in student health center.

480100 Nutritionist, Student Health
 Provides on-campus nutrition service located in student health center. Initiates primary care role. Provides dietetic and nutrition consultation and education services to all students. Requires a bachelor's degree in nutrition or equivalent plus 2-3 years' experience in providing nutrition services to a variety of animals. Provides primary care in student health center.

480100 Dietitian, Student Health
 Provides on-campus nutrition service located in student health center. Initiates primary care role. Provides dietetic and nutrition consultation and education services to all students. Requires a bachelor's degree in nutrition or equivalent plus 2-3 years' experience in providing nutrition services to a variety of animals. Provides primary care in student health center.

480100 Environmental Sustainability
 Requires the preparation of research protocols and reports, participating in regulatory submissions, and obtaining approval of regulatory documents. Requires a bachelor's degree in environmental science or equivalent plus 2-3 years' experience in providing environmental services to a variety of animals. Provides primary care in student health center.

481100 Environmental Sustainability
 Requires the preparation of research protocols and reports, participating in regulatory submissions, and obtaining approval of regulatory documents. Requires a bachelor's degree in environmental science or equivalent plus 2-3 years' experience in providing environmental services to a variety of animals. Provides primary care in student health center.

480100 Environmental Sustainability
 Requires the preparation of research protocols and reports, participating in regulatory submissions, and obtaining approval of regulatory documents. Requires a bachelor's degree in environmental science or equivalent plus 2-3 years' experience in providing environmental services to a variety of animals. Provides primary care in student health center.

480100 Environmental Sustainability
 Requires the preparation of research protocols and reports, participating in regulatory submissions, and obtaining approval of regulatory documents. Requires a bachelor's degree in environmental science or equivalent plus 2-3 years' experience in providing environmental services to a variety of animals. Provides primary care in student health center.
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<thead>
<tr>
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<tbody>
<tr>
<td>498270 Head, Athletics Academic Affairs</td>
<td>25-9300</td>
<td>Instructional Coordinators</td>
<td>2550</td>
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<td>498280 Head, Athletics Compliance</td>
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<td>498290 Head, Athletics Finance &amp; Business</td>
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<td>Financial and Investment Analysts</td>
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Athletic Affairs: Head Coaches: 498260 - 498810

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</table>
# Job Description: Office/Admin Support/ Clerical Manager

**Job Title:** Office/Admin Support/ Clerical Manager

**Roles and Responsibilities:**

- Manages office operations and supervises support staff. Prepares, processes and monitors budgets, project proposals, reports and invoices. Researches and compiles information for reports and presentations. Leads meetings addressing specific operational issues and develops recommendations for the purchase of new equipment. Mentors all department weight training facilities for condition and safety of equipment.

- Typically requires: Bachelor’s degree and 1 - 2 years of experience as a weight strength coach at the college level. Certified Strength and Conditioning Specialist.

**Athletic Affairs: Specialty and Assistant Coaches; 499270 - 499650**

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<td>499270</td>
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<td>499271</td>
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<td>499272</td>
<td>Assistant Coach -Squash</td>
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<td>499273</td>
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<td>499274</td>
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<td>499276</td>
<td>Assistant Coach -Strength &amp; Conditioning</td>
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**Assistant Coach: Analysts perform and instruct student athletes in game strategies and techniques to prepare them for athletic competition; observes player’s skills and assigns positions; evaluates own and opposition team capabilities to determine game strategy, and coaches or directs coaches to instruct players in techniques of game. Requires a bachelor’s degree in physical education, recreation, health, or related field or equivalent plus 4-5 years’ experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.**

- Coaches and Scouts: 27-2022

**Safety Professionals and Supervisors of Office/Clerical, Skilled Craft, and Service/Maintenance Personnel; 500000, 700000, 800000 - 890000**

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<th>BLS SOC #</th>
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<td>Office/ Admin Support/ Clerical Manager</td>
<td>83-9031</td>
<td>Admin Support</td>
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Supervises a crew of mechanics and trades employees in the repair, maintenance and daily operations of facilities and equipment. Provides full, direct supervision of employees in managing complex building maintenance, operation and repair activities by providing technical expertise and planning, layout, assignment, scheduling and monitoring of work. May also direct the work of contract service providers. Coordinates procurement of parts, tools and equipment for the work team. Understands and utilizes multiple building control systems and trains staff on building control systems and use of the computerized maintenance management system (CMMS). Five years relevant experience in complex building mechanical maintenance and operations work, including at least two years leading maintenance and operations work. OR Two years technical training in building mechanical maintenance and three years' experience leading work teams.

Provides first-line supervisory or managerial law enforcement work at a college or university campus. With full powers of arrest, enforces the laws of the State and the United States Government. Has law enforcement authority ranging from traffic control to criminal investigations within a limited geographic jurisdiction. Work involves supervision and/or management of a unit of officers or other departmental personnel. A college degree is desirable, as well as certification as a law enforcement officer in accordance with the state, and two to four years of law enforcement experience. Requires an Associate's degree with 3 or more years of law enforcement experience.

Provides direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.). Characteristic duties include the following: Conduct fire/life safety inspections of University facilities, public assemblies, and satellite campuses to ensure compliance with applicable codes (national, state, local, building, fire and life safety codes and standards). Oversee the testing, maintenance, documentation, and inspection of all protection/detection systems for code requirements. Serve as liaison between the University, city, county, and state fire officials (i.e., provide local fire departments with pre-planning information and assist with coordination of emergency responses to University campuses, and tenant activities). Serve as member on various committees (internal and external) and act as a departmental contact; attend pre-construction conferences. At a minimum, requires an Associate's degree with 3 or more years of experience. Degree should be in Fire Science with experience in Fire/life safety and inspection. Experience must include at least one year of emergency responses to University campuses, and tenant activities). Serve as member on various committees (internal and external) and act as a departmental contact; attend pre-construction conferences. At a minimum, requires an Associate's degree with 3 or more years of experience. Degree should be in Fire Science with experience in Fire/life safety and inspection. Experience must include at least one year of enforcement experience.

Coordinates procurement of parts, tools and equipment for the work team. Understands and utilizes multiple building control systems and trains staff on building control systems and use of the computerized maintenance management system (CMMS). Five years relevant experience in complex building mechanical maintenance and operations work, including at least two years leading maintenance and operations work. OR Two years technical training in building mechanical maintenance and three years' experience leading work teams.

Under general supervision from a designated administrator, develop, implement and manage fire/life safety inspection and education programs within various areas of the University (including, on-campus, contractor work places, satellite campuses and residential areas). Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.). Characteristic duties include the following: Conduct fire/life safety inspections of University facilities, public assemblies, and satellite campuses to ensure compliance with applicable codes (national, state, local, building, fire and life safety codes and standards). Oversee the testing, maintenance, documentation, and inspection of all protection/detection systems for code requirements. Serve as liaison between the University, city, county, and state fire officials (i.e., provide local fire departments with pre-planning information and assist with coordination of emergency responses to University campuses, and tenant activities). Serve as member on various committees (internal and external) and act as a departmental contact; attend pre-construction conferences. At a minimum, requires an Associate's degree with 3 or more years of experience. Degree should be in Fire Science with experience in Fire/life safety and inspection. Experience must include at least one year of enforcement experience. Degree should be in Fire Science with experience in Fire/life safety and inspection. Experience must include at least one year of enforcement experience.

Performs skilled professional law enforcement work at a college or university campus. With full powers of arrest, enforces the laws of the state and the United States government. Has law enforcement authority ranging from traffic control to criminal investigations within a limited geographic jurisdiction. Work involves the detection of violations in the enforcement of State laws and applicable regulations. A college degree is desirable, as well as certification as a law enforcement officer in accordance with the state, and two to four years of law enforcement experience. Requires an Associate's degree with 3 or more years of law enforcement experience.

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Provides first-line supervisory or managerial law enforcement work at a college or university campus. With full powers of arrest, enforces the laws of the state and the United States government. Has law enforcement authority ranging from traffic control to criminal investigations within a limited geographic jurisdiction. Work involves supervision and/or management of a unit of officers or other departmental personnel. A college degree is desirable, as well as certification as a law enforcement officer in accordance with the state, and two to four years of law enforcement experience. Requires an Associate's degree with 3 or more years of law enforcement experience.

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