

SURVEY JOBS INDEX

***NEW AND REVISED POSITIONS INDICATED IN BOLD RED ITALICS***

***NOTE:*** Enter the appropriate School/College Designation Code (listed on page 21 of the Input Instructions) in column R of your SmartScreen data submission for each incumbent.

**GENERAL ADMINISTRATION**

18000 Executive Assistant to the President	18024 Director, Community Relations
18002 Assistant to the Dean or VP 2	18025 Director, Institutional Research
18003 Assistant to the Dean or VP 3	18026 Institutional Research Analyst 1
18004 Assistant to the President/Chief of Staff	18027 Institutional Research Analyst 2
18006 Clinical Administrator 1	18030 Director, Government Relations
18007 Clinical Administrator 2	18031 Associate Director, Government Affairs
18008 Clinical Administrator 3	18032 Legislative Associate
18011 Business Administrator 1	18034 Director, Diversity and Equity
18012 Business Administrator 2	18035C Director, Special Events – Central Unit
18013 Business Administrator 3	18035S Director, Special Events – School/College
18014 Business Administrator 4	18037 Director, Disability Services
18015 Business Administrator 5	18038 Manager, Disability Services
18016 Business Administrator 6	18040 Environmental Stewardship Director
18020 Director, International Services	18041 Sustainability Officer 1
18021 International Program Coordinator	18042 Sustainability Officer 2
18022 International Services Advisor	18044 Director, Campus Sexual Violence Prevention
18023 Ombudsperson	18045 Title IX Investigator

**ATHLETICS**

***NOTE:*** \*\* Indicates that this position is duplicated in the Collegiate Athletics Survey. If you are participating in both surveys, please provide data for the Collegiate Athletics job indicated.

18050 Director, Athletics <b><i>**Collegiate Athletics Job #22500</i></b>	18054 Assistant Director, Athletics Operations <b><i>** Collegiate Athletics Job #22531</i></b>
18051 Associate Director, Athletics <b><i>** Collegiate Athletics Job 22501</i></b>	18055 Athletic Compliance Officer <b><i>** Collegiate Athletics Job #22516</i></b>
18052 Associate Director, Intercollegiate Sports <b><i>** Collegiate Athletics Job #22505</i></b>	18056 Head Athletic Trainer <b><i>** Collegiate Athletics Job #22510</i></b>
18053 Associate Director, Intramural Sports <b><i>** Collegiate Athletics Job #22506</i></b>	18057 Athletic Trainer <b><i>** Collegiate Athletics Job #22510A</i></b>
	18058 Associate Athletic Trainer <b><i>** Collegiate Athletics Job #22511</i></b>

**DIVISION ADMINISTRATION**

18105 Top Executive Education Program Position	18107 Top MBA Program Position
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**ALUMNI AFFAIRS & DEVELOPMENT**

18180 Top Alumni Affairs & Development Position (Reports to President)	<b><i>18186 Chief Operations Officer – Alumni Affairs &amp; Development – NEW POSITION</i></b>
18181 Top Alumni Affairs Position (Reports to President)	18188 Director, Alumni & Engagement Events
18182 Top Development Position (Reports to President)	<b><i>Regional Development Offices</i></b>
18183 Senior Alumni Affairs Position	18190 Director, Regional Development Office
18184 Senior Development Position	18195 International Development Officer
18185S Top Alumni Affairs & Development Position – School/College	



### **ALUMNI AFFAIRS & DEVELOPMENT - Continued**

#### ***Alumni Affairs***

18200C Director, Alumni Relations – Central Unit  
 18200S Director, Alumni Relations – School/College  
 18201 Alumni Relations Officer 1  
 18202 Alumni Relations Officer 2  
 18203 Alumni Relations Officer 3  
 18204 Alumni Relations Officer 4

#### ***Annual Giving***

18205C Director, Annual Giving – Central Unit  
 18205S Director, Annual Giving – School/College  
 18206 Annual Giving Officer 1  
 18207 Annual Giving Officer 2  
 18208 Annual Giving Officer 3  
 18209 Annual Giving Officer 4

#### ***Stewardship***

18210 Director, Stewardship  
 18211 Stewardship Officer 1  
 18212 Stewardship Officer 2  
 18213 Stewardship Officer 3

#### ***Development***

18215C Director, Development – Central Unit  
 18215S Director, Development – School/College  
 18218 Development Officer 1  
 18219 Development Officer 2

#### ***Planned Giving***

18220 Director, Planned Giving  
 18223 Planned Giving Officer 3  
 18224 Planned Giving Officer 4

#### ***Foundation Relations***

18225 Director, Corporations and Foundations  
 18228 Foundation Relations Officer 3  
 18229 Foundation Relations Officer 4

#### ***Gifts***

18230 Director, Capital Giving  
 18231 Major Gifts Officer 1  
 18232 Major Gifts Officer 2  
 18233 Major Gifts Officer 3  
 18234 Major Gifts Officer 4  
 18235 Major Gifts Officer 5  
 18236 Major/Principal Gifts Officer 6  
 18237 Director, Gift Systems  
 18238 Manager, Gift Acknowledgements and Processing  
 18239 Development Services Administrator

#### ***Research***

18240 Director, Research Development  
 18241 Associate Director, Research Development  
 18246 Research Development Assistant 1  
 18247 Research Development Assistant 2  
 18248 Research Development Assistant

### **COMMUNICATIONS**

18250C Director, Communications – Central Unit  
 18250S Director, Communications – School/College  
 18252C Director, Development Communications – Central Unit  
 18252S Director, Development Communications – School/College  
 18253 Director, Sports Information  
 \*\*Collegiate Athletics Job #22562  
 18254 Director, Strategic Communications

18255 Associate Director, Editorial Services  
 18256 Writer 1  
 18257 Writer 2  
 18258 Writer 3  
 18259 Writer 4

**18261 Visual Designer 1 - REVISED**  
**18262 Visual Designer 2 - REVISED**  
**18263 Visual Designer 3 - REVISED**

### **PUBLICATIONS**

18270 Director, University Press  
 18271 Acquisitions Editor, Press  
 18272 Managing Editor, Press  
 18275 Production Manager, Press  
 18276 Editor 1  
 18277 Editor 2

18278 Editor 3  
 18280 Director, University Publications  
 18281 Editorial Assistant 1  
 18282 Editorial Assistant 2  
 18285 Editor, University Magazine

**FINANCIAL MANAGEMENT**

18300 Controller  
 18301 Associate Controller  
 18302 Treasurer  
 18303 Associate Treasurer  
 18304 Director, Payroll  
 18305 Associate Director, Payroll  
 18306 Director, Student Financial Services  
 18306A Associate Director, Student Financial Services  
 18307 Director, Tax Compliance  
 18308 Director, Financial Information Systems  
 18309 Manager, Indirect Cost Recovery  
 18310 Top Risk Management Position  
 18311 Director, Cost Accounting  
 18312 Director, Research Accounting  
 18313 Director, IT Financial Planning  
 18314 Manager, Accounts Payable  
 18315 Chief Investment Officer  
 18316 Senior Investment Officer  
 18317 Investment Officer  
 18317A Investment Officer 2  
 18318 Director, Investment Administration  
 18319 Director, General Accounting  
 18320 Assistant Director, General Accounting

***Budgets***

18330C Top Budget/Planning Position – Central Unit  
 18330S Top Budget/Planning Position – School/College  
 18331C Director, Budget – Central Unit  
 18331S Director, Budget – School/College  
 18332 Capital Budget Manager  
 18341 Financial Analyst 1  
 18342 Financial Analyst 2  
 18343 Financial Analyst 3  
 18344 Financial Analyst 4  
 18345 Manager, Accounting  
 18346 Accountant 1  
 18347 Accountant 2  
 18348 Accountant 3  
 18349 Accountant 4

***Grants and Contracts***

18350C Top Grants and Contracts Position – Central Unit  
 18350S Top Grants and Contracts Position –  
 School/College  
 18351 Associate Director, Grants and Contracts  
 18353 Grants and Contracts Accountant 1  
 18354 Grants and Contracts Accountant 2  
 18356 Grants and Contracts Administrator 1  
 18357 Grants and Contracts Administrator 2  
 18358 Grants and Contracts Administrator 3  
 18359 Grants and Contracts Administrator 4

**PROCUREMENT**

18360 Director, Procurement  
 18361 Manager, Procurement  
 18366 Procurement Agent 1

18367 Procurement Agent 2  
 18368 Procurement Agent 3

**ENVIRONMENTAL HEALTH AND SAFETY**

18370 Director, Environmental Health and Safety  
 18372 Environmental Health & Safety Specialist 2

18373 Environmental Health & Safety Specialist 3  
 18374 Environmental Health & Safety Specialist 4

**LEGAL**

18380 General Counsel  
 18381 Deputy General Counsel

18382 Staff Attorney 3  
 18383 Staff Attorney 2

**FACILITIES**

18400 Top Construction Management Position  
 18400A Director, Construction Management  
 18401 Associate Director, Construction Management  
 18401A Construction Project Manager 1  
 18401B Construction Project Manager 2  
 18402 Director, Facilities Management  
 18403 Manager, Energy Management Systems  
 18404 Director, Real Estate Management  
 18405 Building Manager

18407 Facilities Manager  
 18408 Real Estate/Property Manager  
 18409 Director, Campus Planning  
 18410 Landscape Architect  
 18423 Architect  
 18425 Director, Parking  
 18427 Facilities Manager, Special Events  
 18428 Real Estate Agent

**DINING SERVICES**

18430	Director, Dining Services	18434	Executive Chef
18431	Manager, Dining Hall 1	18435	Production Manager, Dining Services
18432	Manager, Dining Hall 2	18436	Cook
18433	Manager, Dining Hall 3	18438	Catering Manager

**PUBLIC SAFETY**

18440	Chief of Police	18442	Police Lieutenant
18441	Police Captain	18443	Police Sergeant

**AUDIT & COMPLIANCE**

18450	Director, Internal Audit	18453	Auditor 3
18451	Assistant Director, Internal Audit	18454	Auditor 4
18452	Auditor 2		

**PERFORMANCE ARTS**

18460	Managing Director, Performance Arts	18463	Manager, Box Office
18461	Technical Director, Theater Arts		

**HUMAN RESOURCES**

18500	Top Human Resources Position	18523	Training & Organizational Development Representative 3
18501	Director, Labor Relations	18525	Director, HRIS
18501B	Labor Relations Representative 2	18526	Manager, HRIS
18501C	Labor Relations Representative 3	18527	HRIS Analyst
18502	Director, Benefits	18528	Director, Affirmative Action/Diversity
18503	Manager, Benefits	18528B	Diversity/Inclusion Specialist
18507	Benefits Representative 2	18529	Director, Faculty/Staff Assistance Program
18508	Benefits Representative 3	18530	Director, Employee Relations
18510	Director, Compensation	18532	Staff/Employee Relations Specialist 2
18512	Compensation Representative 2	18533	Staff/Employee Relations Specialist 3
18513	Compensation Representative 3	18535	EEO Associate
18515	Director, Recruitment	18535A	Senior EEO Associate
18517	Employment Representative 2	18536	Human Resources Officer 1
18518	Employment Representative 3	18537	Human Resources Officer 2
18520	Director, Training & Organizational Development	18538	Human Resources Officer 3
18522	Training & Organizational Development Representative 2	18539	Human Resources Officer 4
		18540	Director, Faculty Affairs

**STUDENT SERVICES**

***Admissions***

18600C	Director, Admissions – Central Unit
18600S	Director, Admissions – School/College
18601C	Associate Director, Admissions – Central Unit
18601S	Associate Director, Admissions – School/College
18615	Manager, Admissions
18617	Admissions Officer 2
18618	Admissions Officer 3

***Study Abroad***

18620	Director, Study Abroad Programs
18621	Assistant Director, Study Abroad Operations

***Financial Aid***

18630C	Director, Financial Aid – Central Unit
18630S	Director, Financial Aid – School/College
18631C	Associate Director, Financial Aid – Central Unit
18631S	Associate Director, Financial Aid – School/College
18635	Manager, Financial Aid
18636	Financial Aid Officer 1
18637	Financial Aid Officer 2
18638	Financial Aid Officer 3



## **STUDENT SERVICES - Continued**

### ***General Student Services***

18641 Student Services Associate 1  
18642 Student Services Associate 2  
18643 Student Services Associate 3

### ***Academic Advising***

18646 Academic Advising Associate 1  
18647 Academic Advising Associate 2  
18648 Academic Advising Associate 3

### ***Placement and Career Services***

18650C Director, Placement and Career Services –  
Central Unit  
18650S Director, Placement and Career Services –  
School/College  
18651C Assistant Director, Placement – Central Unit  
18651S Assistant Director, Placement – School/College  
18652 Career Counselor 2  
18653 Career Counselor 3  
18655 Manager, Placement

### ***Registrar***

18660C Registrar – Central Unit  
18660S Registrar – School/College  
18661C Associate Registrar – Central Unit  
18661S Associate Registrar – School/College  
18662 Assistant Registrar  
18666 Academic Records Assistant 1  
18667 Academic Records Assistant 2

### ***Student Affairs***

18670 Director, Undergraduate Student Affairs  
18671 Student Judicial Administrator  
18672 Director, Summer Programs & Camps  
18674 Academic Administrator  
18675 Director, Campus Ministries  
18676 Director, Women's Center  
18676A Director, Student Center  
18677 Director, Residential Halls  
18678 Residence Director, Campus Life  
18678A Area Coordinator, Residential Life  
18679 Director, Greek Life  
18679A Director, LGBT  
18679B Associate Dean, Student Life

## **HEALTH SERVICES**

18680 Director, University Health Services  
18681 Chief Pharmacist  
18682 Pharmacist  
18683 Staff Psychologist  
18684 Registered Nurse  
18685 Nurse Manager  
18686 Nurse Practitioner  
18688 Nurse Practitioner Supervisor

18690 Student Health Services Department  
Administrator  
18691 Dietitian/Nutritionist 1  
18692 Dietitian/Nutritionist 2  
18694 Physician Assistant  
18695 Physician 1  
18696 Physician 2  
18697 Behavioral Health Counselor 2  
18698 Behavioral Health Counselor 3  
18699 Wellness Program Manager

## **RESEARCH**

***NOTE:*** Enter the appropriate Functional Area Code (listed on page 21) in column S of your SmartScreen data submission for all Research positions (18701 – 18761).

18701 Research Technician 1  
18702 Research Technician 2  
18703 Research Technician 3  
18704 Research Technician 4  
18706 Research Specialist 1  
18707 Research Specialist 2  
18708 Research Specialist 3  
18709 Research Specialist 4  
18712 Biostatistician 2  
18713 Biostatistician 3  
18714 Biostatistician 4  
18721 Post-Doctoral Research Associate 1  
18722 Post-Doctoral Research Associate 2  
18723 Post-Doctoral Research Associate 3

### ***Program Administration***

18731 Academic and/or Research Program Officer 1  
18732 Academic and/or Research Program Officer 2  
18733 Academic and/or Research Program Officer 3  
18736 Research Financial Administrator 1  
18737 Research Financial Administrator 2  
18740 Top Research Compliance Position  
18740A Associate Director, Research Compliance  
18741 Research Compliance Manager 1  
18742 Research Compliance Manager 2  
18745 Top Biosafety Officer  
18745A Associate Biosafety Officer  
18746 Top Radiation Safety Officer  
18746A Associate Radiation Safety Officer  
18750 Director, Laboratory Animal Research

**RESEARCH - Continued**

18751 Veterinarian  
18755 Research Nurse  
18761 Institutional Review Board Specialist

**Technology Transfer**

18781 Director, Technology Transfer  
18782 Associate Director, Technology Transfer  
18783 Technology Commercialization & Liaison Officer  
18784 Licensing and Patent Associate  
18785 Licensing Assistant

**INFORMATION TECHNOLOGY**

18800 Top Information Technology Position  
18801 Director, Information Technology (Central Office)  
18802 Director 1, Information Technology  
(Academic/Administrative Divisions)  
18803 Director 2, Information Technology  
(Academic/Administrative Divisions)  
18804 Director 3, Information Technology  
(Academic/Administrative Divisions)  
18805 IT Project Leader  
18806 IT Project Manager

**Database Administration**

18807 Database Design Engineer/Administrator 2  
18808 Database Design Engineer/Administrator 3  
18809 Database Design Engineer/Administrator 4  
18810 Data Warehouse Developer

**Programming/Analysis**

18811 Systems Programmer/Analyst 1  
18812 Systems Programmer/Analyst 2  
18813 Systems Programmer/Analyst 3  
18814 Systems Programmer/Analyst 4

**Programming/Analysis**

18816 Applications Programmer/Analyst 1  
18817 Applications Programmer/Analyst 2  
18818 Applications Programmer/Analyst 3  
18819 Applications Programmer/Analyst 4

**Networking**

18823 Network Engineer 3  
18824 Network Engineer 4  
18826 Network Administrator 1  
18827 Network Administrator 2  
18828 Network Administrator 3  
18829 Network Administrator 4

**Help Desk**

18830 Manager, Help Desk  
18831 Help Desk Specialist 1  
18832 Help Desk Specialist 2

**Desktop/User Services**

18835 Manager, Desktop Support  
18836 Desktop Support Specialist 1  
18837 Desktop Support Specialist 2  
18838 Desktop Support Specialist 3

**WEB Technology**

**18844 WEB Developer 1 - REVISED**

**18845 WEB Developer 2 - REVISED**

**18846 WEB Developer 3 - REVISED**

**Network Security**

18847 Systems/Network Security Specialist 2  
18848 Systems/Network Security Specialist 3

**Instructional Learning**

**18852 Instructional Learning Specialist 2 - REVISED**

**18853 Instructional Learning Specialist 3 - REVISED**

**18854 Instructional Learning Specialist 4 - REVISED**

18856 Education Technical Consultant

**Business Analysis**

18857 IT Business Analyst 3  
18858 IT Business Analyst 4  
18859 IT Business Analyst 5

**Multimedia Services**

**18862 Multimedia Services Specialist 2 - REVISED**

**18863 Multimedia Services Specialist 3 - REVISED**

**18864 Multimedia Services Specialist 4 - REVISED**

18866 Multimedia Assistant

18867 Multimedia Associate

18869 Director, Media Services

**IT Operations**

18870 Director, IT Operational Services  
18871 Assistant Director, Technical Operations  
18872 Manager, Data Operations  
18873 Manager, Voice Operations  
18874 Manager, IT Client Services  
18875 Director, IT Network Communications Technical  
Services  
18876 AV Technician



**MUSEUM**

18900 Director, Museum  
18901 Museum Registrar 1  
18902 Museum Registrar 2  
18903 Museum Registrar 3

18913 Museum/Gallery Curator 3  
18914 Museum/Gallery Curator 4  
18915 Supervisor, Museum Security

**LIBRARY**

18950C Top Librarian - Central Unit  
18950S Top Librarian - School/College  
18951 Librarian 1  
18952 Librarian 2  
18953 Librarian 3  
18954 Librarian 4  
18960 Manager, Library Operations  
18961 Manager, Library Preservation, Conservation,  
Bindery & Storage  
18965 Library Supervisor 1

18966 Library Supervisor 2  
18967 Library Supervisor 3  
18971 Library Assistant 1  
18972 Library Assistant 2  
18973 Library Assistant 3  
18974 Library Assistant 4  
18975 Metadata Librarian  
18976 Paper Conservator  
18978 Digital Library Software Engineer



## SURVEY JOB DESCRIPTIONS

### ***NEW POSITIONS AND JOB REVISIONS INDICATED IN BOLD RED ITALICS***

***NOTE:*** Enter the appropriate School/College Designation Code (listed on page 21 of the input instructions) in column R of your SmartScreen data submission for each incumbent.

#### **18000 EXECUTIVE ASSISTANT TO THE PRESIDENT**

Directs the administrative support operations of the President's Office and provides administrative assistance to the President. Assumes major administrative support responsibility and initiative to prepare materials for meetings; attends meetings, drafts correspondence and monitors and follows through on unresolved issues. Responds to a wide variety of questions and issues, and takes initiative to refer questions and requests to the most appropriate institution or outside official. Coordinates a wide variety of projects and follows through with high-level officials within and outside the organization. Manages office staff, delegates assignments and supervises all work assuring the highest quality standards.

**Education and Experience:** Bachelor degree or equivalent experience and 5 - 7 years executive secretarial and administrative background. Ability to deal with diverse groups of individuals and situations with a high degree of tact and diplomacy.

#### **18002 ASSISTANT TO THE DEAN OR VP 2**

Performs non-standardized and varied administrative and secretarial duties for the Dean or Vice President. Manages, coordinates, schedules and maintains calendar or program activities. Plans agenda and arranges travel as required. Acts as liaison with internal and external groups/offices/constituents. Compiles data, statistics and other information and materials for meetings, lectures, etc. Composes correspondence for Dean/VP signature. Plans events and performs special projects.

**Education and Experience:** Bachelor degree or equivalent and 3 - 5 years of related experience.

#### **18003 ASSISTANT TO THE DEAN OR VP 3**

Performs complex administrative duties for the Dean or Vice President. Directs and coordinates daily operations of office and/or program. Serves as staff and resources person. Acts as liaison with internal and external groups/offices/constituents. Compiles data, statistics and other information and materials for meetings, lectures, etc. Composes correspondence for Dean/VP signature. Plans events and performs special projects.

**Education and Experience:** Bachelor degree or equivalent and 5 - 7 years of related experience.

#### **18004 ASSISTANT TO THE PRESIDENT/CHIEF OF STAFF**

Oversees and directs the operations of the President's Office by planning and directing space allocation and design, staffing, budget, equipment, workflow and operational philosophy. Counsels, supports and advises the President in the performance of his/her duties, implements the President's decisions and directives and manages the President's Office staff. Plans and organizes all Board meetings, committee meetings, etc., creating agendas and preparing and distributing minutes. Creates scripts and composes speeches for all Institute ceremonies and writes resolutions for adoption by the Board of Trustees and its committees. Maintains the official articles of incorporation of the institution. Maintains and interprets the official Bylaws of the corporation and ensures compliance with their terms and conditions. Certifies actions of the Board of Trustees, accepts judicial summons on behalf of the institution and controls access to and use of the institution's corporate seal.

**Education and Experience:** Bachelor degree in business administration or a related field and – 10 or more years experience, two years of which are in an executive office.

***NOTE:*** Data for all Clinical Administrators will be broken out by Clinical Specialty Area. Enter the appropriate Clinical Specialty Area Code (listed on page 21 of the input instructions) in column T of your SmartScreen data submission for all Clinical Administrator positions (18006 - 18008).

#### **18006 CLINICAL ADMINISTRATOR 1**

Implements and develops business management practices, planning mechanisms, control systems, and organization necessary for the management of a small or moderately-sized medical/dental/health-services clinical department. Manages a business-planning mechanism that maps revenues to resources and that leads to realistic action plans. Organizes and analyzes the information necessary for a clear understanding of the department's clinical operations. Oversees the billing, collection and control systems for professional fees and expenditures. Manages the commitment-accounting system. Keeps the chairperson informed of the department's activities. Excludes positions in the Student Health Center or Hospital. Typically responsible for an operating budget of up to \$10 M.

**Education and Experience:** Bachelor degree in business administration/health care administration and 5 - 7 years of progressively responsible management experience.

**18007 CLINICAL ADMINISTRATOR 2**

Develops the business management practices, planning mechanisms, control systems, and organization necessary for the management of one moderately-sized or two smaller medical/dental/health-services clinical departments. Develops a business-planning mechanism that maps revenues to resources and that leads to realistic action plans. Organizes and analyzes the information necessary for a clear understanding of the department's clinical operations. Enhances the control systems for expenditures. Strengthens the billing and collecting systems for professional fees. Manages the commitment-accounting system. Develops a management-reporting system to keep the chairperson informed of the department's activities. May manage employees through subordinate supervisors or lead workers. Excludes positions in the Student Health Center or Hospital. Typically responsible for operating budgets of \$10 M - \$30 M.

**Education and Experience:** Bachelor degree in business administration/health care administration and 7 - 10 years of progressively responsible management experience.

**18008 CLINICAL ADMINISTRATOR 3**

Develops the business management practices, planning mechanisms, control systems, and organization necessary for the management of one large, or two or more smaller, medical/dental/health-services clinical departments. Develops a business-planning mechanism that maps revenues to resources and that leads to realistic action plans. Organizes and analyzes the information necessary for a clear understanding of the department's extensive clinical operations. Enhances the control systems for expenditures. Strengthens the billing and collecting systems for professional fees. Manages the commitment-accounting system. Develops a management-reporting system to keep the chairperson informed of the department's activities. Usually manages staff through subordinate managers or supervisors. Excludes positions in the Student Health Center or Hospital. Typically responsible for operating budgets of \$30 M or more.

**Education and Experience:** Bachelor degree in business administration/health care administration and 10 or more years of progressively responsible management experience.

**18011 BUSINESS ADMINISTRATOR 1**

Manages the daily operation of a small academic department within a school or college, primarily in the areas of human resources, compliance and financial management. Represents the department on business affairs and/or faculty affairs to the institution community. Develops and prepares budgets and financial reports for grants, general appropriations, endowments, and other funds. Provides input into non-technical portions of grant and contract proposals. Coordinates and participates in a variety of human resources activities including employment, labor relations, benefits, training, and classification for unit/department. Supervises a small staff of non-exempt employees. Liaises with Faculty. Directly reports to an upper-level Business Administrator. Typically responsible for a budget (including grants & contracts) of up to \$2 M.

**Education and Experience:** Bachelor degree in business, accounting or a related field and 1 - 2 years experience in administrative/supervisory capacity.

**18012 BUSINESS ADMINISTRATOR 2**

Manages the daily operations of a large organizational unit or academic department within a school or college, primarily in the areas of human resources, compliance, financial, purchasing, and support services management. Formulates policies and guidelines for unit/department activities. Develops, manages, and controls budgets and a variety of financial data. Establishes financial and operational systems to monitor, control, and verify expenditures and carry out financial analyses. Reviews and approves all statements of accounts, payroll, human resources, and invoice actions. Plans for physical plant rehabilitation and renovation. Oversees the preparation and management of grant and contract proposals involving a variety of funding sources and agencies. Approves/initiates requests for a variety of support services and agencies. Manages and supervises the human resources activities for unit/department, including hiring, terminations, salary, and disciplinary actions. Supervises a small staff of exempt and non-exempt employees. Liaises with Faculty. Directly reports to an upper-level Business Administrator. Typically responsible for a budget (including grants & contracts) of \$2 M - \$10 M.

**Education and Experience:** Bachelor degree in business, accounting or a related field and 2 - 3 years experience.

**18013 BUSINESS ADMINISTRATOR 3**

Manages the daily operation of a major academic unit within a school or college. Serves as administrator for business affairs and/or faculty affairs, in addition to administering several major academic programs, which may or may not include compliance, financial aid, development and alumni affairs. Formulates policies and guidelines to carry out the department's mission for faculty and students. Oversees the review, approval, and reporting of all expenditures on physical plant, goods, and services; use and allocation of space and construction; design and implementation of financial and operating systems; and the implementation of all human resources actions regarding hiring, terminations, salary, and disciplinary actions. Oversees and originates programs and special events related to the department. Supervises a large staff of non-exempt employees. Liaises with Faculty. Directly reports to an upper-level Business Administrator. Typically responsible for a budget (including grants & contracts) of \$10 M - \$50 M.

**Education and Experience:** Bachelor degree in business, accounting or a related field and 3 - 5 years related experience.

**18014 BUSINESS ADMINISTRATOR 4**

Manages the daily operation of a major institution organizational unit or a major academic and research department within a school or college. Manages the coordination, direction, and policy development in areas of compliance, finance, facility operations, human resources and support services. Directs the preparation of grants and contracts and ensures support services. Directs the preparation of grants and contracts and ensures their compliance to institution funding source and federal guidelines and regulations. Develops short and long-term planning for the business affairs and/or faculty affairs of the unit/department. Negotiates and implements all human resources actions regarding hiring, terminations, salary, and disciplinary actions. Exercises broad fiscal and administrative responsibility for a department with basic science and medical research or both. Facilitates the research initiatives of the faculty and staff. Recruits, trains, and supervises an administrative staff for the department. Supervises a large staff of exempt and non-exempt employees. Liaises with Faculty. Directly reports to an upper-level Business Administrator. Typically responsible for a budget (including grants & contracts) of \$50 M - \$100 M.

**Education and Experience:** Bachelor degree in business, accounting or a related field and 5 - 7 years experience in an administrative/supervisory capacity.

**18015 BUSINESS ADMINISTRATOR 5**

Directs the daily operation of multiple institution organizational units or a multi-faceted academic, research and teaching department within a school or college. Directs all facets and phases of financial and administrative management. Directs the management of general appropriation, endowment, federal and non-federal grants and contracts, and gift funds. Negotiates and directs collaborative agreements with other research institutions and research laboratories, collaborative agreements with community enterprises and representatives, and contracts for facility usage and employment services. Identifies short and long-term goals and oversees the allocation of resource to meet priorities. Controls all expenditures and statement of accounts to ensure regulatory compliance and fiscal integrity. Develops, plans, and directs special projects which may include space renovations, space allocations, staffing, equipment purchases, long-range plans, leasing of off-campus space and services. Directs the rehabilitation, renovation, and management of grounds and facilities. Negotiates and implements all human resources actions regarding hiring, terminations, salary, and disciplinary actions. Manages staff through Lower-level Business Administrators. Liaises with Faculty. Directly reports to the Dean, Vice President or head of a school or college. Typically responsible for budgets (including grants & contracts) totaling up to \$100 M.

**Education and Experience:** Bachelor degree in business, accounting, or a related field with 7 - 10 years experience in an administrative/supervisory capacity.

**18016 BUSINESS ADMINISTRATOR 6**

Directs the daily operation of multiple institution organizational units or a large, multi-faceted academic, research and teaching department within a school or college. Directs all facets and phases of financial and administrative management. Directs the management of general appropriation, endowment, federal and non-federal grants and contracts, and gift funds. Negotiates and directs collaborative agreements with other research institutions and research laboratories, collaborative agreements with community enterprises and representatives, and contracts for facility usage and employment services. Identifies short and long-term goals and oversees the allocation of resource to meet priorities. Controls all expenditures and statement of accounts to ensure regulatory compliance and fiscal integrity. Develops, plans, and directs special projects which may include space renovations, space allocations, staffing, equipment purchases, long-range plans, leasing of off-campus space and services. Directs the rehabilitation, renovation, and management of grounds and facilities. Negotiates and implements all human resources actions regarding hiring, terminations, salary, and disciplinary actions. Manages staff through Lower-level Business Administrators. Liaises with Faculty. Directly reports to the Dean, Vice President or head of a school or college. Typically responsible for budgets (including grants & contracts) totaling over \$100 M.

**Education and Experience:** Bachelor degree in business, accounting, or a related field with 10 or more years experience in an administrative/supervisory capacity.



### 18020 DIRECTOR, INTERNATIONAL SERVICES

Serves as the Immigration expert for the institution's foreign scholars and staff and provides technical support for student immigration matters. Oversees and administers all aspects of immigration-related services including documentation and record-keeping for employment-based immigrants, H-1, J-1, B1/B2, TN and WB personnel and scholars. Advises institution offices and staff on current Immigration & Naturalization Services, United States Information Agency, Department of State and Department of Labor regulations and procedures. Coordinates the development and implementation of immigration-related policies and procedures. Assists with developing, integrating, and implementing government regulations for the hiring practices of foreign nationals. Monitors existing orientation programs and promotes intercultural adjustment activities. Keeps abreast of changes and proposed changes in legislation and regulations and evaluates how they may affect the welfare of current and future foreign students and staff. May represent the institution with INS and other federal agencies. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and a minimum of 12 years experience as an international scholar and/or advisor at a college/university or equivalent institution. Must possess excellent communication (verbal/written), organizational, and interpersonal skills. Prior knowledge and experience with successful administration of immigrant and non-immigrant visa processes is essential. Master degree and experience with immigration management software packages (Windstar, ImmigrantPro, Visa Manager) preferred.

### 18021 INTERNATIONAL PROGRAM COORDINATOR

Provides interpretation and counsel on immigration laws for international faculty, research scholars and students. Files employment-based immigration petitions. Advises scholars and students on matters pertaining to cross cultural adjustment, academic and financial concerns.

**Education and Experience:** Master degree in student personnel, higher education administration, counseling or a related field, and 4 years of related experience.

### 18022 INTERNATIONAL SERVICES ADVISOR

Administers all aspects of immigration-related employment-based applications (H-1, J-1, B1/B2, WB/WT, TN, O-1) in cooperation with Divisions, Faculty, Human Resources, and the Postdoctoral Scholars Office. Assists with the development, integration and implementation of institutional policy in regard to hiring practices for international employees of the institution. Constructs and files appropriate employment-based applications and petitions with INS, Department of State and Department of Labor for divisions and/or employees of the institution. Helps to create and conduct orientation programs and activities to promote adjustment of international scholars to life at the institution and in the United States.

**Education and Experience:** Bachelor degree (Master preferred) and at least 2 years of experience as an international scholar immigration advisor at a college or university in the United States.

### 18023 OMBUDSPERSON

Directs the Office of the Ombuds, open to all members of the community, to help resolve problems or complaints within the institution and achieve equitable settlements. Provides services that are independent of the institution's administration and are confidential. Provides information on institution policies and practices, helps examine alternatives, and finds the proper authorities to resolve the situation. As an unbiased "third party," the Ombudsperson seeks solutions for the interested parties. Develops procedures and maintains records as appropriate.

**Education and Experience:** Master degree or equivalent and 7 years related experience.

### 18024 DIRECTOR, COMMUNITY RELATIONS

Directs the activities involved in promoting stable and productive relationships between the institution and local communities, school systems and civic organizations. Plans the institution President's visits to or appearances at community events, including identifying key leaders with whom the President should meet, informing them of the President's goals for his/her visits, creating briefing materials and ensuring follow-up to the visits. Represents the institution on local boards of nonprofit and community groups and at frequent public speaking events and oversees the institution's overall program of community outreach and related activities. Assists in determining, authorizing, and managing financial donations to local civic projects and community groups. Directs the solicitation of community-service funds and a variety of annual public service and fund-raising events initiated by the institution. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree required; an advanced degree in such fields as Public Administration, Public Policy or Law is desirable. Requires a minimum of 5 - 7 years of experience.



### 18025 DIRECTOR, INSTITUTIONAL RESEARCH

Organizes, plans and implements a program to create and operate an effective office of institutional research by providing information and sound research about the institution's students, faculty, staff, and programs in order to enhance decision making, problem-solving, strategic planning, policy review, and institutional assessment. Ensures that the mission and goals of the institutional research office are supportive of and acceptable to the principal administrative offices served by the office of institutional research (those of the president, provost, deans and vice presidents). Provides day-to-day direction and managerial oversight of the institutional research office and its staff. Engages in data compilation, report development and archiving activities in support of institutional research goals. Serves as the principal liaison between the office of institutional research and other university offices and external agencies. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 5 or more years of progressively responsible professional and managerial experience in at least two of the following areas: institutional research, library science, information systems, survey development, data compilation, scholarly research, college or university administration, administrative information development or report formulation. Master degree preferred.

### 18026 INSTITUTIONAL RESEARCH ANALYST 1

Investigates, researches, gathers, analyzes and summarizes data about various aspects of the institution in support of information and research needs for planning and policy making decisions. Develops and maintains databases for various reporting purposes such as annual institutional reports, fact sheets and books, and reporting to federal and state agencies and other national publications. Designs and establishes information systems that manage, store and retrieve data for analysis to answer ad hoc informational requests and longitudinal tracking of students and faculty. Coordinates and supervises the process for providing institutional data on-line. Trains staff members and student assistants in web-based software, and troubleshoots problems related to the posting of on-line data. Provides statistical reports to campus departments regarding projects related to grant proposals, IT planning, departmental publication or reports, and student, faculty and staff orientations. Serves as liaison and central contact for annual federal and state surveys, ensuring accuracy of data and meeting of deadlines.

**Education and Experience:** Bachelor degree in a research related field with emphasis in statistics or social science research, and 5 or more years experience in research or an educational environment.

### 18027 INSTITUTIONAL RESEARCH ANALYST 2

Analyzes a broad range of internal and external current and historical information in order to provide executive management with reliable and consistent information with which to make planning decisions. Researches, identifies sources, gathers and verifies institutional data, and processes data into various software programs and other types of analyses to provide statistical and summary reports. Serves as a representative of the institution both internally and externally. Assists in the design and establishment of information systems that manage, store, file, retrieve and analyze data, both for ad hoc needs and historical longitudinal tracking. Provides technical support to division offices and overall support to the institutional research office regarding new and ongoing projects. Provides research support for and evaluations of institutional issues such as enrollment, alumni, assessment, faculty and financial aid. Selects appropriate statistical software packages and performs various analyses. Interfaces with and provides technical expertise on various databases and designs menu-driven protocols for data access. Assists in the creation of a variety of documentation systems.

**Education and Experience:** Bachelor degree and 8 or more years progressively responsible experience in college or university institutional research, report system formulation and trend or longitudinal analyses, or in information systems, design and integration of databases and network systems design.

### 18030 DIRECTOR, GOVERNMENT RELATIONS

Directs the activities involved in promoting stable and productive relationships between the institution and federal, state, and local governments. Plans the institution President's visits to federal, state and local government centers, including identifying key government leaders with whom the President should meet, informing them of the President's goals for his/her visits, creating briefing materials and ensuring follow-up to the visits. Represents the institution at peer institutions and organizations such as the Council on Federal Relations of the Association of American Universities. Works with department heads to plan and execute Congressional staff campus visits and other high-level governmental visits to campus. Assist with local government issues as needed, such as providing information and/or resources to national, state, and local officials. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. If your institution has separate positions for federal and state relations, match both to this position, as a Heavy (H) match.

**Education and Experience:** Bachelor degree required; an advanced degree in such fields as Public Administration, Public Policy or Law is desirable. Requires 8 or more years of experience in a government-relations environment. Experience on Capitol Hill or in a related science, technology, or higher education policy position is preferred.



### **18031 ASSOCIATE DIRECTOR, GOVERNMENT AFFAIRS**

Advises and assists the institution's officials regarding federal and/or state programs and policies. Represents the institution in relationships with federal and/or state officials. Represents the institution in Washington-based associations of institutions of higher education. Advises administration and faculty regarding opportunities for federal funding. Works directly with public officials and their representatives and coordinates the interactions of institution personnel with those officials. Analyzes and influences actions of the government to maximize benefits and minimize costs. Initiates strategic partnerships with other institutions and entities with particular interests similar to the institution. May manage the department's budget. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. Typically is a registered lobbyist.

**Education and Experience:** Bachelor degree and 5 - 7 years experience.

### **18032 LEGISLATIVE ASSOCIATE**

Represents and furthers the institution's interests with the federal government. Contributes to establishing a presence on a wide variety of topics and issues of concern to higher education. Researches, monitors, analyzes and responds to pending legislative proposals. Assumes responsibility for selected program initiatives on issue areas. Assists in informing, advising, and guiding audiences relative to government-supported programs, policies and initiatives that may affect or engage the institution's research education and outreach roles.

**Education and Experience:** Bachelor degree and 3 - 5 years experience.

### **18034 DIRECTOR, DIVERSITY AND EQUITY**

Responsible for institution-wide, including graduate schools, matters involving diversity and equity, and for advancing the institution's goals for embracing diversity in pursuit of educational excellence. Advises the President and Board of Directors on matters involving diversity and equity, and monitors and advises all units and departments in their efforts to recruit and retain faculty, staff and students from historically underrepresented groups. Supports efforts to develop effective academic support structures for undergraduate students with primary focus on minority students who are underrepresented in the community. Promotes the development of programs and activities to support a culture of open inquiry, pluralism and mutual respect among students, faculty and staff. Coordinates efforts to support research and instruction on diversity, equity and related issues, including leading and directing diversity, equity and anti-bias committees. Develops and maintains systems of accountability. Develops effective ways to gain community advice and guidance. Manages budget and staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 10 years related experience, with a proven track record as an advocate for diversity and equity.

### **18035C DIRECTOR, SPECIAL EVENTS – CENTRAL UNIT**

*This position is located in a Central Business Unit that supports the entire University.*

Plans and executes all key institution annual and special events such as Commencement, Parent's Weekend, alumni and donor events, awards ceremonies, unique events such as presidential inaugurations, centennial anniversaries, and comprehensive campaigns, as well as other events hosted by the President in his/her home or in other venues. Appoints sub-committees comprised of representatives from across the University (faculty, staff, and administrators), establishes planning timelines and benchmarks, and monitors progress throughout the planning period, and serves as chair of the overall planning committees while providing significant guidance to all sub-committees. Serves as a liaison with the President's Office on matters related to external events, keeping the University Relations division informed of events initiated by the President's Office (dinners, house guests, etc.). Manages complex budgets of significant size, negotiates with vendors and arranges for the utilization of institutional resources. Ensures adherence to proper protocol and etiquette at all events. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor or higher degree and at least 5 years of directly related work experience, preferably with educational fundraising and with the marketing of educational priorities to diverse constituencies.



### **18035S DIRECTOR, SPECIAL EVENTS – SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College.*

May hold a Dean, Associate Dean, VP or other Executive title. Plans and executes all key annual and special events such as Commencement, Parent's Weekend, alumni and donor events, awards ceremonies, unique events such as presidential inaugurations, centennial anniversaries, and comprehensive campaigns, as well as other events. Appoints sub-committees comprised of representatives from across the School/College (faculty, staff, and administrators), establishes planning timelines and benchmarks, and monitors progress throughout the planning period, and serves as chair of the overall planning committees while providing significant guidance to all sub-committees. Serves as a liaison on matters related to external events. Manages complex budgets of significant size, negotiates with vendors and arranges for the utilization of institutional resources. Ensures adherence to proper protocol and etiquette at all events. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor or higher degree and at least 5 years of directly related work experience, preferably with educational fundraising and with the marketing of educational priorities to diverse constituencies.

### **18037 DIRECTOR, DISABILITY SERVICES**

Oversees the institution's disability compliance, including physical and programmatic access, as it pertains to students, staff, faculty, and visitors. Develops, implements, and coordinates disability policies and procedures as they relate to compliance with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008. Coordinates processes and programs to provide accommodations and services for students, staff, faculty and visitors. Provides technical support and consultation regarding physical access and directs the institution-wide effort to develop processes and procedures for evaluation and implementation of programs to support the inclusion of individuals with disabilities across the institution. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 – 10 years related experience.

### **18038 MANAGER, DISABILITY SERVICES**

Responsible for overall management of the day-to-day operations of the Office of Disability Services (ODS) including the coordination of accommodations and support services for students, staff, faculty and visitors with disabilities as well as support the overall strategic objectives of ODS. Supervises administrative officers, Social Workers, sign-language interpreters, and other part-time student-staff. Advises students, parents, faculty, staff and University administrators on disability issues. Assumes responsibility for overseeing determination of accommodations and coordination for services for students, staff, faculty and visitors with physical and sensory disabilities, including chronic medical conditions. May report to Director, Disability Services.

**Education and Experience:** Bachelor degree and 5 - 7 years of relevant experience.

### **18040 ENVIRONMENTAL STEWARDSHIP DIRECTOR**

Design and implements a stewardship program that fosters a culture of respect for the environment among students, faculty, and staff, and minimizes the institution's environmental footprint. Serves as the university's primary analyst for environment-related activities. Responsibilities include identifying and prioritizing areas for further effort, recommending the adoption of new policies and procedures, developing short term and long term strategies, and educating the university on best practices in environmental stewardship. Prepares detailed proposals including budgets for all stewardship projects, and oversees the success of projects. Prepares grant, rebate, or incentive funding proposals as appropriate in support of stewardship projects. Supervises related internal and external communications, facilitating and developing partnerships with the responsible university department. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree in a related field and 7 or more years related work experience.

### **18041 SUSTAINABILITY OFFICER1**

Supports the coordination of the sustainability efforts of staff, faculty, and students. Provides planning and coordination for communications, educational, and outreach components of projects. Manages, plans, schedules, and tracks projects. Works directly with constituents to coordinate involvement in sustainability initiatives. Contributes to the development and execution of communication plans to publicize, promote, and communicate through website and other tools the institution's sustainability efforts within and outside the campus community. Develops and implements education outreach programs for staff, faculty, and students on sustainability best practices, providing a central clearing-house of case studies, guidelines, and financial incentives.

**Education and Experience:** Bachelor degree and 3 - 5 years experience. Advanced degree and experience with university-based, sustainability oriented outreach, strategic communications, and interactive website development is preferable.

**18042 SUSTAINABILITY OFFICER 2**

Responsible for developing and leading campus-wide sustainability programs by coordinating academic, research, operations, and student sustainability activities. Assesses cost effectiveness, technical feasibility, and means of achieving acceptance of programs. Creates short and long-term strategic plans to integrate sustainability principles into the operational functions of the institution, works with units to implement approved projects and plans, and analyzes effectiveness and results of projects. Publicizes, promotes, and communicates the institution's sustainability efforts within and outside of the campus community in an effort to share best practices. Develops and implements education outreach programs for staff, faculty, and students on sustainability best practices, providing a central clearing-house of case studies, guidelines, and financial incentives. May manage staff and budget.

**Education and Experience:** Bachelor degree and 5 - 7 years experience with successful management of sustainability programs, or equivalent combination of education and experience. Master degree in public administration, environmental science, or related field preferred.

**18044 DIRECTOR, CAMPUS SEXUAL VIOLENCE PREVENTION**

Designs, implements and evaluates sexual violence awareness programs including education and outreach, individual support services and crisis response care. Maintains ongoing relationships with campus and community stakeholders to increase training and education on the effectiveness and coordination of crisis response advocacy and reporting services. Builds strategic partnerships which promote the growth and support of the institution's comprehensive interpersonal violence prevention strategy across the institution. Analyzes policies, procedures, programs, and services regarding response to sexual assault, interpersonal violence, stalking, and identity-based harassment. Monitors, implements, and evaluates the program's interpersonal violence prevention and survivor resiliency activities. Hires, supervises, trains, and evaluates staff.

**Education and Experience:** Master degree or equivalent and 5 or more years experience prevention education and/or advocacy.

**18045 TITLE IX INVESTIGATOR**

Investigates complaints of sexual misconduct, sexual harassment, gender-related violence including stalking and intimate partner violence, and protected class discrimination and harassment involving faculty, staff, undergraduate and graduate students. Conducts investigations of complaints filed by students, faculty and staff. Acts as a neutral party in the investigation and provide a detailed, unbiased report regarding the findings of the investigation.

**Education and Experience:** Bachelor degree and 5-7 years related experience.

**\*\* Indicates that this position is duplicated in the Collegiate Athletics Survey. If you are participating in both surveys, please provide data for the Collegiate Athletics job indicated.**

**18050 DIRECTOR, ATHLETICS \*\*Collegiate Athletics Job #22500**

Directs the development and operation of all aspects of the Institution's intercollegiate, intramural, recreation, and club athletic programs and facilities. Develops department policies and procedures. Provides strategic direction and establishes short- and long-term planning and goals. Represents department on Institution committees. Oversees departmental fund-raising activities. Represents Institution on external athletic committees. This is the top athletics administrative position.

**Education and Experience:** Bachelor degree and 8 or more years related experience.

**18051 ASSOCIATE DIRECTOR, ATHLETICS \*\*Collegiate Athletics Job #22501**

Plans and manages all aspects of the department's operation, including administration, personnel, organization, facilities, computerization, and policy. Administers and manages the athletic department's budget and fiscal operations, including the ticket office. Assists in the development of department policies and procedures. Supervises the team support functions including individual travel, lodging and food arrangements for teams on away trips as well as individual contest officials for home events.

**Education and Experience:** Bachelor degree and 5 to 8 years related experience.

**18052 ASSOCIATE DIRECTOR, INTERCOLLEGIATE SPORTS \*\*Collegiate Athletics Job #22505**

Directs the operational aspects of all intercollegiate programs. Schedules all intercollegiate athletics contests for varsity, junior varsity and freshmen teams. Responsible for compliance with NCAA, ECAC and other League rules and regulations for intercollegiate athletics. Participates in matters involving institution intercollegiate programs and the implementation and establishment of policies related to intercollegiate athletics. Acts as the liaison with the Admissions Department and coordination of the coaches' recruiting of student athletes and admission process. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 5 - 8 years related experience.



**18053 ASSOCIATE DIRECTOR, INTRAMURAL SPORTS \*\*Collegiate Athletics Job #22506**

Directs the operational aspects of club (intramural) programs offered on campus. Plans and schedules intramural sports, physical education and recreational events. Administers and monitors budget. Participates in planning and coordination of programs and policy. Coordinates travel for events and tournaments. Responsible for scheduling and planning locations for these events. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 3 - 5 years related experience.

**18054 ASSISTANT DIRECTOR, ATHLETICS OPERATIONS \*\*Collegiate Athletics Job #22531**

Responsible for the day-to-day use and operation of all institution athletic facilities including buildings, boat houses, equipment, outdoor playing fields and courts, and surrounding grounds. Oversees the administration and scheduling of intercollegiate and non-intercollegiate events. Establishes and communicates policies on facility and operational issues, including camps. Assists in the development of and manages facilities and events budget.

**Education and Experience:** Bachelor degree required, with Master degree preferred, and 5 to 7 years experience in facilities and operations management. Athletic facility administration and operations experience desired.

**18055 ATHLETIC COMPLIANCE OFFICER \*\*Collegiate Athletics Job #22516**

Manages a comprehensive program to ensure compliance with NCAA and other league regulations and policies. Includes satisfactory progress, initial and continuing eligibility, investigating and reporting violations, rules interpretation and rules education as these apply to students, coaches, department administrators, institution administrators and alumni. Contributes to the further development of compliance programs and policies. Manages the conduct of audits and reviews to ensure adherence to all policies, procedures, rules and regulations, and recommends corrective action.

**Education and Experience:** Bachelor degree required and 3 to 5 years related experience.

**18056 HEAD ATHLETIC TRAINER \*\*Collegiate Athletics Job #22510**

Supervises and provides athletic training support for intercollegiate athletics. Provides athletic training services including testing, evaluation, assignment for training regimens, treatment of injuries, rehabilitation and medical referrals. Coordinates team physicals and activities of team physician. Assists in the selection of Team Orthopedic Physician and coordination of weekly orthopedic clinic, and acts as liaison between the Team Orthopedic Physician and the Athletic Program. Provides medical coverage for all home varsity athletic contests and practices, and arranges for athletic training coverage at all away contests. Collaborates with coaching staff in developing conditioning, weight training and nutrition programs for athletes. Advises coaching staff as to daily medical status of injured players. Maintains ultimate responsibility, upon a physician's advice, in determining the athlete's ability to return to participation at any level. Maintains established safety standards. Provides first aid support. Instructs recreation programs. This is a senior-level departmental position.

**Education and Experience:** Bachelor degree, preferably in physical therapy or an approved program in athletics training, and 5 - 8 years of related experience. Certification as an athletic trainer.

**18057 ATHLETIC TRAINER \*\*Collegiate Athletics Job #22510A**

Provides athletic training support for intercollegiate athletics. Provides athletic training services including testing, evaluation, assignment for training regimens, treatment of injuries, rehabilitation and medical referrals. Works with student athletes to provide care, prevention, treatment and rehabilitation of athletic injuries and illnesses both on campus and at game venues. Provide injury prevention measures such as appliances, braces and devices for control of joint motion and limb protection. Collaborates with physical therapists regarding rehabilitation progress and return-to-play planning of injured athletes. Provides daily injury reports, and reports status and progress of injured athletes to team physicians and coaches. Maintains established safety standards. Provides first aid support. May instruct recreation programs. Works closely with the Head Athletic Trainer to manage, plan, and supervise all aspects of the athletic training program, and acts as Lead in the absence of the Head Athletic Trainer.

**Education and Experience:** Bachelor degree, Master preferred, in physical therapy or approved program in athletics training, and 3 - 5 years of related experience. Certification as an athletic trainer required.

**18058 ASSOCIATE ATHLETIC TRAINER \*\*Collegiate Athletics Job #22511**

Provides athletic training support for intercollegiate athletics. Provides athletic training services including testing, evaluation, assignment for training regimens, treatment of injuries, rehabilitation and medical referrals. Works with student athletes to provide care, prevention, treatment and rehabilitation of athletic injuries and illnesses both on campus and at game venues. Provide injury prevention measures such as appliances, braces and devices for control of joint motion and limb protection. Collaborates with physical therapists regarding rehabilitation progress and return-to-play planning of injured athletes. Provides daily injury reports, and reports status and progress of injured athletes to team physicians and coaches. Maintains established safety standards. Provides first aid support.

**Education and Experience:** Bachelor degree, Master preferred, in physical therapy or approved program in athletics training, and 1 - 3 years of related experience. Certification as an athletic trainer required.



### 18105 TOP EXECUTIVE EDUCATION PROGRAM POSITION

Creates and implements strategic direction for management education to a School or College's executives. Member of senior management team of the School or College. Assesses market, develops programs, both on campus and on-line, in various academic specialties. Manages all operations of a revenue center including marketing, costing, P&L, staffing, facilities and program delivery. Serves as contact to teaching faculty, and as resource on cutting-edge delivery of educational products. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the highest-level non-faculty position performing this function that typically reports to the Dean. Titles may include Director, Assistant Dean or Associate Dean.

**Education and Experience:** Master degree and 15 or more years senior operational management experience. Master degree strongly preferred.

### 18107 TOP MBA PROGRAM POSITION

As member of a School or College's senior management team, provides strategic direction and manages all aspects of MBA program. Oversees admissions, financial aid, academic affairs, student life and placement activities. Manages all operational facets including scheduling, curriculum advising, student advising, staffing, budgets and facilities. This position is usually held by an alum. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the highest-level non-faculty position performing this function that typically reports to the Dean. Titles may include Director, Assistant Dean or Associate Dean.

**Education and Experience:** Master degree required, and 15 or more years of operational management experience.

### 18180 TOP ALUMNI AFFAIRS & DEVELOPMENT POSITION (Reports to President)

*This position is located in a Central Business Unit that supports the entire University. This is the highest-level single incumbent position responsible for the strategic direction of the institution's development and alumni affairs functions, and typically reports directly to the President. Incumbent has responsibility for BOTH Alumni Affairs and Development. See job 18181, Top Alumni Affairs Position, if your incumbent has responsibility for Alumni Affairs ONLY, or job 18182, Top Development Position, if your incumbent has responsibility for Development ONLY.*

Directs and coordinates the institution's fund-raising efforts from all alumni, private and corporate sources. Reviews, evaluates, plans and implements short, medium and long-range fund-raising programs in meeting current and future needs of the institution. Identifies and cultivates sources of funding. Assists faculty and alumni in planning and implementing major gifts proposals. Develops and oversees alumni relations programs. Represents the institution to high-level potential donors. Develops and implements strategies for prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 15 or more years experience in fund raising, public relations, and alumni relations.

### 18181 TOP ALUMNI AFFAIRS POSITION (Reports to President)

*This position is located in a Central Business Unit that supports the entire University. This is the highest-level single incumbent position responsible for the strategic direction of the institution's alumni affairs function, and typically reports directly to the President. Incumbent has responsibility for Alumni Affairs ONLY. See job 18180, Top Alumni Affairs and Development Position, if your incumbent has responsibility for BOTH Alumni Affairs and Development, or job 18182, Top Development Position, if your incumbent has responsibility for Development ONLY.*

Directs and coordinates the institution's fund-raising efforts from alumni of the institution. Reviews, evaluates, plans and implements short, medium and long-range fund-raising programs in meeting current and future needs of the institution. Identifies and cultivates sources of funding. Assists faculty and alumni in planning and implementing major gifts proposals. Develops and oversees Alumni Relations programs. Represents the institution to high-level potential donors. Develops and implements strategies for prospect solicitation, proposal development, mobilization of outside support, and coordination of internal support activities. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 15 or more years experience in fund raising, public relations, and alumni relations.



### **18182 TOP DEVELOPMENT POSITION (Reports to President)**

*This position is located in a Central Business Unit that supports the entire University. This is the highest-level single incumbent position responsible for the strategic direction of the institution's development function, and typically reports directly to the President. Incumbent has responsibility for Development ONLY. See job 18180, Top Alumni Affairs and Development Position, if your incumbent has responsibility for BOTH Alumni Affairs and Development, or job 18181, Top Alumni Affairs Position, if your incumbent has responsibility for Alumni Affairs ONLY.*

Directs and coordinates the institution's fund-raising efforts from all private and corporate sources. Directs the management of individual giving programs, trusts, estates, gift planning, corporate and foundation relations, prospect research and donor relations and stewardship. Reviews, evaluates, plans and implements short, medium and long-range fund-raising programs in meeting current and future needs of the institution. Identifies and cultivates sources of funding. Assists faculty in planning and implementing major gifts proposals. Represents the institution to high-level potential donors. Develops and implements strategies for prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 15 or more years experience in fund raising and public relations.

### **18183 SENIOR ALUMNI AFFAIRS POSITION**

*This position is located in a Central Business Unit that supports the entire University. Reports directly to survey job 18180, Top Alumni Affairs & Development Position.*

Directs and coordinates the institution's fund-raising efforts from alumni of the institution. Reviews, evaluates, plans and implements short, medium and long-range fund-raising programs in meeting current and future needs of the institution. Identifies and cultivates sources of funding. Assists faculty and alumni in planning and implementing major gifts proposals. Develops and oversees Alumni Relations programs. Represents the institution to high-level potential donors. Develops and implements strategies for prospect solicitation, proposal development, mobilization of outside support, and coordination of internal support activities.

**Education and Experience:** Bachelor degree and 10 or more years experience in fund raising, public relations, and alumni relations.

### **18184 SENIOR DEVELOPMENT POSITION**

*This position is located in a Central Business Unit that supports the entire University. Reports directly to survey job 18180, Top Alumni Affairs & Development Position.*

Directs and coordinates the institution's fund-raising efforts from all private and corporate sources. Directs the management of individual giving programs, trusts, estates, gift planning, corporate and foundation relations, prospect research and donor relations and stewardship. Reviews, evaluates, plans and implements short, medium and long-range fund-raising programs in meeting current and future needs of the institution. Identifies and cultivates sources of funding. Assists faculty in planning and implementing major gifts proposals. Represents the institution to high-level potential donors. Develops and implements strategies for prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities.

**Education and Experience:** Bachelor degree and 10 or more years experience in fund raising and public relations.

### **18185S TOP ALUMNI AFFAIRS & DEVELOPMENT POSITION - SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title. Incumbent has responsibility for BOTH Alumni Affairs and Development.*

Directs and coordinates the School/College's fund-raising efforts from all alumni, private and corporate sources. Reviews, evaluates, plans and implements short, medium and long-range fund-raising programs in meeting current and future needs of the institution. Identifies and cultivates sources of funding. Assists faculty and alumni in planning and implementing major gifts proposals. Develops and oversees alumni relations programs. Represents the institution to high-level potential donors. Develops and implements strategies for prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 10 or more years experience in fund raising, public relations, and alumni relations.



### **18186 CHIEF OPERATIONS OFFICER - ALUMNI AFFAIRS & DEVELOPMENT – NEW POSITION**

Provides financial, operations and systems leadership for Development and Alumni Affairs. Responsible for collaborating internally to set priorities and devise strategies for meeting University-wide objectives, assessment, continuous improvement processes, and talent management. Oversees financial planning, resources management, gift revenue, campaign reporting, all systems and technology, facilities management, data management and analytics, and all other operations. Oversees additional functional areas including prospect development, gift processing, and donor system. May also manage a reasonable sized portfolio of key prospects for the University. Serves as the senior advisor to the Top AAD position, participating as a key member of the Senior Leadership Team and playing an integral role in strategic planning, program development and volunteer management.

**Education and Experience:** Master degree preferred. A minimum of 10 years of progressively responsible leadership and management experience in a complex, large-scale organization. Demonstrated success in developing and managing fundraising programs and an in-depth understanding of the advancement profession. Ability to think strategically and creatively, critical thinking and analysis skills, and the ability to transform new ideas into executable and successful programs.

### **18188 DIRECTOR, ALUMNI & ENGAGEMENT EVENTS**

Develops, implements, and communicates strategy for effective, efficient, coordinated and successful alumni & fundraising events. Works collaboratively with the Director of Special Events to manage the office as well as develop event policies, good practices, and liaison roles with the entire campus community. Organizes, manages, and coordinates logistical details of major Advancement and Alumni Relations events. Manages staff who plan and coordinate details pertaining to alumni & engagement events, and directs others in the logistical details for all such events. Serves as the chief liaison for all advancements events including those of advisory boards. Coordinates briefings prior to and debriefing after each event for Advancement and Alumni Relations staff. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 or more years related experience.

### **18190 DIRECTOR, REGIONAL DEVELOPMENT OFFICE**

Develops, implements and monitors the Alumni Affairs and Development programs in one or more regional and/or international affairs office. Ensures coordination of Alumni Affairs and Development activity with the regional alumni components of admissions and other University programs. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 or more years of administrative experience in development and alumni relations, or equivalent combination of education and experience.

### **18195 INTERNATIONAL DEVELOPMENT OFFICER**

Oversees international prospect and project management to identify, cultivate, and solicit key donors capable of giving Major Gifts to the institution. Responsible for the cultivation, solicitation and stewardship of those prospects, including a significant number of face-to-face visits with prospects. Determines and implements a detailed International Advancement strategy, often involving volunteer management, for engaging individual prospects and donors in ways that brings them closer to the institution (contact with faculty, senior Development and University officers, etc.). Recommends policies and procedures. Represents the institution to alumni, parents, and friends outside the United States. Oversees the identification, training, enlistment, and support of international volunteers; coordinates planning and staffing of events and activities with Development and Alumni Relations staffs.

**Education and Experience:** Bachelor degree and 5 - 7 years related experience, or an equivalent combination of education and experience. International experience highly preferred.

### **18200C DIRECTOR, ALUMNI AFFAIRS – CENTRAL UNIT**

*This position is located in a Central Business Unit that supports the entire University.*

Plans, develops and implements a wide variety of alumni programs including regional programs, class activities and reunions. Maintains liaison with and provides support services to national alumni groups. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 or more years of administrative experience in alumni relations or a related field (e.g. public relations, fund raising, etc.)

### **18200S DIRECTOR, ALUMNI AFFAIRS – SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College.*

Plans, develops and implements a wide variety of alumni programs including regional programs, class activities and reunions. Maintains liaison with and provides support services to national alumni groups. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 or more years of administrative experience in alumni relations or a related field (e.g. public relations, fund raising, etc.)

**18201 ALUMNI RELATIONS OFFICER 1**

Conceives, plans, implements and staffs all Alumni Association events. Identifies recruits and staffs volunteer committees. Conducts visits and discovery calls, passing leads to the appropriate major gift officers.

**Education and Experience:** Bachelor degree and 1 - 3 years in alumni relations/development.

**18202 ALUMNI RELATIONS OFFICER 2**

Conceives, plans, implements and staffs all Alumni Association events. Identifies, recruits and staffs volunteer committees. Conducts visits and discovery calls, passing leads to the appropriate major gift officers. May have supervisory responsibilities.

**Education and Experience:** Bachelor degree and 3 - 5 years in alumni relations/development.

**18203 ALUMNI RELATIONS OFFICER 3**

Plans and implements successful Alumni Council meetings annually, and coordinates the nominations process and award presentation process and ensures appropriate follow up. Organizes and implements the Executive Committee meetings. Manages the marketing/communications efforts of the Alumni Program, coordinates the merchandise program and facilitates membership for the Alumni Program. Conceives, plans, implements and staffs reunion events. Identifies, recruits and staffs volunteer committees. Conducts visits and discovery calls, passing leads to the appropriate major gift officers. May have supervisory/management responsibilities.

**Education and Experience:** Bachelor degree and 5 - 7 years in alumni relations/development.

**18204 ALUMNI RELATIONS OFFICER 4**

Directs and manages all aspects of various Alumni Relations Programs, including Alumni Council and the Executive Committee, Chapter Events, Reunions, marketing and alumni communications, etc. Typically supervises or manages responsibilities subordinate staff.

**Education and Experience:** Bachelor degree and 7 or more years in alumni relations/development.

**18205C DIRECTOR, ANNUAL GIVING – CENTRAL UNIT**

*This position is located in a Central Business Unit that supports the entire University.*

Directs and manages all aspects of various Annual Giving Programs, including the phone-a-thon and direct mail programs, gifts societies, parents program and the undergraduate program. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 or more years in annual giving/development.

**18205S DIRECTOR, ANNUAL GIVING – SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title.*

Directs and manages all aspects of various Annual Giving Programs, including the phone-a-thon and direct mail programs, gifts societies, parents program and the undergraduate program. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 or more years in annual giving/development.

**18206 ANNUAL GIVING OFFICER 1**

Designs and crafts language for the annual giving phone appeals and mail solicitations and ensures the process is completed. Collaborates with all divisions/schools, and provide support in stewardship and recognition efforts for annual fund donors.

**Education and Experience:** Bachelor degree and 1 - 2 years in annual giving/development.

**18207 ANNUAL GIVING OFFICER 2**

Responsible for the identification, management and stewardship of class agents, reunion volunteers and reunion giving efforts. Solicits high end annual fund donors (\$1,000-10,000).

**Education and Experience:** Bachelor degree and 2 - 4 years in annual giving/development.

**18208 ANNUAL GIVING OFFICER 3**

Responsible for the identification, solicitation and retention of institution-wide donors with giving levels between up to \$25,000. Converts donor to major gift prospect. Provides high level of support in stewardship and recognition efforts for annual fund donors.

**Education and Experience:** Bachelor degree and 3 - 5 years in annual giving/development.

**18209 ANNUAL GIVING OFFICER 4**

Responsible for identification, solicitation and retention of institution-wide donors with giving levels up to \$25,000. Provides high level of support in stewardship and recognition efforts for annual fund donors. May support a specific group (i.e. undergraduate activities). May include supervisory/management responsibilities.

**Education and Experience:** Bachelor degree and 5 - 7 years in annual giving/development.

**18210 DIRECTOR, STEWARDSHIP**

Plans, designs, implements, and coordinates a comprehensive program of stewardship and donor relations for the institution's top donors. Convenes and chairs committees and working groups drawn from the development community. Serves as a high-level advisor to fund raisers at every level to help support, enhance and coordinate their stewardship efforts. Directs the administration of an informative, efficient, and effective program of stewardship for donors of scholarship and faculty support. Designs individualized stewardship/recognition for special donors. Creates and participates in new and imaginative ways to build meaningful relationships with donors. Participates in senior-level strategy meetings upon request. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 or more years related experience.

**18211 STEWARDSHIP OFFICER 1**

Provides stewardship of \$100,000+ gifts. Develops, implements and supports the internal policy and process for stewarding donors for life. Collaborates with all divisions/schools within the institution.

**Education and Experience:** Bachelor degree and 1 - 3 years of related experience.

**18212 STEWARDSHIP OFFICER 2**

Provides stewardship of \$100,000+ gifts, typically at the divisional level. Assists major gift officers in acknowledging donors for life by way of visits, providing information, handling thank you letters, and other forms of recognition.

**Education and Experience:** Bachelor degree and 3 - 5 years of related experience.

**18213 STEWARDSHIP OFFICER 3**

Provides stewardship of \$100,000+ gifts. Develops, implements and supports the internal policy and process for stewarding donors for life. Collaborates with all divisions/schools within the institution. May include supervisory/management responsibilities.

**Education and Experience:** Bachelor degree and 5 - 7 years of related experience.

**18215C DIRECTOR, DEVELOPMENT - CENTRAL UNIT**

*This position is located in a Central Business Unit that supports the entire University.*

Directs and coordinates institution-wide fund raising activities, and coordinates programs with the institution's schools/colleges. Identifies and cultivates sources of funding. Plans and implements short, medium, and long-range fund raising programs to meet current and future needs. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 or more years experience in fund raising, public relations, and alumni relations.

**18215S DIRECTOR, DEVELOPMENT - SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College.*

Directs and coordinates funds raising efforts for the school/college and coordinates institution-wide fund raising activities within the school/college. Identifies and cultivates sources of funding. Plans and implements short, medium, and long-range fund raising programs to meet current and future needs. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 or more years experience in fund raising, public relations, and alumni relations.

**18218 DEVELOPMENT OFFICER 1**

Acts as a staff professional to help plan and implement fund-raising programs for the institution or a school or unit. Responsible, as assigned, for prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities. This is an entry-level fundraiser.

**Education and Experience:** Bachelor degree and 1 - 3 years of funding raising experience.

**18219 DEVELOPMENT OFFICER 2**

Plans and implements a specific fund-raising program (Planned Giving, Corporate and Foundation, Individual Gifts) for the institution or a school or unit. Position operates independently in assigned areas and is responsible for prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities. May include supervisory/management responsibilities.

**Education and Experience:** Bachelor degree and 3 - 5 years related experience. Specific knowledge of assigned area.

**18220 DIRECTOR, PLANNED GIVING**

Plans and directs the institution's program for generating support through wills, bequests, trusts, pooled income funds, deferred gifts, and annuities. Identifies, cultivates, and solicits prospective individual donors. Provides technical expertise in planned giving to donors and staff regarding the tax and financial aspects and consequences of various planned giving programs to both the donor and the Institution. Manages staff; makes hiring decisions; provides coaching, training and mentoring; manages performance; and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 or more years experience related to tax consideration of deferred gifts and estate planning methods. JD preferred.

**18223 PLANNED GIVING OFFICER 3**

Identifies, cultivates and motivates donors to make significant gifts assisting them with gift planning strategies, financial and estate planning, tax law and real estate. Provides technical expertise in planned giving to current and prospective donors regarding the tax and financial aspects and consequences of various planned giving programs, to ensure the best interests of both the donor and the Institution are met. Collaborates with all divisions/schools in the institution.

**Education and Experience:** Bachelor degree and 3 - 5 years in planned giving/development and/or a related field.

**18224 PLANNED GIVING OFFICER 4**

Directs and manages all aspects of various Planned Giving Programs. Markets the service to divisions. Identifies, cultivates and motivates donors to make significant gifts assisting them with gift planning strategies, financial and estate planning, tax law and real estate. Provides technical expertise in planned giving to current and prospective donors regarding the tax and financial aspects and consequences of various planned giving programs, to ensure the best interests of both the donor and the Institution are met. Collaborates with all divisions/schools in the institution. May include supervisory/management responsibilities.

**Education and Experience:** Bachelor degree and 5 or more years in planned giving/development.

**18225 DIRECTOR, CORPORATIONS AND FOUNDATIONS**

Plans and directs the institution's fund raising approach to corporations and foundations. Identifies, cultivates and solicits prospective corporate donors. Facilitates development of proposals of interest to corporations and foundations. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the senior operational level development position.

**Education and Experience:** Bachelor degree and 8 or more years fund raising experience.

**18228 FOUNDATION RELATIONS OFFICER 3**

Plans, organizes and manages foundation fund raising. Identifies, cultivates, solicits and stewards foundation prospects for priority programs and projects. Collaborates with all divisions/schools.

**Education and Experience:** Bachelor degree and 3 - 7 years of related experience.

**18229 FOUNDATION RELATIONS OFFICER 4**

Plans, organizes and manages foundation fund raising. Identifies, cultivates, solicits and stewards foundation prospects for priority programs and projects. Collaborates with all divisions/schools. May include supervisory/management responsibilities.

**Education and Experience:** Bachelor degree and 7 or more years of foundation relation development.

**18230 DIRECTOR, CAPITAL GIVING**

Creates, directs and manages a proactive prospect program aimed at significantly increasing support for the institution or assigned program. Develops and charts the progress of all major gift activities. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 or more years experience.

**18231 MAJOR GIFTS OFFICER 1**

Plans and implements a coordinated program of fundraising activities. Uses relationship building skills to identify and cultivate new individual, corporate and institutional/foundation prospects. Establishes and effectively manages relationships with prospects. Designs and implements fundraising plans. Manages special events to involve and cultivate prospects. Collaborates with deans and faculty, and coordinates with other fund development and alumni relations staff. Identifies stewardship opportunities for major donors. Typically solicits gifts up to \$100,000. Typically manages a portfolio size of \$250K - \$500K and up to 100 prospects.

**Education and Experience:** Bachelor degree and 1 - 3 years previous fundraising experience.

**18232 MAJOR GIFTS OFFICER 2**

Plans and implements a coordinated program of fundraising activities. Uses established relationship building skills to identify and cultivate new individual, corporate and institutional/foundation prospects. Establishes and effectively manages relationships with prospects. Designs and implements fundraising plans. Manages special events to involve and cultivate prospects. Collaborates with deans and faculty, and coordinates with other fund development and alumni relations staff. Identifies stewardship opportunities for major donors. May service multiple fundraising markets or regions. Typically solicits gifts up to \$500,000. Fundraising goals are higher and broader. Typically manages a portfolio size of \$250K - \$1M and up to 250 prospects.

**Education and Experience:** Bachelor degree and 3 - 5 years previous fundraising experience.

**18233 MAJOR GIFTS OFFICER 3**

Plans and implements a coordinated program of fundraising activities. Uses professional relationship building skills to identify and cultivate new individual, corporate and institutional/foundation prospects. Establishes and effectively manages relationships with significant prospects. Designs and implements comprehensive fundraising plans. Manages special events to involve and cultivate prospects. Collaborates with deans and faculty, and coordinates with other fund development and alumni relations staff. Identifies stewardship opportunities for major donors. May service complex fundraising market or regions. May supervise subordinate staff. Typically solicits gifts from \$250,000 to \$1.0 Million. Fundraising goals are significantly higher and broader. Typically manages a portfolio size of \$500K - \$2.5M and up to 200 prospects.

**Education and Experience:** Bachelor degree and 5 - 7 years previous fundraising experience.

**18234 MAJOR GIFTS OFFICER 4**

Plans and implements a coordinated program of fundraising activities. Uses advanced relationship building skills to identify and cultivates new individual, corporate and institutional/foundation prospects. Establishes and effectively manages relationships with critical, high profile prospects. Designs and implements strategic fundraising plans. Manages special events to involve and cultivate prospects. Collaborates with deans and faculty, and coordinates with other fund development and alumni relations staff. Identifies stewardship opportunities for major donors. May service highly complex fundraising market or regions. Highly experienced and successful fundraiser. May supervise employees or manage a department. Typically solicits gifts from \$1.0 to \$5.0 Million. Depending on time spent on management versus fundraising, fundraising goals are significantly higher and broader. Typically manages a portfolio size of \$1M - \$10M and up to 150 prospects.

**Education and Experience:** Bachelor degree and 7 - 9 years previous fundraising experience.

**18235 MAJOR GIFTS OFFICER 5**

Plans and implements a coordinated program of fundraising activities. Uses expert relationship building skills to identify and cultivates new individual, corporate and institutional/foundation prospects. Establishes and effectively manages relationships with most critical, highest profile prospects. Designs and implements strategic fundraising plans. Manages special events to involve and cultivate prospects. Collaborates with deans and faculty, and coordinates with other fund development and alumni relations staff. Identifies stewardship opportunities for major donors. May service most complex fundraising market or regions. May manage a department or unit. Typically solicits gifts of \$5.0 to \$10.0 Million. Depending on time spent on management versus fundraising, fundraising goals are significantly higher and/or broader. Typically manages a portfolio size of \$5M and up and up to 100 prospects.

**Education and Experience:** Bachelor degree and at least 9 or more years previous fundraising experience.

**18236 MAJOR/PRINCIPAL GIFTS OFFICER 6**

Plans and implements a coordinated program of fundraising activities. Uses expert relationship building skills to identify and cultivates new individual, corporate and institutional/foundation prospects. Establishes and effectively manages relationships with most critical, highest profile prospects. Designs and implements strategic fundraising plans. Manages special events to involve and cultivate prospects. Collaborates with deans and faculty, and coordinates with other fund development and alumni relations staff. Identifies stewardship opportunities for major donors. Services the most complex fundraising market or regions. Most experienced and successful fundraiser. May manage a department or unit. Typically solicits gifts of \$10.0 Million and over. Fundraising goals are significantly higher and/or broader, and portfolio size is typically smaller than lower-level Officers.

**Education and Experience:** Bachelor degree and at least 10 or more years previous fundraising experience.

**18237 DIRECTOR, GIFT SYSTEMS**

Responsible for maintaining and improving services that deliver alumni and prospect data to the institution's development staffs, and for maintaining and improving donor relations by ensuring proper handling and recording of gift and biographical data. Manages the cash flow and gift acknowledgments for current and prior campaigns. Oversees select gift accounts for major donors and holding account for large gifts. Directs auditing of the institution's ledgers and authorizes necessary transfers. Has overall responsibility for the design, compilation, production and distribution of gift reports, and collection of gift data for all institution funds, outside trust income, gifts-in-kind, etc. Develops strategies for reporting pledge payments and to improve collection methods. Designs and develops supplementary databases for gift information. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 5 – 7 years related experience, including systems and data management experience. Advanced degree desirable.

**18238 MANAGER, GIFT ACKNOWLEDGEMENTS AND PROCESSING**

Manages several operational functions related to gift processing, including gift acknowledgment, receiving, trouble shooting, matching gifts processing, and administration of the gift recognition program. Develops new products and services, which serve to increase the accuracy and integrity of gift information. Supervises staff.

**Education and Experience:** Bachelor degree and 3 - 5 years of experience.

**18239 DEVELOPMENT SERVICES ADMINISTRATOR**

Provides customer and business support to institutional development, business and academic offices, cash accounting and treasurer's office. Oversees the production, distribution, and follow-up of detailed and summary gift reports with institutional development, business and academic offices. Analyzes information in the database and implements quality improvement processes. Oversees the processing of cash and checks received including defining how gift is processed. Collaborates and provides support to all divisions/schools within the institution. May include supervisory/management responsibilities.

**Education and Experience:** Bachelor degree and 3 - 5 years of related experience.

**18240 DIRECTOR, RESEARCH DEVELOPMENT**

Directs staff in pursuing research and reporting on donors and prospective donors for the institution. Identifies ways to improve the dissemination and storage of information. Manages a complex prospect management system to coordinate the development effort and provide accurate data and reporting on the qualification, cultivation, solicitation and stewardship of prospects and donors. Tracks fundraisers' activity and provides historical records of prospect/donor relationship with the institution. Keeps colleagues informed about trends in philanthropy and in sources of wealth. Leads and contributes to the development of short and long-range strategies to meet Development goals and objectives. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 or more years of related experience.

**18241 ASSOCIATE DIRECTOR, RESEARCH DEVELOPMENT**

Supervises and trains development research analysts to research and write reports on donors and prospective donors. Tracks and fields requests for information to analysts. Assists in writing original research. Collaborates and provides support to all divisions/schools. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 4 - 6 years of related experience.

**18246 RESEARCH DEVELOPMENT ASSISTANT 1**

Researches current and potential donors as requested by Schools, Centers and the institution's top administrative officials to provide direct support/information to fundraising efforts. Entry-level professional position.

**Education and Experience:** Bachelor degree required and 0 – 2 years experience .

**18247 RESEARCH DEVELOPMENT ASSISTANT 2**

Researches donor prospects in response to research requests to support fundraising /development efforts. Prepares detailed reports on individuals, corporations, and foundations identified as prospects. Identifies new prospects for the institution's development effort.

**Education and Experience:** Bachelor degree required and 2 – 4 years of experience.

**18248 RESEARCH DEVELOPMENT ASSISTANT 3**

Researches donor prospects in response to research requests to support fundraising /development efforts. Prepares detailed reports on individuals, corporations, and foundations identified as prospects. Identifies new prospects for the institution's development effort.

**Education and Experience:** Bachelor degree required and 3 - 5 years of experience.



### **18250C DIRECTOR, COMMUNICATIONS – CENTRAL UNIT**

*This position is located in a Central Business Unit that supports the entire University.*

Oversees the preparation, processing, and distribution of information to the media and the public. Researches and writes major press releases of announcements from institution Officers. Plans and organizes media coverage for major events. Plans and organizes the preparation of all press releases, memoranda to assignment editors, and backgrounders. Provides news information services for the media and the public; responds to requests on issues of a sensitive or controversial nature. Communicates with media to obtain coverage of institution events. Supplies in-house organizations with press releases, photographs, background materials. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is a top central position for media relations, reporting to the Vice President or Executive. Typically a single-incumbent position.

**Education and Experience:** Bachelor degree and 8 or more years journalism/public relations experience.

### **18250S DIRECTOR, COMMUNICATIONS – SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title.*

Develops and directs a comprehensive marketing program to for a school or college of the Institution. Designs, implements and monitors an effective communications plan to ensure consistent messaging in line with the Dean's vision for the school/college. Conceptualizes, develops and oversees production of various publications, speeches, video communications and presentations. Determines and counsels on appropriate vehicles (media, web, publications) to reach target audiences. Identifies, establishes, and directs media relationships and partnerships with internal and external sources to ensure the success of the school/college's programs. Develops and implements proactive, strategic media placement plans that promote the School's priorities. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 5 - 7 years related experience.

### **18252C DIRECTOR, DEVELOPMENT COMMUNICATIONS – CENTRAL UNIT**

*This position is located in a Central Business Unit that supports the entire University.*

Editor-in-chief and publisher of written and audio-visual communication material supporting development campaigns and the general needs of the development office. Prepares, plans, and implements communications related to the institution's general fund-raising efforts and elements related to general campaign operations. Prepares proposals for prospects, campaign-related correspondence, volunteer support materials, and other special assignments as determined by the president of the institution and VP of development. Participates in the development of strategies for marketing methods to support the fund-raising efforts. Manages department budget for all publications and outside consultants. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 5 - 7 years related experience.

### **18252S DIRECTOR, DEVELOPMENT COMMUNICATIONS – SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title.*

Editor-in-chief and publisher of written and audio-visual communication material supporting development campaigns and the general needs of the development office. Prepares, plans, and implements communications related to the School/College's general fund-raising efforts and elements related to general campaign operations. Prepares proposals for prospects, campaign-related correspondence, volunteer support materials, and other special assignments as determined by the president of the institution and VP of development. Participates in the development of strategies for marketing methods to support the fund-raising efforts. Manages department budget for all publications and outside consultants. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 5 - 7 years related experience.

### **18253 DIRECTOR, SPORTS INFORMATION \*\*Collegiate Athletics Job #22562**

Manages the preparation and dissemination news releases, articles, WEB site updates and other communications regarding University athletic games, programs and events. Prepares or supervises the preparation of media guides, programs and brochures for the Athletic Department. Maintains media relations with campus, local, regional, and national correspondents. Coordinates special Athletic Department functions such as news conferences and press parties. May attend home and away games in order to conduct interviews with coaches and athletes. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree in Journalism or related field and 4-5 yrs of experience in sports journalism.

**18254 DIRECTOR, STRATEGIC COMMUNICATIONS**

Responsible for strategic communications for the Office of the President, primarily focused on the President's communication agenda. Plans, develops, and coordinates communication of the institution's strategic direction and annual goals to internal and external constituencies, including faculty, staff, students, alumni, parents, trustees, and others. Develops integrated communications promoting the President to all constituencies. Works with members of the Office of the President to articulate the institution's vision, plans, priorities, key messages, challenges and opportunities, and funding needs that are core to the short- and long-term future. Identifies strategic communication opportunities, and develops speeches, presentations, talking points, letters, and other materials to communicate key messages. Coordinates with the Director of Public Relations to develop speeches and articles for publication and other materials. Develops content for President's website and podcasts. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Master degree and 5 – 7 years experience in communications and/or public relations.

**18255 ASSOCIATE DIRECTOR, EDITORIAL SERVICES**

Responsible for strategic planning and implementation of key alumni and development communications projects, both print and electronic. Typically reports to the director for development communications. Envisions and executes a variety of communications projects including e-newsletters, talking points, speeches, scripts, reports, advertising copy, brochures, and content for various University web sites and publications. Creates presentations for University leaders, alumni volunteers, and donors. Provides overall editorial guidance for the Office of Alumni Affairs and Development. Supervises writers and collaborates with fellow creative team members on projects to achieve the best product possible. Ensures the flow and editorial quality including as necessary projects undertaken by other members of the Alumni Affairs and Development communications team. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree required, advanced degree desirable. Requires 4- 6 years related experience.

**18256 WRITER 1**

Researches and writes informational material, generally within a single subject area, for publication and distribution. Edits copy.

**Education and Experience:** Bachelor degree and up to 1 year of experience.

**18257 WRITER 2**

Writes a variety of in-house and outside publications, including but not limited to press releases, profiles and backgrounders. Consults with clients to determine content and subject-matter details. Writes analytic, interpretive, or highly individualized features utilizing personal subject matter expertise. Independently researches, selects subject, interviews, ensures accuracy of facts, and determines content and layout. Responds to media inquiries regarding "trend" stories or topics of interest.

**Education and Experience:** Bachelor degree and 3 - 5 years writing experience.

**18258 WRITER 3**

Writes and edits high-level communications, publications and/or reports with complex subject matter (e.g. briefing materials, talking points, press releases, website material and documents for publication). Consults and advises clients with their communications needs. Determines content material, selects subject, researches, conducts interviews, and ensures accuracy of facts. Typically writes within a specialized field (e.g. scientific writing). Responds to media inquiries. May research, write and/or edit Web Site content for one or more departments or units.

**Education and Experience:** Bachelor degree and 5 - 7 years writing experience within a specialized field.

**18259 WRITER 4**

Writes and edits high-level communications, publications and/or reports with complex and specialized subject matter (e.g. briefing materials, talking points, press releases, website material and documents for publication). Consults and advises clients with their communications needs, and participates in planning communications strategies. Determines, researches, verifies, writes and edits content material. Writes at the highest level within a specialized field (e.g. scientific writing). Responds to media inquiries. May determine, research, write and/or edit Web Site content for one or more departments or units.

**Education and Experience:** Bachelor degree and 7 or more years of related writing experience. Advanced knowledge of writing within a specialized field, with a Master degree in that field preferred.

**18261 VISUAL DESIGNER 1 – REVISED TITLE AND DESCRIPTION**

Applies design fundamentals to conceive overall concept, design, look and feel of each project across all related material in print and digital media, consistent with overall messaging and visual identify.

**Education and experience:** Bachelor degree in visual design, digital arts or related field or equivalent experience and 2 years of design experience for multi-platform print and digital projects. Basic knowledge of and experience with a variety of design tools, applications and platforms which may include Apple OS, Adobe Creative Suite, Microsoft Office Suite, HTML, log and Web CMS. Digital and print portfolio that must be available for review.



### **18262 VISUAL DESIGNER 2 – REVISED TITLE AND DESCRIPTION**

Applies design fundamentals to conceive overall concept, design, look and feel of each project across all related material in print and digital media, consistent with overall messaging and visual identify. Advises on all components of creating innovated designs for integrated, multi-platform use across web, digital and print media. Includes photography, graphic elements, colors, type treatment, web and digital design and usability and print finishing techniques and stock.

**Education and experience:** Bachelor degree in visual design, digital arts or related field or equivalent experience and 3 years of design experience for multi-platform print and digital projects. Expertise in design fundamentals. Proficient knowledge of and wide experience with a variety of design tools, applications and platforms which may include Apple OS, Adobe Creative Suite, Microsoft Office Suite, HTML, log and Web CMS. Knowledge of printing and publication, including prepress and print production processes. Understanding of the importance of web and digital strategies to improve communications. Experience with visual identity and branding preferred. Knowledge of UX/UI principals and standards preferred. Demonstrated professional experience through a digital and print portfolio that must be available for review.

### **18263 VISUAL DESIGNER 3 – REVISED TITLE AND DESCRIPTION**

Provides extensive expertise in the design fundamentals to conceive overall concept, strategy, content and design of each project across all related material in print and digital media, consistent with overall messaging and visual identify.

**Education and experience:** Bachelor degree in visual design, digital arts or related field or equivalent experience and 7 or more years of design experience, with 3 years of visual design for complex, dynamic projects across print and digital platforms. Demonstrated expertise in design fundamentals. Highly proficient knowledge of and wide experience with a variety of design tools, applications and platforms which may include Apple OS, Adobe Creative Suite, Microsoft Office Suite, HTML, log and Web CMS. Extensive knowledge of printing and publication, including prepress and print production processes. Understanding of the importance of web and digital strategies to improve communications. Demonstrated experience with visual identity and branding. Knowledge of UX/UI principals and standards. Demonstrated professional experience through a digital and print portfolio that must be available for review.

### **18270 DIRECTOR, UNIVERSITY PRESS**

Plans and directs the publication and promotion of a wide range of scholarly and general interest books. Chairs a faculty board responsible for all manuscript selection decisions and oversees a publishing operation that maintains books in print and publishes new hardback and paperback reprints. Oversees activities of book editors responsible for author contact and manuscript solicitation. Plans and controls income and expenses. Develops long-range plans and goals for the press and its publications and marketing activities. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 or more years book publication experience including experience publishing scholarly works.

### **18271 ACQUISITIONS EDITOR, PRESS**

Identifies potential authors; attends conferences and professional meetings to develop editorial contacts and acquires manuscripts for publication. Solicits, evaluates, recommends, or rejects manuscripts for publication. Recommends revisions of manuscripts. Prepares proposals including descriptions of books, manufacturing cost analyses, sales analyses, profit and loss analyses, royalty arrangements, competition, evaluation of reviewer and personal recommendation. Coordinates trafficking of manuscripts through copy editing and production stages. This is a senior-level departmental position reporting to the Director of Institution Press/Publications.

**Education and Experience:** Bachelor degree and 5 - 7 years experience in publishing field.

### **18272 MANAGING EDITOR, PRESS**

Plans and directs the production of books by the Press. Prepares composition, forms and binding specifications of books to be published. Estimates sales and production costs; recommends new book prices. Evaluates and recommends production alternatives. Secures manufacturing bids; controls individual book budgets. Establishes and maintains production schedules. Oversees progress of materials through all stages of copy preparation and production. Coordinates work of designers and drafters. This is a senior level position reporting to the Director of Institution Press/Publications.

**Education and Experience:** Bachelor degree and 5 - 8 years experience in printing and production procedures.

### **18275 PRODUCTION MANAGER, PRESS**

Instructs production, art and editorial departments on specific requirements for jobs requiring sophisticated treatment; reviews and approves job specifications and layouts. Discusses printing requirements with clients. Secures and analyzes bids; selects vendors; approves invoices for payment; supervises maintenance of budget records, monitoring of expenditures, and internal billing. This is a senior departmental position.

**Education and Experience:** Bachelor degree or equivalent and 5 - 7 years experience in print production.

**18276 EDITOR 1**

Provides editorial support for the production of printed materials. Edits copy for sense, organization, appropriateness, accuracy, grammar, punctuation, and spelling. Coordinates production schedules and monitors production process in consultation with supervisor or client.

**Education and Experience:** Bachelor degree and 1 - 2 years of experience.

**18277 EDITOR 2**

Edits and coordinates production of a variety of types of printed material. Provides support for electronic editing and composition by converting, cleaning up, updating, and archiving electronic files provided by authors. Contact person for author and staff on electronic projects.

**Education and Experience:** Bachelor degree and 2 - 3 years experience.

**18278 EDITOR 3**

Responsible for acquiring manuscripts, editing and/or overseeing production of a variety of types of printed material. Makes recommendations to supervisor regarding materials to be published. Oversees editorial work of other staff or free-lancers.

**Education and Experience:** Bachelor degree and 3 or more years experience.

**18280 DIRECTOR, UNIVERSITY PUBLICATIONS**

Directs the preparation and production of a wide range of institution publications. Establishes editorial, design, and quality standards for publications and advertising. Develops initial budget requests and reviews and approves expenditures. Oversees client relations activities. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the top publications position.

**Education and Experience:** Bachelor degree and 8 or more years experience in all phases of publications, production, and advertising.

**18281 EDITORIAL ASSISTANT 1**

Performs editorial duties to prepare final copy for publication in scholarly works, professional journals, department, school and/or University publications. Edits manuscripts and other forms of copy for grammatical correctness, revises and checks page and press proofs prior to publication, and acts as liaison with author, printer, faculty, staff and/or others concerning published work. May assist in performing lay out work, coordinating production schedules, and maintaining printing deadlines. May also do some reporting and writing for publications.

**Education and Experience:** High School graduate (some college preferred), a good vocabulary and writing skills, facility with word processing, and 1 - 2 years of related experience. Familiarity with desktop publishing preferred.

**18282 EDITORIAL ASSISTANT 2**

Performs editorial and research duties to prepare final copy for publication in scholarly works, professional journals, department, school and/or University publications. Edits manuscripts and other forms of copy making stylistic, structural and grammatical corrections, and maintains contact with authors, printer, faculty, staff and/or others concerning published work. May confer with author on content, form, and style and suggest or perform revisions and illustration; compile indices and table of contents; and report and write copy for publications.

**Education and Experience:** Some college education (preferably in English or journalism) and 2 - 4 years of related experience, and facility with word processing.

**18285 EDITOR, UNIVERSITY MAGAZINE**

Manages the conceptualization, planning, writing, editing and production of the institution's alumni magazine. Ensures that the magazine contains articles and information of interest to alumnae of all ages, ethnicities, backgrounds and geographic locations. Participates in and monitors campus activities for possible inclusion in the magazine. Reports and writes articles, and recruits, trains and coaches writers and magazine staff members. Edits and/or supervises the editing of all magazine copy. Ensures all editorial and production deadlines are met. Acts as liaison and supervises outside vendors and contractors. Develops and monitors department budget.

**Education and Experience:** Bachelor degree, preferably in a journalism-related major, and 7 or more years experience in magazine, newspaper or other journalism-related work.

**18300 CONTROLLER**

Responsible for leading and strategic development of the functional areas such as, accounting, payroll, Bursar and the processing and collection of student accounts. Responsible for and oversees the maintenance of records of assets, liabilities, income and expenses. Prepares annual financial report. Develops and monitors internal financial controls. This is the chief financial management and control officer.

**Education and Experience:** Master degree in Finance, CPA preferred, and 15 or more years financial management experience including in-depth knowledge of fund accounting.

**18301 ASSOCIATE CONTROLLER**

Establishes and implements accounting procedures, coordinates financial policies and is responsible for the direction of the Accounting Department. Designs accounting and reporting systems. Coordinates interaction with external auditors. Ensures preparation of the institution's Tax Return and Financial Report.

**Education and Experience:** Bachelor degree and 7 - 10 years experience. Master degree and CPA preferred.

**18302 TREASURER**

Responsible for leading and strategic direction for cash management, bank relations, and supervision of credit and collections and insurance functions. Assists in developing financial strategies and policies, and evaluates new investment opportunities. May be responsible for short-term investment of excess cash.

**Education and Experience:** Master degree and 10 or more years experience.

**18303 ASSOCIATE TREASURER**

Reporting to the Treasurer, responsible for the direction of the treasury function, risk management, cash management, and internal and external debt management. Manages capital planning, budgeting, and monitoring activities.

**Education and Experience:** Master degree and 7 - 10 years experience.

**18304 DIRECTOR, PAYROLL**

Directs the institution's payroll systems, including establishing payroll schedules. Ensures compliance of various statutes and governmental directives concerning taxes and employee and institutional records. Ensures timely production of employees' payroll checks. Maintains payroll audit records. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 or more years experience in payroll operations.

**18305 ASSOCIATE DIRECTOR, PAYROLL**

Assists in the direction of the institution's in-house payroll system. Responsible for the system and related equipment. Oversees the day to day activities and staff of the Payroll Department which reviews, approves and processes documents and electronic transactions. Researches and analyzes reports generated by each payroll run and delegates work to staff members for processing. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 5 - 7 years directly related experience.

**18306 DIRECTOR, STUDENT FINANCIAL SERVICES**

May also be titled Bursar. Directs the operations of the institution's student financial accounting systems. Ensures maximum cash flow through accurate and timely billing and collection of student receivables. Processes all student financial aid awards. Provides for the disbursement of and accounting for federal, state, and other student loan funds. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 5 - 8 years related experience.

**18306A ASSOCIATE DIRECTOR STUDENT FINANCIAL SERVICES**

May also be titled Associate Bursar. Counsels students and parents on the various tuition payment options, set up payments plans, and follow up to ensure timely payments. Issues bills for all students, (includes checking for accuracy of all charges and credits). Approves registration forms and transcript requests. Makes adjustments to student accounts which might be necessary during the course of a semester. Processes refunds. Works closely with the Office of Financial Aid and is familiar with financial aid regulations. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree or equivalent, and 3 - 5 years of experience.

**18307 DIRECTOR, TAX COMPLIANCE**

Responsible for the preparation and review of tax records to be filed by the University with appropriate taxing authorities, including for-profit subsidiaries. Maintains records to support all tax returns as filed. Interfaces with other University offices for purposes of interpreting tax regulations. Develops & promulgates policies & procedures to ensure compliance with all laws, statutes & regulations. Trains appropriate field personnel. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Master degree and 7 - 10 years experience. CPA preferred. Must have knowledge of International tax laws.



### **18308 DIRECTOR, FINANCIAL INFORMATION SYSTEMS**

Primary goal is to ensure that IT optimally develops, supports, and manages a portfolio of University-wide Finance and Accounting, Procurement, Grants Management, Payroll, elements of Human Resources and Student Systems applications. Responsible for managing organizational structure, recruiting, ensuring development of staff, establishing metrics for departmental and staff performance, planning and managing service delivery, maintaining alignment between business plans, applications, technical architecture and University IT standards. Consults with VPs, Central Administration managers, Administrative/Financial Deans on the development and implementation of administrative IT projects, governing relationships with internal suppliers and external contractors and consultants, and strengthening customer service. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree is required, Master degree preferred, and 7 - 10 years of increasingly responsible experience in the operation and management of IT services. Strong leadership, communications, technology management skills and experience.

### **18309 MANAGER, INDIRECT COST RECOVERY**

Develops plans for and executes the periodic indirect cost proposal. Maintains and applies knowledge of regulations and policies on indirect cost. Informs senior management of negotiations, provides strategic direction and prepares related reports and recommendations. Manages departmental analysts. Coordinates with and monitors other institution units where applicable, and continually seeks ways to improve the rate proposal and cost transfer process. Participates in rate negotiations and interfaces with government agencies as needed. Provides functional expertise as a team member for the development of new systems related to research support.

**Education and Experience:** Bachelor degree and 5 - 7 years of experience.

### **18310 TOP RISK MANAGEMENT POSITION**

Directs the administration of the institution's property casualty, marine and the surety insurance programs at the main campus and off-campus sites. Classifies, purchases, and coordinates risk and insurance programs to control claims, risk and asset losses. Develops prevention planning programs. Evaluates and analyzes financial aspects of insurance protection. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the top risk management position.

**Education and Experience:** Bachelor degree and 8 or more years experience in diversified risk management.

### **18311 DIRECTOR, COST ACCOUNTING**

Responsible for directing the preparation of financial data related to the institution's negotiated facilities, and administrative and fringe benefit rates on federally sponsored projects. Monitors and identifies unallowable costs, maintains accounting policies to properly segregate expenditures, reviews personal activity reports, and monitors service center accounts. Monitors and maintains accounting policies which provide compliance with institution policies and Cost Accounting Standards. Works closely with Sponsored Project offices and Divisional Business offices to ensure compliance with regulatory requirements to which grants and contracts are subject. May also be responsible for the institution's Research Accounting functions. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 - 10 years of related experience. CPA or MBA preferred.

### **18312 DIRECTOR, RESEARCH ACCOUNTING**

Responsible for directing the fiscal administration of grant and contract awards to, and cooperative agreements with, the institution by governmental and private agencies, including the related compliance of all divisions of the institution. Functions of the department include financial reporting; billing and collection; grant and contract account close-outs; sponsored account set-up; identifying and processing necessary expenditure transfers. Works closely with Sponsored Project offices, Divisional Business offices to ensure compliance with regulatory requirements to which grants and contracts are subject. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 - 10 years of related experience. CPA or MBA preferred.

### **18313 DIRECTOR, IT FINANCIAL PLANNING**

Directs the preparation, review and consolidation of divisional information systems budgets and business plans. Ensures adherence to budgets and business plans through periodic review of financial reports and capital appropriation requests. May be responsible for developing, implementing and enforcing policies, standards and methodologies. May be responsible for hardware contract administration and/or outsourcing contract administration including negotiation of contract provisions. Interfaces with legal department and maintains appropriate documentation. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 10 years related experience. Master degree preferred.

**18314 MANAGER, ACCOUNTS PAYABLE**

Oversees the processing and verification of invoices, coding of expenses, preparation of vouchers and issuance of checks for payment. Balances accounts by researching and analyzing transactions and by searching computer databases and resource documents; resolves discrepancies. Facilitates audits performed by internal and external staff by ensuring information is accessible, responding to questions and working with auditors to resolve issues. Supervises staff.

**Education and Experience:** Bachelor degree in business administration or a related field and 5 - 7 years of accounting, data management, planning and/or budgeting experience.

**18315 CHIEF INVESTMENT OFFICER**

Directs the investments of the University's portfolio within parameters established for the position. Responsible for the overall management of all public and private investments. Develops the investment policy of the institution in conjunction with senior management of the organization and the Investment Board. Generally reports to the top Finance and Administration Officer or the President and has a significant amount of contact with the Trustees. May manage external fund managers.

**Education and Experience:** Master degree in Finance or quantitative discipline, CFA preferred, and 10 or more years of increasing responsibility in the investment field, including in managing staff.

**18316 SENIOR INVESTMENT OFFICER**

Oversees the establishment, maintenance, and termination of outside managers and investment policies. Screens potential venture and real estate investments. Supervises the management of the institution's investments and the administration of the Investment Office. Reports to the Top Investment Officer Position.

**Education and Experience:** Master degree in Finance or quantitative discipline and 7 - 10 years experience.

**18317 INVESTMENT OFFICER**

Contributes to the management of all public and private investments including domestic and international equity, fixed income and high yield bonds. Participates in the formulation of overall investment policies conjunction with other staff and the Investment Board. Develops and communicates investment strategy for each major asset class consistent with goals established by long-term asset allocations. Reviews and recommends investments managers, implements decisions and formulates guidelines and funding plans. Monitors and evaluates investment managers, ensures risk management oversight, conducts due diligence. Develops and implements analytical portfolio monitoring tools to measure risk and return; performs periodic asset allocation analysis. Reviews and analyzes quarterly valuation of private investments including real estate, private equity, and hedge funds. Oversees development of technology infrastructure including: daily operating systems; analytical portfolio management tools, database management systems. Ensures preparation of Investment Board materials to effectively communicate performance, manager issues or concerns and any changes in strategy.

**Education and Experience:** Master degree or equivalent required, CFA highly desirable, and 3 - 5 years of related experience. Strong expertise in finance, investment management and portfolio theory. Strong understanding of portfolio risk management concepts and tools.

**18317A INVESTMENT OFFICER 2**

Contributes to the management of all public and private investments including domestic and international equity, fixed income and high yield bonds. Participates in the formulation of overall investment policies in conjunction with other staff and the Investment Board. Develops and communicates investment strategy for each major asset class consistent with goals established by long-term asset allocations. Reviews and recommends investments managers, implements decisions and formulates guidelines and funding plans. Monitors and evaluates investment managers, ensures risk management oversight, conducts due diligence. Develops and implements analytical portfolio monitoring tools to measure risk and return; performs periodic asset allocation analysis. Reviews and analyzes quarterly valuation of private investments including real estate, private equity, and hedge funds. Oversees development of technology infrastructure including: daily operating systems; analytical portfolio management tools, database management systems. Prepares Investment Board materials to effectively communicate performance, manager issues or concerns and any changes in strategy.

**Education and Experience:** Master degree in finance or quantitative discipline or equivalent, CFA highly desirable, and 5 - 7 years of related experience. Thorough expertise in finance, investment management and portfolio theory. Thorough understanding of portfolio risk management concepts and tools.



### 18318 DIRECTOR, INVESTMENT ADMINISTRATION

Manages the non-investment functions within the Investment Office, including finance, administration, invest operations and reporting, information technologies and/or human resources. Manages investment accounting, banking, reporting, and administrative functions. Leads efforts to identify, develop and implement IT infrastructure for analytical portfolio management, and works with the CIO for ad-hoc concerns pertaining to fiscal integrity, operations management, and/or documentation of policies and procedures. Develops and prepares market summary and portfolio performance reports for Trustees. Projects cash flow, assesses cash needs, and maximizes the investment of short-term funds. Analyzes investment data as requested and develops recommendations for the investment of all trusts. Supervises Endowment Analysts and manages a budget. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. Typically reports to the CIO.

**Education and Experience:** Bachelor degree in finance, accounting, or a related field and 7 - 10 years of finance experience, including experience in an investment organization or related area. Direct management experience preferred. An MBA or CFA is preferred.

### 18319 DIRECTOR, GENERAL ACCOUNTING

Responsible for directing the institution's financial accounting system. In accordance with governmental regulations and internal policies, oversees the preparation of audited financial statements. Defines and articulates institution-wide financial policies. Evaluates and addresses the effects of new and changing accounting and reporting requirements, and ensures compliance. Plans and coordinates the external audit. May be responsible for other accounting areas such as debt accounting, investment and endowment accounting, and/or contribution accounting. Manages the activities of the General Accounting office. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree in Accounting, Business, Finance or related field, and 7 or more years related experience. CPA required.

### 18320 ASSISTANT DIRECTOR, GENERAL ACCOUNTING

Manages the general accounting function, primarily focusing on coordination of all external financial audits regarding sponsored activity. Provides training and support related to sponsored policies and procedures. Provides superior customer service, responds to customer questions and provides information to sponsors. Participates in complex accounting projects. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. Frequently reports to an Accounting Director or Sr. Director.

**Education and Experience:** Bachelor degree in Finance, Accounting, Business Administration or other equivalent field required, with 5 - 7 years progressively responsible related work experience.

### 18330C TOP BUDGET/PLANNING POSITION – CENTRAL UNIT

*This position is located in a Central Business Unit that supports the entire University.* Responsible for preparing and monitoring the progress of the institution's annual operating budget. May be responsible for capital budget and strategic planning efforts. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the highest-level Budget/Planning officer in the organization. Must include both budget and planning responsibilities.

**Education and Experience:** Master degree in Finance or equivalent and 15 or more years experience.

### 18330S TOP BUDGET/PLANNING POSITION – SCHOOL/COLLEGE

*This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title.* Responsible for preparing and monitoring the progress of the School/College's annual operating budget. May be responsible for capital budget and strategic planning efforts. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the highest-level Budget/Planning officer in the School/College. Must include both budget and planning responsibilities.

**Education and Experience:** Master degree in Finance or equivalent and 8 - 10 years experience.

### 18331C DIRECTOR, BUDGET – CENTRAL UNIT

*This position is located in a Central Business Unit that supports the entire University.*

Directs the development and administration of the institution's budget including budget planning, policy development, forecasts, and analysis. Controls the allocation of all institution funds. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 or more years related experience.

**18331S DIRECTOR, BUDGET – SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title.*

Directs the development and administration of the School/College's budget including budget planning, policy development, forecasts, and analysis. Controls the allocation of all School/College funds. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 or more years related experience.

**18332 CAPITAL BUDGET MANAGER**

Manages the coordination of capital budget projects for the entire institution. Compiles capital budget, prepares documents required for financing of capital projects, monitors capital project expenditures and timelines.

**Education and Experience:** Bachelor degree and 5 - 7 years related experience.

**18341 FINANCIAL ANALYST 1**

Performs specialized financial, accounting or planning activities following general project or departmental guidelines, procedures and precedents in support of various financial functions such as budgeting, auditing, financial planning, taxes, consolidations and the like. Conducts assigned financial studies and surveys to collect, summarize and analyze financial actions. Assists in preparing recommendations for policy, procedure, control or action. May assist in interpreting and applying institution or division level policy and accounting theory. Assists in the preparation of special studies, reports, analyses, and recommendations in areas such as budgets, forecasts, financial plans, governmental requirements, statistical reports, and business forecasts.

**Education and Experience:** Bachelor degree in a financially related field and 1 - 3 years of experience.

**18342 FINANCIAL ANALYST 2**

Performs specialized financial, accounting or planning activities, investigations, coordination and analysis requiring competence and specialized knowledge of various financial functions such as budgeting, auditing, financial planning, taxes, consolidations and the like. Conducts special studies and surveys to summarize and analyze complex financial actions and prepare recommendations for policy, procedure, control or action. Provides interpretation and application of institution or divisional level financial policies, governmental legislation, accounting theory or financial regulations that may require an advanced knowledge of financial principles, practices and application. Evaluates complex profit plans, operating records, financial statements and the like. Directs and/or assists in the preparation of special studies, reports, analyses and recommendations in areas such as budgets, forecasts, financial plans, governmental requirements, statistical reports and business forecasts for the financial community or management use. Coordinates with institution /divisional management on the implementation of complex financial matters. Represents financial management in meetings with other organizations, within or outside of the institution, to resolve mutual problems, implement new methods, procedures or budgetary controls.

**Education and Experience:** Bachelor degree in a financially related field and 3 - 5 years of experience

**18343 FINANCIAL ANALYST 3**

Develops, interprets and implements highly complex financial/accounting concepts and advanced techniques for financial planning and control. Provides expert advisory capability and interpretation on all levels of financial activity. Plans, coordinates and executes policy implementation applicable to the installation of improved financial operations. Provides specialized technical analysis to determine present and future financial performance. Directs the development and implementation of new concepts and techniques for financial information analysis. Coordinates with all levels of management, within and outside of the institution, to gather, analyze, summarize, and prepare recommendations regarding financial plans, trended future requirements, operating forecasts and similar complex financial matters. Acts as consultant to management on financial policy, procedure and application. Organizes information from a variety of sources to establish data banks for use in analyzing and creating future plans and forecasts. Prepares and presents reports of findings and recommendations to management. May provide functional and technical direction to other financial staff members.

**Education and Experience:** Bachelor degree in a financially related field and 5 - 7 years of experience.

**18344 FINANCIAL ANALYST 4**

Acts as a key technical expert on financial analysis issues, concerns and special projects. Interfaces with top management, responding to their requests for financial data and to resolve reporting and compliance issues. Prepares special reports and financial studies for management and alerts them to significant variances to plan. Coordinates, negotiates and resolves financial compliance issues with various governmental agencies to ensure accurate interpretation. Conducts and may lead audits. May provide work leadership for lower level employees. Excludes those with full supervisory responsibilities.

**Education and Experience:** Bachelor degree in Finance, Accounting, Business Administration, a related field or equivalent experience, and 8 or more years financial analysis experience, including a thorough knowledge of applicable government regulations.

**18345 MANAGER, ACCOUNTING**

Manages the accounting records and operations of accounting systems within a specific function. Manages and assigns work to professional accounting staff. Assures standard accounting policies and procedures are followed in the management of accounting data and records.

**Education and Experience:** Bachelor degree in Accounting, business or related field, and 5 – 7 years of progressively responsible related work experience. Additional education may substitute for required experience.

**18346 ACCOUNTANT 1**

Following established procedures, performs detailed accounting assignments requiring a basic knowledge of accounting theory and principles. Work is subject to general review and under the direction of senior accounting personnel. Provides specialized or general analysis support in various accounting functions such as Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Property Accounting, General Accounting and the like. Reviews and analyzes journal vouchers, accounting classifications and other accounting/financial statements, records and reports. Assists higher level accountants in a variety of accounting assignments such as: taking trial balances, making adjustments and closing entries, preparing profit and loss statements, inventory, receipts and disbursements, balance sheets, computing and distributing labor, material and overhead costs.

**Education and Experience:** Bachelor degree in Accounting, Business Administration, equivalent major or equivalent experience. This is the normal entry level to the professional accounting family of jobs. Excludes those without equivalent combination of academic preparation and experience.

**18347 ACCOUNTANT 2**

Following general instructions and with discretion as to work details, performs accounting tasks of a difficult nature requiring an experienced, professional knowledge of accounting principles and practices. Provides specialized or general analysis support in various accounting functions such as Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Property Accounting, General Accounting and the like. Interprets accounting data, analyzes reports and recommends action to be taken. Prepares difficult journal entries, maintains complex ledgers, reconciles and analyzes specific cost account ledgers. Assists in the development and installation of accounting systems, cost accounting methods, procedures and controls. May establish and maintain property accounting records. Reviews the preparation of various financial statements, records and reports compiled by lower level accounting support personnel. May provide work leadership for an accounting functional unit such as Payroll, Accounts Receivable, Cost Accounting, Consolidations and similar functions.

**Education and Experience:** Bachelor degree in Accounting, Business Administration, an equivalent major or equivalent experience, and 2 - 4 years of professional accounting experience or CPA.

**18348 ACCOUNTANT 3**

Performs accounting duties of a complex nature requiring advanced professional experience, knowledge and competency in accounting principles and practices. Works with broad discretion as to work details on assignments of a varied, diverse and difficult nature. Provides specialized or general analysis support in various accounting functions such as Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Property Accounting, General Accounting and the like. Prepares specialized reports and analyses. Submits recommendations for improved operations. Develops and installs difficult accounting systems, methods, procedures, and controls. Balances complex accounts; prepares complex federal, local or state reports and tax returns. Provides interpretation of accounts, methods and records for managers and officers. Provides work leadership to lower level accounting personnel on complex assignments, projects or tasks. May review their progress and work for adequacy, method of procedure. May supervise an accounting functional unit such as Payroll, Accounts Receivable, Cost Accounting, Consolidation, etc. or act as Plant Accountant at a satellite division or small entity of the corporation.

**Education and Experience:** Bachelor degree in Accounting, Business Administration, equivalent major or equivalent experience, and 4 - 8 years of professional accounting experience or CPA plus 2 years.

**18349 ACCOUNTANT 4**

Performs highly complex accounting tasks providing specialized analyses in various accounting functions such as Accounts Receivable, Accounts Payable, Cost Accounting and the like. Develops and recommends complex accounting systems, methods, procedures and controls. Develops and/or modifies major policies and procedures for financial reporting and cost analysis in specialized areas. May provide work leadership for lower level employees. Excludes those with full supervisory responsibilities.

**Education and Experience:** Bachelor Degree in Accounting, Business Administration, a related field or equivalent experience, and 8 or more years accounting experience.



### **18350C TOP GRANTS AND CONTRACTS POSITION – CENTRAL UNIT**

*This position is located in a Central Business Unit that supports the entire University.*

Directs the pre- and post-awards function and operation of the Office of Grants and Contracts Administration for the institution. Establishes the office's mission and ensures that the actions and activities of the office staff support that mission. Directs and manages the authorization and transmittal of all proposals to federal, state, and private funding agencies. Protects the institution by assuring that proposals and awards are in compliance with federal, state, agency and institution policies of grants and contracts. Manages the review of grant and contract awards terms and conditions. Directs the negotiations of terms, which protect the institution and academic freedom of its faculty. Approves terms for acceptance by the institution. Negotiates with federal grant and contracting officers to substantiate budget requests and to secure terms and conditions, which are consistent with policy. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 15 or more years of grant and contract experience, preferably in an academic environment.

### **18350S TOP GRANTS AND CONTRACTS POSITION – SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title.*

Directs the pre- and post-awards function and operation of the School/College. Establishes the office's mission and ensures that the actions and activities of the office staff support that mission. Directs and manages the authorization and transmittal of all proposals to federal, state, and private funding agencies. Protects the institution by assuring that proposals and awards are in compliance with federal, state, agency and institution policies of grants and contracts. Manages the review of grant and contract awards terms and conditions. Directs the negotiations of terms, which protect the institution and academic freedom of its faculty. Approves terms for acceptance by the institution. Negotiates with federal grant and contracting officers to substantiate budget requests and to secure terms and conditions, which are consistent with policy. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 15 or more years of grant and contract experience, preferably in an academic environment.

### **18351 ASSOCIATE DIRECTOR, GRANTS AND CONTRACTS**

Directs and manages the authorization and transmittal of all proposals to federal, state, and private funding agencies. Protects the institution by assuring that proposals and awards are in compliance with, federal, state, agency and institution policies of grants and contracted. Manages the review of grant and contract awards terms and conditions. Participates in the negotiations of terms, which protect institution, and academic freedom of its faculty. Approves terms for acceptance by the institution. Participates in the negotiation with federal grant and contracting officers to substantiate budget requests and to secure terms and conditions, which are consistent with policy. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 - 10 years grant and contract experience, preferably in an academic environment.

### **18353 GRANTS AND CONTRACTS ACCOUNTANT 1**

Responsible for post-award accounting of grants and contracts. Provides policy and procedure interpretation to academic departments and assists in preparation of reports to federal and sponsoring agencies. Ensures compliance with sponsor terms, University policies/procedures and federal regulations.

**Education and Experience:** Bachelor degree and 1 - 3 years related experience.

### **18354 GRANTS AND CONTRACTS ACCOUNTANT 2**

Responsible for post-award accounting of more complex grants and contracts. Provides policy and procedure interpretation to academic departments and prepares specialized reports to federal and sponsoring agencies. Ensures compliance with sponsor terms, University policies/procedures and federal regulations.

**Education and Experience:** Bachelor degree and 3 - 5 years related experience. Master degree preferred.

### **18356 GRANTS AND CONTRACTS ADMINISTRATOR 1**

Processes invoices and provides Principal Investigator with daily monitoring of grants and contracts to ensure expenses are being paid according to contract. Interprets regulations and guidelines of program funding for standard grants and prepares periodic reports for grant agency. Assists with pre-award applications. Participates in contract closeouts. Ensures compliance with sponsor terms, University policies/procedures and federal regulations.

**Education and Experience:** Bachelor degree and 1 - 3 years of grant and contract experience.

**18357 GRANTS AND CONTRACTS ADMINISTRATOR 2**

Provides unit with daily monitoring of grants and contracts for Principal Investigator to ensure expenses are being paid according to contract. Interprets regulations and guidelines of program funding for moderately complex grants and contracts and prepares renewals and periodic reports for grant agencies. Assists with pre-award applications and may assist with locating sources of outside funding. Participates in contract closeouts. Ensures compliance with sponsor terms, University policies/procedures and federal regulations.

**Education and Experience:** Bachelor degree and 3 - 5 years of grant and contract experience.

**18358 GRANTS AND CONTRACTS ADMINISTRATOR 3**

Advises faculty on long-term financial viability of department/center given multiple grants and contracts from various sources with differing project end dates. Locates and identifies sources of outside funding on own accord. Develops budget proposals and monitors the resulting awards received for academic and research projects and programs. Interprets regulations and guidelines of multiple programs funding with complex and broad guidelines for spending. Develops, negotiates and maintains subcontracts under prime contract. Serves as signature authority for electronic proposals, submits electronic proposals and assists with problems. Responsible for institutional sign-off on proposal, and ensures that any changes were correctly completed. Supervises the processing of invoices and day-to-day monitoring of budgets. Ensures compliance with sponsor terms, University policies/procedures and federal regulations.

**Education and Experience:** Bachelor degree and 5 - 7 years of progressive grant and contract experience. Advanced degree preferred.

**18359 GRANTS AND CONTRACTS ADMINISTRATOR 4**

Advises faculty on long-term financial viability of department/center given multiple complex grants and contracts from various sources with differing project end dates. Locates and identifies multiple sources of outside funding on own accord. Develops budget proposals and monitors the resulting awards received for academic and research projects and programs. Interprets regulations and guidelines of multiple programs funding with complex and broad guidelines for spending. Develops, negotiates and maintains subcontracts under prime contract. Serves as signature authority for electronic proposals, submits electronic proposals and assists with problems. Responsible for institutional sign-off on proposal, and ensures that any changes were correctly completed. Supervises the processing of invoices and day-to-day monitoring of budgets. May supervise lower-level administrators or staff. Ensures compliance with sponsor terms, University policies/procedures and federal regulations.

**Education and Experience:** Bachelor degree and 7 - 10 years of progressive grant and contract experience. Advanced degree preferred.

**18360 DIRECTOR, PROCUREMENT**

Directs the central purchasing office operation and plans and develops purchasing policies and procedures for the institution with a strategic focus on cost savings and containment. Supervises the negotiation of purchase contracts, follow-up, scheduling, and expediting of deliveries. Oversees storage and distribution of goods and supplies. This is the top purchasing position in the organization. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 or more years experience in purchasing and material management.

**18361 MANAGER, PROCUREMENT**

Manages the day-to-day operations of the procurement office. Hires, supervises and evaluates professional and support staffs. Assists director in establishing long-term goals and objectives for department. Represents department to internal and external constituencies.

**Education and Experience:** Bachelor degree and 5 - 7 years experience.

**18366 PROCUREMENT AGENT 1**

Procures all supplies and services for assigned commodities/services or area(s) and may secure cost savings through negotiation. Analyzes prices and makes recommendations, approves all procurement invoices, acts as liaison between university departments and vendors, and identifies potential new vendors.

**Education and Experience:** Bachelor degree or equivalent and 1 - 2 years experience.

**18367 PROCUREMENT AGENT 2**

Manages all procurement activity for assigned commodities/services or area(s). Manages competitive bid process for major contracts, negotiates contracts and may secure cost savings through negotiation, approves all procurement invoices, acts as liaison between university departments and vendors, and identifies potential new vendors.

**Education and Experience:** Bachelor degree or equivalent and 2 - 3 years experience.

**18368 PROCUREMENT AGENT 3**

Manages all procurement activity for assigned commodities/services or area(s). Manages competitive bid process for major contracts, negotiates contracts and may secure cost savings through negotiation, approves all procurement invoices, acts as liaison between university departments and vendors, and identifies potential new vendors. May include supervisory/management responsibilities.

**Education and Experience:** Bachelor degree or equivalent and 3 - 5 years experience.

**18370 DIRECTOR, ENVIRONMENTAL HEALTH AND SAFETY**

Directs the overall operation of the Health and Safety Offices, including management of regulatory compliance and overall program management. Develops and implements institution safety policy and training programs. Serves as the liaison with government regulator and congressional delegates. Directs the liaison program with the surrounding community on issues related to the use of potentially hazardous materials and environmental health and safety concerns. Directs the coordination of the risk assessment and emergency response programs. Determines institution's compliance or non-compliance with new regulation and the extent to which the institution will comply. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the top Health and Safety position.

**Education and Experience:** Master degree in a relevant field and 7 - 10 years of experience in the field of occupational health and safety. Certification in an appropriate technical field.

**18372 ENVIRONMENTAL HEALTH & SAFETY SPECIALIST 2**

Coordinates comprehensive program of disposal of hazardous chemical waste materials or radiation safety. Conducts inspections of laboratories and facilities to ensure compliance with regulation and procedures. Provides training concerning hazardous waste.

**Education and Experience:** Bachelor degree in appropriate scientific or engineering field or equivalent and 2 - 3 years related experience.

**18373 ENVIRONMENTAL HEALTH & SAFETY SPECIALIST 3**

Coordinates a comprehensive program of disposal of hazardous chemical waste materials or radiation safety. Conducts inspections of laboratories and facilities to ensure compliance with regulation and procedures. Provides training concerning hazardous waste.

**Education and Experience:** Bachelor degree in appropriate scientific or engineering field or equivalent and 3 - 5 years related experience.

**18374 ENVIRONMENTAL HEALTH & SAFETY SPECIALIST 4**

Oversees and manages a comprehensive program of disposal of hazardous chemical waste materials or radiation safety. Conducts inspections of laboratories and facilities to ensure compliance with regulation and procedures. Provides training concerning hazardous waste.

**Education and Experience:** Master degree in appropriate scientific or engineering field or equivalent and 5 - 7 or more years directly related experience.

**18380 GENERAL COUNSEL**

This is the top legal counsel for the institution. Directs external counsel. Reports to the President.

**Education and Experience:** J.D., admission to the bar, and 15 or more years experience.

**18381 DEPUTY GENERAL COUNSEL**

Acting as "second in command" to the General Counsel, performs complex consultation and advisory work involving complex or specialized legal issues of substantial importance to the institution. Assists the top counsel with research and opinions on critical legal matters affecting the institution. Represents institution in civil actions and administrative proceedings on state and municipal levels. Supervises Staff Attorneys.

**Education and Experience:** J.D., admission to the bar and 10 or more years corporate law experience.

**18382 STAFF ATTORNEY 3**

Performs consultation and advisory work in a specialized area of law involving moderately complex legal issues of substantial importance to the institution. Advises on matters involving interpretations of facts, the law or the precedents involved. Represents institution in civil actions and administrative proceedings on state and municipal levels.

**Education and Experience:** J.D., admission to the bar, and 7 - 10 years professional legal experience.

**18383 STAFF ATTORNEY 2**

Responsible for handling a variety of moderately complex legal matters generated by the activities of the institution. Provides legal advice, counseling, education and training on legal issues to promote compliance with legal requirements and to reduce exposure to legal risks.

**Education and Experience:** J.D., admission to the bar, and 5 - 7 years experience.



#### **18400 TOP CONSTRUCTION MANAGEMENT POSITION**

Directs the planning, organization, direction, and coordination of major projects, including capital construction and facilities maintenance. Oversees the planning of new construction and monitors the entire construction process. Evaluates proposed designs. Negotiates contracts and assures adherence to schedules, terms and conditions. Negotiates variances with local ordinances as required. Assures good working relationship with outside architects, engineers, and construction firms. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the top construction management position, and typically reports to a VP of Facilities.

**Education and Experience:** Bachelor degree or equivalent experience in architecture, engineering, and construction, and 15 or more years experience in construction management, planning, and negotiating.

#### **18400A DIRECTOR, CONSTRUCTION MANAGEMENT**

Manages the planning of new construction and supervises the entire construction process. Plans, organizes, directs, and coordinates major projects, including capital construction and facilities maintenance. Directs the process to solicit, pre-qualify, interview and engage contracting and subcontracting firms. Evaluates proposed designs. Negotiates contracts and assures adherence to schedules, terms and conditions. Negotiates variances with local ordinances as required. Assures good working relationship with outside architects, engineers, and construction firms. Manages all project budgets. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree or equivalent experience in architecture, engineering, and construction, and 15 or more years experience in construction management, planning, and negotiating.

#### **18401 ASSOCIATE DIRECTOR, CONSTRUCTION MANAGEMENT**

Assists the Director of Construction Management in the planning, organization, direction, and coordination of major projects, including capital construction and facilities maintenance. Leads the process to solicit, pre-qualify, interview and engage contracting and subcontracting firms. Oversees project managers and staff that direct the implementation of capital building and maintenance projects. Develops and oversees implementation of the department's contractor policies and procedures, and determines and enforces standard procedures for evaluation of proposals, bids and contractor performance. Oversees all project budgets. Acts as liaison among project participants to resolve problems or conflicts. Oversees and inspects field conditions and progress of work against project schedule. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 10 and over years of experience.

#### **18401A CONSTRUCTION PROJECT MANAGER 1**

Manages laboratory and office rehabilitation projects throughout the campus, from concept through design, construction, commissioning and close out. May also, on occasion, be responsible for new capital projects, acting as construction manager from inception through commissioning and close out. Consults with the Division/business unit at the conceptual stage of major projects to evaluate site and cost considerations and advise on project viability. Develops the preliminary design, prepares the scope of work, design and cost estimations. Acts as the technical expert in contract negotiations, processing of change orders and invoices, and timely progress reporting. Acts as liaison between the customer, contractor representatives and the Architectural and Engineering Services Department. Maintains close working relationships with management, customers, and other professionals. May work under the direction of a senior-level Project Manager on larger projects.

**Education and Experience:** Bachelor degree, preferably in architecture, engineering, or related construction disciplines, and 5 years work experience in project management or construction management of new building and/or renovation projects, including key roles on projects with construction and/or major renovations.

#### **18401B CONSTRUCTION PROJECT MANAGER 2**

Responsible for the management of new construction projects and major renovation of existing buildings. Works on highly complex projects requiring thorough knowledge of project management, which includes construction management, field work, coordination of contractor activities, etc. Duties include but are not limited to conducting comprehensive research on project needs, integrating project functions within the framework of ongoing activities within the institution, advising customers on complex project plans, overseeing design and construction of multiple projects, preparing budgets, schedules, scopes of work and status reports. Develops and negotiates construction contracts, manages the bidding process, contracting awards, documentation, invoices, change orders, commissioning and close-out of the projects. Maintains a close working relationships with management, clients and outside professionals.

**Education and Experience:** Bachelor degree, preferably in architecture, engineering, or related construction disciplines, and 8 years work experience in project management or construction management of new building and/or renovation projects.



#### **18402 DIRECTOR, FACILITIES MANAGEMENT**

Directs the overall operations of the physical plant including maintenance and custodial functions and the purchase and distribution of utilities. Plans and controls operating expenses. Confers with and informs senior staff members about physical plant matters and problem areas. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree in engineering or equivalent and 8 or more years experience managing the operations of a large physical plant.

#### **18403 MANAGER, ENERGY MANAGEMENT SYSTEMS**

Develops and implements policies on fuel and electric energy conservation. Works with operating manager analyzing data and determines opportunities for conservation. Establishes standards for efficient operation of equipment and develops projects for upgrading energy systems. Develops and implements energy communication programs. Keeps abreast of all pertinent legislation and regulations.

**Education and Experience:** Bachelor degree in engineering or equivalent and 5 - 7 years experience in such areas as HVAC, pure water, and control systems for a large complex facility.

#### **18404 DIRECTOR, REAL ESTATE MANAGEMENT**

In consultation with the senior academic and administrative officers, develops and executes strategies for the management of off-campus real estate assets and obligations to the institution, including directing the leasing (to and from activities); disposition and acquisition of properties; development of owned properties, both directly by institution personnel and indirectly through relationships with the private and governmental sectors. Participates in the development of real estate financing strategies and mechanisms, assesses real estate needs and opportunities. Interacts with trustees of the institution on real estate matters. Acts as liaison with appropriate government officials and with private brokers and developers. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. Reports to the Top Executive-Level Real Estate management position.

**Education and Experience:** Master degree and 10 or more years of experience.

#### **18405 BUILDING MANAGER**

Responsible for the planning, coordination, management, and/or supervision of a large and diverse facility or a group of facilities. Prepares annual budget; manages related accounts; monitors and reports on expenditures.

**Education and Experience:** Bachelor degree and 5 - 7 years of experience.

#### **18407 FACILITIES MANAGER**

Plans, organizes, directs, and controls the activities and staff involved in the design, construction, coordination, modification, maintenance, and administration of institution facilities and equipment. Develops plans and programs responsive to present and anticipated space and facility requirements. Formulates and monitors institution facility standards. Participates in site identification, selection and acquisition activities to ensure the most economical application and utilization of institution facility resources. Evaluates proposals and bids for various design, contracting, and follow-on services as required. Recommends bid acceptance. Reviews preliminary and final working drawings for adherence to specifications, design considerations and cost criteria. Coordinates construction activities to ensure attainment of budget and schedule objectives. Evaluates the qualifications, professional capabilities and reputation of architects, general contractors, sub-contractors and service contractors available for bid consideration. Directs and works with architects, staff consultants, and contractors in the design and development of new facilities. Provides design and space criteria and coordinates final approval of facility designs. Investigates and evaluates new materials, systems, equipment which may benefit the institution in its facilities programs. Responsible for the employment, employee motivation, counseling, discipline, and changes in status of employees supervised.

**Education and Experience:** Bachelor degree in Civil Engineering or a related technical discipline and 7 years of facilities development/ construction activities.



#### **18408 REAL ESTATE/PROPERTY MANAGER**

Manages properties and facilities, including management of revenues, expenses, customer relationships, and contract administration, either directly or through subordinate management and/or non-management employees. Analyzes and interprets complex trends and factors to develop and maximize use of facilities, customer service and revenues, real estate holdings and retail concessions programs. Analyzes and interprets business proposals, layout design, customer trends and needs, tenant/vendor compatibility, project phasing, capital and operating expenses and revenue projections. Negotiates and interprets lease agreements, including determination of the best negotiating positions. May manage land acquisition programs including coordination of outside resources and assuring that acquisitions are accomplished in accordance with all state and federal requirements. May develop policies and guidelines on standards for quality and customer service to be followed by concessionaires. Resolves tenant operating and lease issues at corporate level.

**Education and Experience:** Bachelor degree in Business Administration, related field, or equivalent combination of education and experience required. Minimum 8 years of experience in commercial real estate and/or property management. Master degree in Business Administration or/ related field is desirable.

#### **18409 DIRECTOR, CAMPUS PLANNING**

Responsible for the institution's physical master planning, facilities and space planning, feasibility and programming studies, and landscape design. Directs architectural and landscape design of all buildings, structures, landscape development, open space, plantings, site furnishings, above-ground utilities and outdoor signage. Conducts feasibility studies of all proposed projects. Ensures the preservation of historical integrity in the master plan for all new construction projects. Negotiates and manages contracts developed in support of planning projects, and ensures that outside design consultants and contractors understand and carry out the expressed intent of the design guidelines. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree in architecture, urban planning, engineering or related field. Professional licensure. Requires 10 years of experience managing multiple and diverse architectural projects including master, facilities and space planning and 5 years of demonstrated management/supervisory experience.

#### **18410 LANDSCAPE ARCHITECT**

Manages the design, development, and production of campus landscape projects and other projects related to the exterior physical environment of the campus. Ensures that all new construction and renovations, including buildings, plazas, "greens/commons", streetscapes, parking areas and other capital projects are integrated effectively and harmoniously into the existing campus landscape and meet the requirements of the campus master specification and master plan. Prepares/coordinates the production of the landscape master plan, leads major internal and external planning efforts, and develops new concepts and techniques for landscape planning. Performs and oversees the design of campus landscape design projects, establishes project scope, schedule and budget. Recommends consultants and contractual arrangements for physical planning and design consultants, reviews bids and engages in negotiation with contractors. Coordinates with city and state agencies on issues relating to zoning, parking, traffic and landscape, utility and environmental regulations/requirements. Develops and implements a program for monitoring and maintaining existing landscape and grounds. Manages professional staff, drafters, students, research assistants and support personnel.

**Education and Experience:** Bachelor or Master degree in Landscape Architecture professional registration, and 5 - 7 years of experience in landscape architecture, including experience in institutional planning and design. Requires thorough knowledge of urban designs, landscape architecture, economic and financial principals.

#### **18423 ARCHITECT**

Provides architectural and interior design services including space planning and preparation of cost estimates, specifications, drawings, and construction documents for major and minor maintenance, repair, and renovation projects. Works with clients to determine facility and client needs for projects. May include supervisory/management responsibilities.

**Education and Experience:** Bachelor degree and 7 or more years of experience.

#### **18425 DIRECTOR, PARKING**

Directs, manages and evaluates operations for all university parking lots and facilities. Plans, implements and evaluates programs and activities related to motor vehicle registration, campus parking and parking lot operations. Coordinates and monitors maintenance, repair and housekeeping services for parking facilities. Manages a budget and staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree in business administration or a related field and 8 years of related professional or managerial experience.



#### **18427 FACILITIES MANAGER, SPECIAL EVENTS**

Manages the scheduling and allocation of the institution's facilities as they relate to lectures, workshops, symposiums, internal conferences, classes beyond the daily schedule, cultural events and all major institutional events such as Orientation, Convocation, Commencement, Parent/Family Weekend, concerts and other academic or social events. Interfaces with all necessary departments to resolve conflicts, facilitate planning of events, and assign space as needs arise. Arranges logistics for all events and provides administrative support, including preparation and dissemination of informational materials and communications regarding the event. Manages Special Events staff, and develops and monitors the department budget.

**Education and Experience:** Bachelor degree and 3 years experience in event scheduling including expertise with an electronic scheduling system.

#### **18428 REAL ESTATE AGENT**

Leases office and commercial space for moderately complex brokerage arrangements. Writes and negotiates office and commercial space leases and real estate transactions. Gathers, analyzes and prepares real estate data and reports for senior management. May manage oil, gas and mineral holdings for the institution, including monitoring property inventories, negotiating and writing agreements, overseeing royalty accounts, budgets and forecasts, and investment valuations. Reports the institution's property investment income, budget plan forecasts, real estate debt service, and tax payments for all institution-owned real estate. Ensures accuracy of taxable property and assessment values by negotiating changes with assessors throughout the country where property is located. Manages moderately complex projects from site planning through building process, including negotiation of terms for various projects.

**Education and Experience:** Bachelor degree or equivalent and 2 - 3 years of experience.

#### **18430 DIRECTOR, DINING SERVICES**

Directs all dining hall and other food service operations. Develops policies and procedures and plans for operational improvements. Supervises activities of dining hall managers. Prepares and controls departmental budget. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the top food service position in the institution.

**Education and Experience:** Bachelor degree and 8 or more years experience in the management of an institutional food service facility.

#### **18431 MANAGER, DINING HALL 1**

Manages a food service cafeteria and/or dining room facility. Plans food services, manages staff, prepares unit budget. This is an entry-level position.

**Education and Experience:** Bachelor degree in food service management or equivalent and 1 - 3 years of food service operations experience.

#### **18432 MANAGER, DINING HALL 2**

Manages a mid-sized food service cafeteria and/or dining room facility. Plans food services, manages staff, prepares unit budget. This is a mid-level manager.

**Education and Experience:** Bachelor degree in food service management or equivalent and 3 - 5 years related food service management experience.

#### **18433 MANAGER, DINING HALL 3**

Manages a large seven-day food service cafeteria and/or dining room facility. Plans food services, manages staff, prepares unit budget. This is the highest-level manager.

**Education and Experience:** Bachelor degree in food service management or equivalent and 5 - 7 years related food service management experience.

#### **18434 EXECUTIVE CHEF**

Oversees all culinary related activities of the dining operation. Assists in establishing food and labor goals. Accountable for achieving food cost goals and labor cost goals. Establishes and maintains departmental sanitation standards. Develops food quality checking systems and techniques. Develops/promotes training and staff development. Inspects prepared food quality to verify proper preparation technique. Conducts regular visits to off-premise events to monitor food quality. Conducts weekly culinary meetings. Responsible for overall purchasing programs to include weekly inventory, food rotation program and exploration of new and progressive food products. Responsible for regular equipment maintenance checks. Oversees labor timekeeping system and monitors staff weekly schedule.

**Education and Experience:** Culinary degree required. Minimum of 7 years culinary management experience. Must be ServSafe certified. Excellent interpersonal skills essential. Creative menu development required.



#### **18435 PRODUCTION MANAGER, DINING SERVICES**

Responsible for oversight of front office operations, including supervision of managers. Responsible for planning and executing an array of special events including house functions. Responsible for creatively merchandising facilities and enhancing quality and presentation of food. Oversees sanitation, safety, security, and staffing, training, employee counseling, discipline and documentation within framework of union contract and University policy.

**Education and Experience:** Bachelor degree required and 5 - 7 years progressive experience in food service management. Extensive front office experience required. Exceptional leadership skills and tremendous commitment to customer service imperative.

#### **18436 COOK**

Prepares and cooks standard or specialty food items. Performs set-up and sanitation of cooking areas, assists in menu development, and conducts inventories and stocking of supplies and ingredients. Cooks from scratch or makes substitutions as requested. May create new recipes or correct existing recipes by making substitutions as needed. Prepares list of items needed for next day according to menu offerings. Ensures culinary staff and cooking stations are ready for meal times and/or special events in a timely manner. May provide leadership to other staff to ensure that all food is prepared according to recipes and menu. Performs work in accordance with Institute and regulatory agencies safety standards and practices.

**Education and Experience:** A culinary certificate and 2 – 3 years experience.

#### **18438 CATERING MANAGER**

Oversees front-of-house operations including supervision of staff. Responsible for planning and executing special events including house functions. Manages catered events and coordinates overall event logistics. Determines and provides for equipment and all other items needed for an event. Meets with clients to insure expectations are met, walking through the details of the event and negotiating changes. Manages and maintains catering equipment inventory. Assists in the sales process and acts as a back -up for the Sales Manager. Responsible for creatively merchandising facilities and enhancing quality and presentation of food. Oversees sanitation, safety, security, staffing, training, employee counseling, discipline and documentation.

**Education and Experience:** Bachelor degree preferred, with concentration in Culinary Arts, Foodservice or Hospitality Management desired, and 5 - 7 years progressive experience in food service management. Extensive front-of-house and catering experience required. Must have demonstrated background in employee training and development. Exceptional leadership skills and tremendous commitment to customer service imperative.

#### **18440 CHIEF OF POLICE**

Plans and directs the overall law enforcement and security operation. Oversees the supervision of and establishes the procedures for all police (armed) personnel. Maintains liaison and cooperates with outside law enforcement agencies, internal student groups, and other individual groups. Plans and oversees educational programs on crime prevention. This is the top police job.

**Education and Experience:** Bachelor degree or equivalent and 8 or more years experience in policy administration including investigation.

#### **18441 POLICE CAPTAIN**

Directs the operations and the management of one of the major functional areas of the unit. Reviews, develops, implements, and recommends training programs. Assesses, plans, and evaluates area operational plans and deployments. Institutes and maintains standard operating procedures. Coordinates and supervises major case investigations. Oversees records, budgets, and departmental expenditures.

**Education and Experience:** Bachelor degree and 5 - 7 years experience.

#### **18442 POLICE LIEUTENANT**

Manages and supervises the daily operations of assigned Public Safety/Institution Police unit or activities. Performs related administrative duties to ensure compliance with state, local, institution and department policies. Effectively supports the mission and goals of the Public Safety/Institution Police department and of the institution.

**Education and Experience:** Associate degree or two year college equivalent and 3 - 5 years law enforcement experience required.

#### **18443 POLICE SERGEANT**

Supervises police officers and corporals under control during assigned shift. May supervise civilian telecommunications when assigned as communications supervisor. May assume higher level of responsibility in the absence of more senior police officers. Assigns, trains, and administers coaching and discipline to shift personnel. Ensures productive and efficient police responses to incidents. Maintains police officers' compliance with departmental regulations and procedures. Inspects, corrects, and approves reports submitted by police officers. Performs all duties of a police officer, including arresting criminals, testifying in court and protecting life and property.

**Education and Experience:** Associate degree and two year college equivalent and 3 - 5 years law enforcement experience required.

**18450 DIRECTOR, INTERNAL AUDIT**

Directs and administers the auditing function for the institution. Ensures compliance with applicable institution, state and federal regulations and policies. Reviews and appraises accounting, financial and operating controls within divisions, colleges and units. Coordinates activities with independent auditors. Consults with campus units on methods and systems to improve operations. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the institution's top-level internal audit position.

**Education and Experience:** Bachelor degree required and 10 or more years related experience. Master degree preferred.

**18451 ASSISTANT DIRECTOR, INTERNAL AUDIT**

Manages a staff of professional auditors who perform audits to evaluate the effectiveness of internal controls, compliance with institute policies and procedures, and adherence to government contract/grant requirements. Assists the Director in developing and implementing policies, procedures and training programs designed to ensure that the institution complies with all laws, regulations and government contract/grant requirements. Establishes and executes risk-based audit and compliance business plans to assess the adequacy of internal accounting and administrative control systems to ensure the institution's assets are properly safeguarded and accounted for and that the institution's operations are in compliance with all applicable laws, regulations and contract/grant provisions. Directs audit and staff activities to ensure that audit objectives are met. Performs quality control reviews of audits performed, ensuring that audit reports accurately reflect the audit findings, recommendations and planned corrective actions. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree in accounting or related field with 7 - 10 years auditing experience, including experience at the supervisory or managerial level. Certified Public Accountant and/or Certified Internal Auditor.

**18452 AUDITOR 2**

Conducts audits of internal controls covering a broad range of the institution's operations to assure that the institution's assets are protected and to determine if functional areas are conducting operations in compliance with established guidelines, policies, procedures and governmental, grant/contract and legal requirements. Prepares reports that present the results of audits and recommended corrective actions clearly and concisely.

**Education and Experience:** Bachelor degree in accounting or related field and 1 - 2 years experience.

**18453 AUDITOR 3**

Plans and conducts audits of internal controls covering a broad range of the institution's operations to assure that the institution's assets are protected and to determine if functional areas are conducting operations in compliance with established guidelines, policies, procedures and governmental, grant/contract and legal requirements. Assists in the preparation and testing of compliance related policies, procedures and training programs. Prepares reports that present the results of audits and recommended corrective actions clearly and concisely. Assists external auditors as necessary.

**Education and Experience:** Bachelor degree in accounting or related field and 3 - 5 years experience.

**18454 AUDITOR 4**

Plans and conducts audits of internal controls covering a broad range of the institution's operations to assure that the institution's assets are protected and to determine if functional areas are conducting operations in compliance with established guidelines, policies, procedures and governmental, grant/contract and legal requirements. Assists in the preparation and testing of compliance related policies, procedures and training programs. Prepares reports that present the results of audits and recommended corrective actions clearly and concisely. Assists external auditors as necessary. May act as Team Lead to coordinate the activities of other auditors.

**Education and Experience:** Bachelor degree in accounting or related field and 5 - 8 years experience.

**18460 MANAGING DIRECTOR, PERFORMANCE ARTS**

Manages the scheduling and production of music, dance and theater productions for a Performing Arts Center. Serves as a liaison with the Music, Dance and Theater Departments to support student, faculty and professional events. Develops marketing strategies, prepares contracts used to engage artists and ensembles for professional music services, and forecasts ticket sales revenue. Manages a budget and staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree in music or other arts related field and 5 years of related experience.



#### **18461 TECHNICAL DIRECTOR, THEATER ARTS**

Provides technical stage and backstage support for both amateur and professional events. Manages the technical aspects and daily operations of all theatrical facilities including event load-ins, set-ups, strikes, and use of the facility's sound, lighting, stage, projection and other technical equipment and systems. Executes lighting, sound and scenic designs and clarifies, troubleshoots and estimates preliminary designs from student or faculty designer plans and models. Creates structural designs, specifies construction methods, and oversees staff involved in set, scenery and prop construction. Develops, implements and monitors policies to ensure safe work practices and environment in the scene shop, backstage and stage areas. Regularly interacts with facility users in the planning coordination and execution of programs, services and events. Provides projected technical costs for events, and administers labor, equipment and supply budgets. Organizes, manages, mentors and trains students in a hands-on learning environment. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree (BFA preferred) and 5 years experience in technical theater or stage management.

#### **18463 MANAGER, BOX OFFICE**

Manages the daily box office operations for the Theater Arts, Music and other departments. Manages ticket sales, revenue accounting, customer service, marketing and publicity. Hires, trains, schedules and supervises student staff members. Develops and implements plans for audience development and subscription ticket sales, including publicity releases, print and media advertising, mailings, on-line ordering and other marketing and public relations campaigns. Manages computerized ticketing system, including software changes, updates and formats, hardware maintenance and communication with software vendor. Supervises the front of house activities for productions, including ushers and box office personnel. Reconciles daily box office receipts, prepares transmittals and deposits, and administers accounting reports for cash flow and ticket revenue.

**Education and Experience:** Bachelor degree, theater arts preferred, and 5 years box office/subscriptions experience.

#### **18500 TOP HUMAN RESOURCES POSITION**

Develops and directs the implementation of a full range of human resource programs, including staffing, compensation, benefits, HRIS, labor relations, training and development and diversity and equal opportunity. Confers with senior staff in the organization, plans programs for future needs, and facilitates communication of goals and services to others both inside and outside the institution. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 15 or more years experience managing a large human resources organization.

#### **18501 DIRECTOR, LABOR RELATIONS**

Directs the institution's labor relations activities. Formulates and administers labor relations policy subject to top management guidance and approval. Represents the institution in labor relations negotiations, and the interpretation and administration of collective bargaining agreements. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the top Labor Relations job.

**Education and Experience:** Bachelor degree and 7 or more years experience in negotiation, contract administration, and labor law.

#### **18501B LABOR RELATIONS REPRESENTATIVE 2**

Assists with the day to day contract administration involving collective bargaining agreements between the institution and unions. Advises management in the following areas: contract interpretation, discipline, grievances, disability management, health and safety, and human resources policies and procedures. Serves on various committees established by the collective bargaining agreements. Assists in the preparation of materials for negotiations, attends arbitration hearings and may assist in case preparation. Performs research on employment and labor issues.

**Education and Experience:** Bachelor degree, preferably in labor relations or related field, and 2-4 years labor relations experience in a union environment.

#### **18501C LABOR RELATIONS REPRESENTATIVE 3**

Responsible for day-to-day contract administration involving collective bargaining agreements between the institution and unions. Counsels management in the following areas: contract interpretation, discipline, grievances, disability management, health and safety, human resources policies and procedures. Provides training in handling of performance management, grievances and discipline for supervisors and managers. Assists managers in formulating labor strategy. Represents the Director on various committees. Assists in the preparation of materials for contract negotiations and serves on the negotiating committee. Aids in the preparation of cases for arbitration, conducts hearings and investigations, and advises and counsels employees. Researches labor relations issues.

**Education and Experience:** Bachelor degree, preferably in labor relations or related field required, and 4 or more years labor relations experience in a union environment, including direct contact with union representatives.

**18502 DIRECTOR, BENEFITS**

Plans, directs and controls the activities and staff involved in the development, implementation and administration of institution employee benefit programs including group health/medical/dental coverage, life insurance, disability insurance, holidays, vacation, sick leave, unemployment, service awards and the like. Reviews institution programs and investigates current trends, practices and costs. Negotiates with carriers regarding rates, services, administration and coverages. Supervises claims processing and reporting. Prepares recommendations to management regarding plan changes and modifications. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. Generally reports to Human Resources Manager/Director. This is the top benefits position.

**Education and Experience:** Bachelor degree and 7 or more years experience in administering group benefits programs.

**18503 MANAGER, BENEFITS**

Manages a particular area of benefits programs such as health, dental, retirement, or disability insurance. Investigates unusual cases; confers with vendor representatives. Consults with employees. Generally reports to top benefits position.

**Education and Experience:** Bachelor degree in a business or industrial relations field and 5 years of exposure to a wide variety of benefit programs and practices.

**18507 BENEFITS REPRESENTATIVE 2**

Coordinates the administration of one or more elements of the benefits program such as basic and major medical coverage, dental insurance, group life insurance, pension plans, and other benefits. Answers employee questions regarding eligibility, provisions, and other matters related to benefits. Maintains benefits records and documents necessary for implementing benefit coverage. May assist in the preparation of employee benefits booklets and other employee benefit communications.

**Education and Experience:** Bachelor degree or equivalent and 2 - 4 years experience in personnel or related field.

**18508 BENEFITS REPRESENTATIVE 3**

Coordinates the administration of the benefits program such as basic and major medical coverage, dental insurance, group life insurance, pension plans, and other benefits. Consults with and advises employees on eligibility, provisions, and other matters related to benefits. Maintains benefits records and documents necessary for implementing benefit coverage. Assists in the preparation of employee benefits booklets and other employee benefit communications.

**Education and Experience:** Bachelor degree or equivalent and 5 - 7 years experience in personnel or related field.

**18510 DIRECTOR, COMPENSATION**

Develops, implements, and administers compensation programs for all non-instructional positions. Initiates changes, amends and formulates policies as required. Manages compensation staff. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the top compensation position.

**Education and Experience:** Bachelor degree and 7 or more years experience administering compensation programs for a large and complex organization.

**18512 COMPENSATION REPRESENTATIVE 2**

Performs staff support activities to develop and administer compensation policies and programs. Conducts research, analyzes data and prepares recommendations requiring a broad understanding of compensation techniques, methods and practices. Provides counsel to line and staff management regarding compensation actions for employees. Review proposed salary adjustments for conformance to established guidelines, policy and practices; recommends corrective or alternative actions to resolve problems. Reviews requests for new or revised classifications to determine appropriate salary grade assignment. Provides counsel for employment offers. Participates in special studies of problem areas requiring job analysis, job evaluation or similar techniques. Audits jobs for content and prepares job descriptions reflecting job responsibilities, activities, duties and requirements. Collects and analyzes competitive salary and benefit information to determine institution's market relationship. Formulates basic recommendations regarding development of institution salary structure, initiation of new benefits, FLSA exemptions, job revisions and the like. Reviews existing and proposed statutory requirements governing compensation and benefits administration and recommends appropriate courses of action.

**Education and Experience:** Broad, practical knowledge of compensation techniques and methods as would normally be obtained through receipt of a Bachelor degree in Human Resources, Business Administration or a related field and 2 years of compensation administration experience. May require certification.

**18513 COMPENSATION REPRESENTATIVE 3**

Performs a full scope of activities associated with the development and administration of compensation programs. Participates in and formulates basic recommendations in the development of long-range compensation objectives considering such factors as corporate growth objectives, manpower requirements, financial resources and restraints, legal considerations and competitive market positions. May include application for domestic and/or international programs. Develops and participates in a variety of compensation surveys to collect and analyze information on the institution's competitive position. Prepares recommendations and special studies on subjects such as incentive compensation, bonus plans, and other complex compensation programs. Investigates and recommends resolution on classification questions and FLSA exemptions. Acts as internal staff consultant for line and staff management on compensation matters. May provide project leadership to other compensation staff members.

**Education and Experience:** Extensive working and practical knowledge of a wide variety of compensation techniques, theory, practices, methods, programs and plans including regulatory requirements, incentive compensation, and similar complex compensation subjects. Normally requires a Bachelor degree in Human Resources, Business Administration or related field and 5 years of experience and exposure to the field. May require certification.

**18515 DIRECTOR, RECRUITMENT**

Manages the activity and staff involved in the recruitment and processing of new employees. Directs the development of efficient recruiting resources, screening and interviewing applicants, administration of medical examinations and conduct of reference checks to ensure the availability of the proper caliber of manpower to meet staffing requirements. Establishes and administers procedures for the recruitment, selection, and employment processing of new employees. Supervises the procurement, investigation, interview, and selection activities of subordinate staff members. Develops employment advertising to accurately reflect manpower requirements and provide for the placement of recruitment ads in appropriate national and local media. Coordinates recruiting requirements with outside sources such as state and federal agencies, trade schools, training programs, and professional agencies. Provides for coordination of temporary employment needs with employment agencies. Provides for the administration of new employee processing activities including medical examination, travel arrangements, reference checks and employee file preparation. Coordinates security clearances, visa/passports processing and the like, with appropriate staff. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree in industrial relations, a related field or equivalent experience, and 7 years of human resources experience with an emphasis in recruiting and employment activities.

**18517 EMPLOYMENT REPRESENTATIVE 2**

Under minimal supervision and acting with a high degree of independence, conducts a variety of tasks associated with the recruitment, screening and selection of new employees. Reviews recruitment requirements with management to determine applicant requirements. Formulates plans to meet manpower needs. Develops advertising campaigns by preparing copy for classified employment advertisements, determining ad placement and coordinating advertising schedules in appropriate media. Participates in planning and conducting college recruiting programs. Reviews resumes, advertising responses and employment applications, interviews, and screens applicants for technical competence, applicable background and skills, individual goals and ability to fit in the organization and function effectively. Coordinates the conduct of reference checks and evaluates reference data concerning previous employment record. Make employment recommendations based on information developed through interviews, reference checks, applications and resumes. Coordinates arrangements for pre-employment medical examinations, travel, reporting dates, security clearances and employment processing. Provides applicants with pre-employment information regarding job requirements, location, compensation, benefits, allowances and employment policies. Participates in gathering, preparing, and analyzing a variety of employment data relating to advertising effectiveness, turnover, minority employment, recruiting campaigns and related items as required. Employment assignments are normally involved with the hire of exempt and/or supervisory level candidates.

**Education and Experience:** Requires knowledge, communications and analytical skills equivalent to those normally obtained through receipt of a Bachelor degree in Human Resources, Business Administration or a related field and 2 years of professional human resources/employment experience. Possesses skills in employment interviewing techniques and applicant appraisal.



### 18518 EMPLOYMENT REPRESENTATIVE 3

Performs a full scope of activities associated with the development and conduct of comprehensive recruiting and employment of new employees. Participates in and formulates basic recommendations in the development of short and long range manpower and employment objectives considering such factors as corporate growth objectives, manpower availability, employment lead time requirements and the like. Establishes and maintains contact with a variety of potential applicant resources including search firms, governmental agencies, college placement centers, trade schools, and related organizations. Works with management to define and implement appropriate recruiting programs to meet manpower needs. Develops advertising campaigns, determining ad placement and coordinating advertising schedules in appropriate media. Plans and conducts college recruiting programs. Reviews resumes, advertising responses and employment applications. Interviews and screens applicants for technical competence, applicable background and skills, individual goals and ability to fit in the organization and function effectively. Coordinates the conduct of reference checks and evaluates reference data concerning previous employment record. Make employment recommendations based on information developed through interviews, reference checks, applications and resumes. Assists managers in evaluating applicant qualifications and selection of most qualified candidates. Acts as internal staff consultant for line and staff management on employment matters. Employment assignments are normally involved with the hire of all levels of exempt, supervisory and management candidates. Excludes those with full supervisory responsibilities. May provide technical leadership to lower level employment staff.

**Education and Experience:** Comprehensive knowledge, communications and analytical skills equivalent to those normally obtained through receipt of a Bachelor degree in Human Resources, Business Administration or related field and 5 years of practical experience in the field. Experienced knowledge of local and national employment market characteristics, successful recruiting programs, minority recruiting, identification of applicant sources and the like.

### 18520 DIRECTOR, TRAINING & ORGANIZATIONAL DEVELOPMENT

Develops, coordinates, and administers training, employee development and organizational development programs for all non-instructional positions. Analyzes training trends and organizational training needs to ensure delivery of appropriate programs. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the top training and development position.

**Education and Experience:** Bachelor degree and 7 or more years experience managing a training function in a large and complex organization.

### 18522 TRAINING & ORGANIZATIONAL DEVELOPMENT REPRESENTATIVE 2

Develops, updates and conducts training and organizational development programs for supervisory, management, professional and nonexempt positions in areas such as computer software/hardware, institution procedures and policies, supervisory/management techniques, etc. May conduct evaluations and develop new programs to address those findings, make changes in individual programs or recommendations on overall curriculum and related learning materials. Develops liaison with vendors, industry professionals, etc. May provide career and development consultation to employees.

**Education and Experience:** Bachelor degree in Human Resources, Education, Communications, or related field, and 2 - 4 years experience in the assessment and delivery of training/management techniques. Broad knowledge of technical subject matter and training techniques.

### 18523 TRAINING & ORGANIZATIONAL DEVELOPMENT REPRESENTATIVE 3

Performs the full scope of activities associated with the training and organizational development function. Conducts needs evaluation and designs curricula and courses to meet those needs. Acts as liaison to vendors, and reviews their courses for adaptability to internal needs. Ensures quality of vendor originated courses. Conducts training programs in areas such as, computer software/hardware, institution procedures and policies, supervisory/management techniques, etc. May provide career and development consultation to employees. May provide leadership to other training and organizational development staff.

**Education and Experience:** Bachelor degree in Human Resources, Education, Communications, or related field, and 5 or more years experience in the assessment and delivery of training/management techniques. Extensive knowledge of technical subject matter and training techniques.

### 18525 DIRECTOR, HRIS

Directs the systems planning, support, development and maintenance of the Human Resources department. Is ultimately responsible for the accurate entry and maintenance of all data in the institution's HR systems. Analyzes the systems needs of all HR sections, establishes priority needs and identifies and researches appropriate technical solutions. Consults and advises HR director/managers of current and future systems. Oversees the HRIS project calendar and training needs of the department. Establishes budget for all hardware and software. Requires advanced technical knowledge and familiarity with human resource functions. Has oversight of all HR mainframe and PC computerized information systems. Manages the design and creation of databases. Serves as liaison to outside vendors and institution-wide MIS department. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 or more years of related experience.

**18526 MANAGER, HRIS**

Manages the daily operations of the institution's HRIS function. Provides systems planning, support, and development for the Human Resources department. Ensures the accurate entry and maintenance of all data in the institution's HR systems. Analyzes the systems needs of all HR sections, establishes priority needs and identifies and researches appropriate technical solutions. Consults and advises HR director/managers of current and future systems. Responsible for the HRIS project calendar and training needs of the department. Manages budget for all hardware and software. Requires strong technical knowledge and familiarity with human resource functions. Has oversight of all HR mainframe and PC computerized information systems. Designs and creates databases, programming as needed. Supervises staff and is liaison to outside vendors and institution-wide MIS department. Establishes security access policies and protocols for all HR systems. Establishes policies and procedures to ensure the integrity and accuracy of all HR data. Manages and provides user systems training.

**Education and Experience:** Bachelor degree and 5 years of related experience.

**18527 HRIS ANALYST**

Identifies, analyzes, designs and implements systems, programs and modules for the improvement, enhancement and on-going maintenance of the institution's Human Resources Information Systems and databases. Assists in the development of Human Resources database designs, plans and short-term strategies, and contributes to the development of long-term strategies. Works closely with Information Technology staff to define Human Resources requirements in the creation, upgrading and maintenance of reports, databases and programs. Researches, analyzes and recommends new or improved systems, applications and technologies to support all areas of Human Resources. Creates and produces ad-hoc reports as requested. Enforces security access policies and protocols for all HR systems. Ensures the integrity and accuracy of all HR data. Coordinates and provides user systems training.

**Education and Experience:** Bachelor degree and 3 - 5 years related experience. Knowledge of all areas of Human Resources.

**18528 DIRECTOR, AFFIRMATIVE ACTION/DIVERSITY**

Develops, implements, and monitors programs promoting and ensuring compliance with affirmative action and equal opportunity goals and objectives for academic and non-academic staff. Maintains liaison relationship with protected class interest groups on and off campus. Supervises staff in the identification and resolution of discrimination and sexual harassment complaints. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the top affirmative action/ diversity position.

**Education and Experience:** Bachelor degree and 7 or more years of related experience.

**18528B DIVERSITY/INCLUSION SPECIALIST**

Provides leadership and supervision for the programmatic, consultative and analytical operations in a Diversity and Inclusion functional subject matter specialty area. Provides expertise & consultation to campus constituencies and leadership to create, develop and support best practice standards. Resolves complex cases/conflicts among constituencies, involving the complex interpretation and application of regulations, policies and practices. Manages the application of established Diversity/ Inclusion policies and practices in a functional area. Supervises and sets performance standards for assigned staff. Ensures operation and service performance standards, seeks ongoing improvement to service deliveries and contributes significantly to the refinement of Diversity/ Inclusion policies and practices. Regularly reviews and forms observations from data to make recommendations for refinement and influence Diversity/Inclusion policies and practices. Ensures reports are in conformance with legislated requirements or organizational needs.

**Education and experience:** Bachelor degree and 5 – 7 years related experience.

**18529 DIRECTOR, FACULTY/STAFF ASSISTANCE PROGRAM**

Leads and manages the institution's well-being programs including the Faculty and Staff Assistance Program, work/life balance initiatives, dependent care programs and retiree initiatives. Develops metrics to track the impact of well-being programs, and identifies new program opportunities. Ensures that all components of the Faculty/Staff Assistance Program enhance organizational effectiveness while advancing the well-being and development of constituents. Integrates wellness concepts into the program's operational philosophy and core services. Manages a budget and staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Master degree in Human Resources, a clinical discipline, business administration or related field, and clinical licensure plus 5 years of administrative/management experience in an employee assistance program. Experience in a higher education or medical setting and certification as an Employee Assistance Professional (CEAP) is preferred.

**18530 DIRECTOR, EMPLOYEE RELATIONS**

Manages all aspects of the employee relations function. Develops, recommends, and implements approved organization-wide employee relations policies and practices. Ensures the uniform and equitable application of organization policies and procedures. Conducts organization audits to identify employee relations issues, and takes appropriate actions to address and resolve those issues. Coordinates exit interviews and grievance procedures. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 or more years of related experience.

**18532 STAFF/EMPLOYEE RELATIONS SPECIALIST 2**

Provides support in all aspects of Employee Relations function. Administers programs designed to establish and maintain effective employee relations through the uniform and equitable application of organization policies and procedures. Audits organization to identify employee relations issues, recommends appropriate actions to address and resolve those issues. May participate in exit interviews and grievance procedures.

**Education and Experience:** Bachelor degree and 3 - 5 years experience.

**18533 STAFF/EMPLOYEE RELATIONS SPECIALIST 3**

Develops and initiates programs designed to establish and maintain effective employee relations through the uniform and equitable application of organization policies and procedures. Manages audits of organization to identify employee relations issues, implements appropriate actions to address and resolve issues. Conducts exit interviews and grievance procedures.

**Education and Experience:** Bachelor degree and 5 - 7 years experience.

**18535 EEO ASSOCIATE**

Manages the daily operations of the Office of Equal Opportunity/Diversity, including scheduling office staff activities. Identifies and plans for future program needs; assist unit managers concerning affirmative action/diversity matters. Develops programs and polices in support of employee recruitment. Conducts investigations of alleged discrimination; recommend action to be taken. Reports to Director of Affirmative Action/Diversity.

**Education and Experience:** Bachelor degree and 3 - 5 years experience

**18535A SENIOR EEO ASSOCIATE**

Manages the daily operations of the Office of Equal Opportunity/Diversity, including scheduling office staff activities. Identifies and plans for future program needs; assist unit managers concerning affirmative action/diversity matters. Develops programs and polices in support of employee recruitment. Conducts investigations of alleged discrimination; recommend action to be taken. Reports to Director of Affirmative Action/Diversity.

**Education and Experience:** Bachelor degree and 7 – 9 years experience.

**18536 HUMAN RESOURCES OFFICER 1**

Manages human resource and employment matters for one or more small and/or less complex organization units(s). Provides interpretation and advice on human resources policies and procedures. Interviews and refers candidates for non-academic positions. Advises and consults with supervisors and managers on development and classification of new positions, changes of status, transfers, promotions, performance appraisals, salary review and salary adjustments, terminations, coaches supervisors and staff awareness and terminations. Counsels and assists supervisors, managers and employees in resolution of problems and grievances. Coordinates all aspects of managing selected training programs.

**Education and Experience:** Bachelor degree and 3 or more years experience as a human resources generalist.

**18537 HUMAN RESOURCES OFFICER 2**

Directs human resource and employment matters for one or more moderately populated and/or moderately complex organization units(s). Provides interpretation and advice on human resources policies and procedures. Interviews and refers candidates for non-academic positions. Provides guidance to managers and supervisors in the use and application of salary ranges and increase guidelines, job evaluation plans, classification of new positions, changes of status, transfers, promotions, performance appraisals, salary review and salary adjustments and terminations. Counsels and coaches managers, supervisors and staff in resolution of problems and grievances. Identifies training gaps and performance needs and assesses and develops training plan. May develop training programs. Makes presentations to management.

**Education and Experience:** Bachelor degree and 5 or more years experience as a human resources generalist.

**18538 HUMAN RESOURCES OFFICER 3**

Manages and directs the activities and staff involved in developing and maintaining human resources activities, policies and procedures for one or more large and/or complex organizational units. Coordinates recruitment activities, pay administration programs, new hire orientations, employee benefits, health and safety and affirmative action plans through subordinates to ensure positive employee relations in keeping with institution objectives. Makes presentations and recommendations to management regarding new or existing human resources policies. Directs the maintenance of human resources records and data systems and reviews employee changes in status to ensure fair and equitable application of compensation, human resources and employee relations policies and practices. Provides guidance to managers and supervisors in the use and application of salary ranges and increase guidelines, job evaluation plans and interpretation of human resources policies and procedures.

**Education and Experience:** Bachelor degree in Business, Human Resources, a related field or equivalent experience and 7 or more years of diverse experience in all areas of human resources.

**18539 HUMAN RESOURCES OFFICER 4**

Manages and directs the activities and staff involved in developing and maintaining human resources activities, policies and procedures for a School or College of the Institution, or multiple major, highly complex organizational units. Coordinates recruitment activities, pay administration programs, new hire orientations, employee benefits, health and safety and affirmative action plans through subordinates to ensure positive employee relations in keeping with institution objectives. Makes presentations and recommendations to management regarding new or existing human resources policies. Directs the maintenance of human resources records and data systems and reviews employee changes in status to ensure fair and equitable application of compensation, human resources and employee relations policies and practices. Provides guidance to managers and supervisors in the use and application of salary ranges and increase guidelines, job evaluation plans and interpretation of human resources policies and procedures.

**Education and Experience:** Bachelor degree in Business, Human Resources, a related field or equivalent experience and 10 or more years of diverse experience in all areas of human resources.

**18540 DIRECTOR, FACULTY AFFAIRS**

Provides leadership and oversight for Faculty Affairs including the administrative and human resource functions for faculty. Serve as the primary Institute contact for faculty data and statistical reporting, and the primary administrator on all Institute faculty transactions. Plays an integral role in the professional recruitment process from the establishment of the search committee and membership composition, to authorizing the advertisement for the position, to submission of the applicant nomination to the board and subsequent offer, to counseling with the prospective faculty member on benefits of joining the university, and identifying dual career issues through the actual hiring process and the required relocation to assume the position. Creates, manages and implements the professorial faculty early retirement program. Responsible for professorial relocation, including budget management, contract negotiations and determination of services to be provided. Manages the professorial annual salary review process. Provides recommendations to the Provost and board of necessary modifications to Institute policies or practices that are not in compliance with federal or state employment regulations and establish procedures within compliance. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 or more years of related experience.

**18600C DIRECTOR, ADMISSIONS – CENTRAL UNIT**

*This position is located in a Central Business Unit that supports the entire University.*

Directs the recruitment, evaluation, and selection of all students seeking entrance to the institution. Initiates the new programs and procedures that refine the effectiveness and efficiency of each of these three areas. Represents the institution and department internally and externally via written materials, oral presentations, and interviews with the media. Manages office operations and staff activities. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the top admissions position.

**Education and Experience:** Bachelor degree and 8 or more years experience. Expertise in such areas as management and recruitment.

**18600S DIRECTOR, ADMISSIONS – SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title.*

Directs the recruitment, evaluation, and selection of all students seeking entrance to the college. Initiates the new programs and procedures that refine the effectiveness and efficiency of each of these three areas. Represents the School/College internally and externally via written materials, oral presentations, and interviews with the media. Manages office operations and staff activities. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the top admissions position.

**Education and Experience:** Bachelor degree and 8 or more years experience. Expertise in such areas as management and recruitment.



### **18601C ASSOCIATE DIRECTOR, ADMISSIONS – CENTRAL UNIT**

*This position is located in a Central Business Unit that supports the entire University.*

Assists the Director in developing, implementing, and maintaining the admissions and recruitment strategy. Assists in managing day-to-operations of Admissions office. May be responsible for managing all recruitment activities for an assigned region or category or for managing a significant function within large Admissions office. Recruits, evaluates, and participates in the selection of candidates for admission. Maintains liaison with all organizations and individuals involved in the admissions process. Develops public presentations and brochures designed to promote the institution. Advises parents and applicants about educational planning. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 5 - 7 years experience in admissions or related field. Knowledge and skills in such areas as counseling and recruiting.

### **18601S ASSOCIATE DIRECTOR, ADMISSIONS – SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title.*

Assists the Director in developing, implementing, and maintaining the admissions and recruitment strategy. Assists in managing day-to-operations of Admissions office. May be responsible for managing all recruitment activities for an assigned region or category or for managing a significant function within large Admissions office. Recruits, evaluates, and participates in the selection of candidates for admission. Maintains liaison with all organizations and individuals involved in the admissions process. Develops public presentations and brochures designed to promote the institution. Advises parents and applicants about educational planning. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 5 - 7 years experience in admissions or related field. Knowledge and skills in such areas as counseling and recruiting.

### **18615 MANAGER, ADMISSIONS**

Manages the day-to-operations of Admissions office. May be responsible for an assigned region or category or for a significant function within large Admissions office. Hires, supervises and evaluates professional and support staffs. Assists in establishing long-term goals and objectives for department.

**Education and Experience:** Bachelor degree and 3 – 5 years experience in admissions or related field. Knowledge and skills in such areas as counseling and recruiting.

### **18617 ADMISSIONS OFFICER 2**

Recruits, evaluates, and participates in the selection of candidates for admission. Maintains liaison with all organizations and individuals involved in the admissions process. Develops public presentations designed to promote the institution. Advises parents and applicants about educational planning and processes.

**Education and Experience:** Bachelor degree and up to 3 years experience in student services functions.

### **18618 ADMISSIONS OFFICER 3**

Recruits, evaluates, and participates in the selection of candidates for admission. Maintains liaison with all organizations and individuals involved in the admissions process. Develops public presentations designed to promote the institution. Advises parents and applicants about educational planning. Typically responsible for more complex recruitment region or category than Admissions Officer 2. May possess specialized knowledge in one or more areas of admissions, e.g. international recruitment, multicultural recruitment, web-based recruitment, etc. May have project or program responsibility.

**Education and Experience:** Bachelor degree and 3 or more years experience in student services functions.

### **18620 DIRECTOR, STUDY ABROAD PROGRAMS**

Oversees the institution's study abroad programs, global exchanges and internship programs. Develops cultural programming, orientation and advisory activities to the undergraduate community in support of global activities throughout campus. Develops and creates programs, advising on policy formulation and implementation, effective administrative procedures. Reviews and analyzes existing programs to ensure compliance with stringent academic requirements, budgeting, fund raising and grant proposals. May serve as liaison to academic and administrative offices at partner institutions, established consortia and third-party study abroad providers. Leverages multiple data sources to assess performance, develop future activities and recommend investment into enhancing the quality of the programs offered. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Master degree in appropriate discipline, Ph.D or terminal degree preferred, and 5 - 7 years of experience, preferably in higher education or related academic programs. Requires a thorough working knowledge of study abroad and international educational exchange, or equivalent combination of education and experience. Extensive experience working, studying or traveling abroad desirable. Advanced language skills required.



### **18621 ASSISTANT DIRECTOR, STUDY ABROAD OPERATIONS**

Manages and coordinates the work of support staff for study abroad programs and related activities. Provides guidance and supervision to support staff and manages data and information systems. Recruits and advises students for assigned programs. Manages budget and finances of assigned programs. Coordinates study abroad related activities such as pre-departure orientations, re-entry support, program evaluation and data collection. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor Degree and 3 - 5 years of relevant experience. Extensive experience working, studying or traveling abroad desirable. Advanced language skills required.

### **18630C DIRECTOR, FINANCIAL AID – CENTRAL UNIT**

*This position is located in a Central Business Unit that supports the entire University.*

Plans and directs the awarding of financial aid funds through scholarships, grants-in-aid, loans and student employment programs. Monitors compliance with existing federal regulations and analyzes policy, procedural, and fiscal impact of changes in federal programs. Represents the financial aid function internally and externally via written materials, oral presentations, interviews with the media. Manages office operations and staff activities, typically undergraduate only. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 or more years related experience. Expertise in such areas as management and federal aid legislation and regulations.

### **18630S DIRECTOR, FINANCIAL AID – SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title.*

Plans and directs the awarding of financial aid funds through scholarships, grants-in-aid, loans and student employment programs. Monitors compliance with existing federal regulations and analyzes policy, procedural, and fiscal impact of changes in federal programs. Represents the financial aid function internally and externally via written materials, oral presentations, interviews with the media. Manages office operations and staff activities, typically undergraduate only. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 or more years related experience. Expertise in such areas as management and federal aid legislation and regulations.

### **18631C ASSOCIATE DIRECTOR, FINANCIAL AID – CENTRAL UNIT**

*This position is located in a Central Business Unit that supports the entire University.*

Directs the awards process for the awards office or designated segment(s) of the institution. Keeps up with federal legislation and regulations and works with committees to disseminate information, provide guidance, and develop policy and procedures. Conducts needs analysis and counsels students and parents. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 5 - 8 years experience in financial aid. Knowledge and skill in such areas as management, data processing, federal aid legislation and regulations.

### **18631S ASSOCIATE DIRECTOR, FINANCIAL AID – SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title.*

Directs the awards process for the awards office or designated segment(s) of the School/College. Keeps up with federal legislation and regulations and works with committees to disseminate information, provide guidance, and develop policy and procedures. Conducts needs analysis and counsels students and parents. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 5 - 8 years experience in financial aid. Knowledge and skill in such areas as management, data processing, federal aid legislation and regulations.

### **18635 MANAGER, FINANCIAL AID**

Manages the day-to-day operations of the Financial Aid office. May be responsible for the awards office or designated segment(s) of the institution. Keeps up with federal legislation and regulations and works with committees to disseminate information, provide guidance, and develop policy and procedures. Hires, supervises and evaluates professional and support staffs. Assists in establishing long-term goals and objectives for department.

**Education and Experience:** Bachelor degree and 3 - 5 years experience in financial aid. Knowledge and skill in such areas as management, data processing, federal aid legislation and regulations.

**18636 FINANCIAL AID OFFICER 1**

Evaluates and analyzes financial information submitted by applicants to determine eligibility for financial assistance and determines type and amount of aid to be awarded in accordance with established federal and university standards and guidelines. Participates in the administration of financial aid programs such as federal work-study program. Entry level exempt classification.

**Education and Experience:** Bachelor degree and no experience.

**18637 FINANCIAL AID OFFICER 2**

Evaluates and analyzes financial information submitted by applicants to determine eligibility for financial assistance and determine type and amount of aid to be awarded in accordance with established federal and university standards and guidelines. Coordinates and administers assigned financial aid program such as federal work-study program.

**Education and Experience:** Bachelor degree and 1 - 2 years experience.

**18638 FINANCIAL AID OFFICER 3**

Assists in coordinating and administering student financial aid programs with responsibility for assigned aspects of the operation such as management of the file room, computer operations, publications, scheduling and/or the Pell grant program. Evaluates, interprets and/or implements financial aid policies, procedures and regulations. Participates in and serves as resource in non-supervisory role to other staff members in awarding of financial aid.

**Education and Experience:** Bachelor degree and 3 - 4 years experience.

**18641 STUDENT SERVICES ASSOCIATE 1**

Counsels/advises students, prospective students and parents on matters of admissions. Advises prospective and continuing students on how to apply for admission. Travels to represent the university as a recruiter, as a liaison with alumni or employers, at conferences or other related activities. May plan and coordinate events, including but not limited to student open-houses, visits, tours, and off-site receptions; works closely with faculty, alumni, and administration and current students to coordinate their participation in events; produces written materials relating to events. Provides academic advising services to current students, potential majors, minors, and others; utilizes confidential information and conducts confidential conversations to provide these services. Notices and assists students in distress, directing students to appropriate resources. Supports the college in areas of diversity, equity and inclusion.

**Education and Experience:** Bachelor degree and 1-2 years related experience.

**18642 STUDENT SERVICES ASSOCIATE 2**

Counsels, advises, and may assist with recruitment, and/or select students and prospective students on matters of admissions. Counsels and advises prospective students on how to apply for admission; may respond to conflicts between applicants and school and suggest possible resolutions. Travels and makes presentations about the school to audiences around the country; interfaces with relevant advisors and serves as school ambassador to outside groups. Plans and manages events, including but not limited to student open-houses, visits, tours, and off-site receptions; works closely with faculty, alumni, and administration and current students to coordinate their participation in events; produces written materials relating to events. Participates in the selection process, including review and evaluation of candidates, interviews and serves on selection committees making recommendations regarding final admission decisions; assists with transfer selection as needed. Provides academic advising services to current students, potential majors, minors, and others; utilizes confidential information and conducts confidential conversations to provide these services. Provides advice to students regarding difficult and/or sensitive situations; serves as academic advisor to students. Meets one-on-one in office as well as in group settings with students to provide advice and counsel on curriculum-specific matters, major exploration issues, affiliation, college and university policy and procedure, and non-academic factors affecting academic performance; meet with students to discuss long-range academic plans and career goals. Supports and may develop programs for the college in areas of diversity, equity and inclusion.

**Education and Experience:** Bachelor degree and 2-3 years related experience.



### **18643 STUDENT SERVICES ASSOCIATE 3**

Counsels, advises, and may recruit, and/or select students and prospective students on matters of admissions. Counsels and advises prospective students on how to apply for admission; may respond to conflicts between applicants and school and suggest possible resolutions. Travels and makes presentations about the school to audiences around the country; interfaces with relevant advisors and serves as school ambassador to outside groups. Manages events, including but not limited to student open-houses, visits, tours, and off-site receptions. Recruits, evaluates and assists in the selection of students for admission or acceptance into selective programs. Provides academic advising services to current students, potential majors, minors, and others; utilizes confidential information and conducts confidential conversations to provide these services. Collaborates with staff and faculty from across the university to provide support and academic advising for complicated/sensitive situations involving students in distress or crisis. Situations may require communicating with parents. Meets one-on-one in office as well as in group settings with students to provide advice and counsel on curriculum-specific matters, major exploration issues, affiliation, college and university policy and procedure, and non-academic factors affecting academic performance; meets with students to discuss long-range academic plans and career goals. Develops programs for the college in areas of diversity, equity and inclusion.

**Education and Experience:** Bachelor degree and 3-5 years related experience.

### **18646 ACADEMIC ADVISING ASSOCIATE 1**

Provides academic advising services to current students, potential majors, minors, and others; utilizes confidential information and conducts confidential conversations to provide these services. Advises undergraduate students on course selection and distribution requirements; provides assistance to undergraduate students to ensure their academic, personal and professional success. Accepts referrals regarding student needs and issues and contacts students for advising meetings. Refers students to appropriate college and university resources as warranted, and follows-up on these referrals.

**Education and Experience:** Bachelor degree and 1-2 years related experience.

### **18647 ACADEMIC ADVISING ASSOCIATE 2**

Provides academic advising services to current students, potential majors, minors, and others; utilizes confidential information and conducts confidential conversations to provide these services. Meets one-on-one in office as well as in group settings with students to provide advice and counsel on curriculum-specific matters, major exploration issues, affiliation, college and university policy and procedure, and non-academic factors affecting academic performance. Meets with students to discuss long-range academic plans and career goals. Advises undergraduate students on course selection and distribution requirements; provides assistance to undergraduate students to ensure their academic, personal and professional success; meets with students to discuss post-college/university opportunities, develops strategies tailored to reach individual career goals and refers to university/college career resources.

**Education and Experience:** Bachelor's degree and 2-3 years related experience.

### **18648 ACADEMIC ADVISING ASSOCIATE 3**

Provides academic advising services to current students, potential majors, minors, and others; utilizes confidential information and conducts confidential conversations to provide these services. Coordinates and participates in early academic intervention activities and academic standards review committees, including taking or recommending appropriate actions, interventions, and student advising. Oversees the coordination of the faculty advising program in collaboration with the academic departments, which may include the assignment of students to faculty advisors, development of new advising programs and procedures, and the planning and execution of training sessions for new faculty advisors; oversees and supports the advising efforts of faculty members across the college/university; provides information and explanation of college and university policies to faculty advisors.

**Education and Experience:** Bachelor degree and 3-5 years related experience.

### **18650C DIRECTOR, PLACEMENT AND CAREER SERVICES – CENTRAL UNIT**

*This position is located in a Central Business Unit that supports the entire University.*

Develops programs and policies for career counseling and placement. Develops contacts with a variety of private and public institutions to determine employment needs and encourage recruitment. Counsels students and alumni about career planning and employment opportunities. Manages staff activities and office operations. Represents placement and career services internally and externally via written materials, oral presentations, and interviews with the media. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is a top placement position. Typically services undergraduates only.

**Education and Experience:** Master degree in counseling and 7 or more years related experience. Expertise is such areas as counseling and program development.

**18650S DIRECTOR, PLACEMENT AND CAREER SERVICES – SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title.*

Develops programs and policies for career counseling and placement. Develops contacts with a variety of private and public institutions to determine employment needs and encourage recruitment. Counsels students and alumni about career planning and employment opportunities. Manages staff activities and office operations. Represents placement and career services internally and externally via written materials, oral presentations, and interviews with the media. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is a top placement position. Typically services undergraduates only.

**Education and Experience:** Master degree in counseling and 7 or more years related experience. Expertise is such areas as counseling and program development.

**18651C ASSISTANT DIRECTOR, PLACEMENT – CENTRAL UNIT**

*This position is located in a Central Business Unit that supports the entire University.*

Assists in the planning, development and implementation of an integrated program and service designed to assist current students and alumni in career planning and job searches. Monitors, analyzes and reports on job market conditions to assist in program development. Oversees the day to day activities and staff of the department. Assists in organizing on-campus recruitment efforts. May conduct seminars, training programs and conferences on career planning and job searches. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This position is often filled by an alum.

**Education and Experience:** Bachelor degree and 5 years experience in career development, placement and counseling.

**18651S ASSISTANT DIRECTOR, PLACEMENT – SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title.*

Assists in the planning, development and implementation of an integrated program and service designed to assist current students and alumni in career planning and job searches. Monitors, analyzes and reports on job market conditions to assist in program development. Oversees the day to day activities and staff of the department. Assists in organizing on-campus recruitment efforts. May conduct seminars, training programs and conferences on career planning and job searches. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This position is often filled by an alum.

**Education and Experience:** Bachelor degree and 5 years experience in career development, placement and counseling.

**18652 CAREER COUNSELOR 2**

Provides individual and group career counseling for assigned segment of the student population. Creates and produces workshops and outreach programs. Participates in program development and office management. Trains and manages student career counselor interns.

**Education and Experience:** Bachelor degree and 1 - 3 years experience in career counseling.

**18653 CAREER COUNSELOR 3**

Provides individual and group career counseling for assigned segment of the student population. Creates and produces workshops and outreach programs. Develops counseling programs and may manage lower-level office staff. Trains and manages student career counselor interns.

**Education and Experience:** Bachelor degree and 3 - 5 years experience in career counseling.

**18655 MANAGER, PLACEMENT**

Manages the day-to-day operations of the Placement office. Assists in the planning, development and implementation of an integrated program and service designed to assist current students and alumni in career planning and job searches. Monitors, analyzes and reports on job market conditions to assist in program development. Hires, supervises and evaluates professional and support staffs. Assists in establishing long-term goals and objectives for department.

**Education and Experience:** Bachelor degree and 3 - 5 years experience in career development, placement and counseling.



### **18660C REGISTRAR – CENTRAL UNIT**

*This position is located in a Central Business Unit that supports the entire University.*

Directs and manages institution-wide registrar operations (graduate and undergraduate) which include course scheduling, implementation and maintenance of an automated record keeping system, publication of catalogues and reports, course registration, degree audits, and certifications. Participates through membership on various committees in the development of regulations governing such areas as tuition, academic calendar, grading system, curricula requirements, and enrollment management. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the top registrar position for the institution.

**Education and Experience:** Bachelor degree and 8 or more years experience in academic administration. Expertise in such areas as management, computerized and manual record keeping systems.

### **18660S REGISTRAR – SCHOOL/COLLEGE**

*This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title.*

Directs and manages registrar operations (graduate and undergraduate) for the School/College, which include course scheduling, implementation and maintenance of an automated record keeping system, publication of catalogues and reports, course registration, degree audits, and certifications. Participates through membership on various committees in the development of regulations governing such areas as tuition, academic calendar, grading system, curricula requirements, and enrollment management. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the top registrar position for the School/College.

**Education and Experience:** Bachelor degree and 8 or more years experience in academic administration. Expertise in such areas as management, computerized and manual record keeping systems.

### **18661C ASSOCIATE REGISTRAR – CENTRAL UNIT**

This position is located in a Central Business Unit that supports the entire University. Manages daily operation of the Registrar's Office and oversees computer applications that organize, store and analyze data. Assists in the development of and administers policies and procedures. Advises students and parents about the institution's regulations. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 5 - 7 years experience in academic administration. Knowledge and skill in such areas as management and systems analysis and programming.

### **18661S ASSOCIATE REGISTRAR – SCHOOL/COLLEGE**

This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title. Manages daily operation of the School/College's Registrar's Office and oversees computer applications that organize, store and analyze data. Assists in the development of and administers policies and procedures. Advises students and parents about the institution's regulations. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 5 - 7 years experience in academic administration. Knowledge and skill in such areas as management and systems analysis and programming.

### **18662 ASSISTANT REGISTRAR**

Oversees the creation, updating, and maintenance of course and class data. Reviews course and class additions and changes submitted by colleges and schools. Ensures data is accurate and updated in a timely fashion. Understands the impact of changes to courses and classes based on semester, time of year, and type of change and relay those impacts. Makes informed updates and changes based on understanding of relationships and impacts. Analyzes problems related to enrollment and grading and updates course and class data appropriately. Oversees and supervise classroom and exam scheduling. Works with college coordinators to identify scheduling issues, space constraints, etc. Oversees the creation of academic documents such as official transcripts, certifications of degree and enrollment, course descriptions, and other related materials that support students' admissions applications, financial support, loan deferment, immigration and naturalization documents, employment, and licensing. May oversee the production of university ID cards, and issues ID cards to authorized students, employees, and visitors. Oversees the ordering and production of diplomas, and develops diploma order schedule. Interacts with college registrars to ensure accuracy of diploma information and adherence to established schedule.

**Education and Experience:** Bachelor degree and 3-5 years experience in academic administration.

### **18666 ACADEMIC RECORDS ASSISTANT 1**

Under direct supervision, prepares, maintains, processes and provides information regarding student academic records. May access records via computer.

**Education and Experience:** High School graduate with 0 - 1 year of office experience required. Computer keyboard skills preferred.

**18667 ACADEMIC RECORDS ASSISTANT 2**

Under general supervision, performs a variety of more complex duties to prepare, process, maintain and provide information regarding student academic records and/or reports. Work requires an overall understanding of procedures and systems related to the record function in order to identify and resolve complex inquiries and problems. May train and direct workflow of other students or clerical employees.

**Education and Experience:** High School graduate and 2 – 3 years of related experience required.

**18670 DIRECTOR, UNDERGRADUATE STUDENT AFFAIRS**

Develops cultural and social programs for students. Provides advice, support and leadership training for various student activities committees. Administers undergraduate student activity fees for clubs, organizations, student government and student union. Provides advice and advocacy to students regarding student activities, finances, and programs within the confines of institution regulations. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree in related field and 7 or more years experience managing a student affairs program. Expertise in such areas as program development, management, budget administration, counseling.

**18671 STUDENT JUDICIAL ADMINISTRATOR**

Receives, investigates and adjudicates complaints that allege violations of Campus Code of Conduct; issues summary decisions. Negotiates resolutions and enforces sanctions which have been imposed. Convene and conduct hearings before the University Hearing Board and University Review Board (URB), including for cases in which the JA's Office recommends suspension or dismissal. This includes presenting witnesses, evidence and oral and/or written arguments to the Boards. Exercises power to temporarily suspend students when there is need to maintain public order and safety. Negotiate appropriate agreements with accused persons and/or their representatives or lawyers.

**Education and Experience:** Ph.D., Ed.D., J.D., or L.L.M., or equivalent, and 5-7 years of experience.

**18672 DIRECTOR, PROGRAMS AND CAMPS**

Establishes and implements managerial strategy for programs and camps designed for students of the institution or of other outside educational institutions. Formulates and implements long-range strategic marketing plans for programs, camps, conferences, outdoor activities and the like. Researches, analyzes, and identifies potential participant targets, and establishes and maintains contact with key segments of identified markets. Builds and maintains effective working relationship with the campus and outside community to support programs, including housing, food services, transportation Athletics and on- or off-campus facilities. Plans and executes marketing strategies to attract participants. May make presentations to and conduct negotiations with organizations to rent campus facilities. Negotiates contracts with camp and program directors and clients. Establishes operating guidelines for contracts and monitors client compliance. Communicates program needs to the campus and outside community and coordinates all services. Oversees the entire process from point of sale through completion of event. Develops and monitors department budget, and manages department staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 or more years related experience.

**18674 ACADEMIC ADMINISTRATOR**

Responsible for all aspects of graduate and/or undergraduate academic administrative matters, such as registration, class schedules, course catalog, department brochures, and grades reporting. Monitors the progress of students toward degree completion, and performs related administrative, advisory, and editorial duties. Assists with activities related to attracting prospective students. May manage the department admission process, informing students of and overseeing department registration procedures. Keeps accurate and complete student records and ensures students complete college requirements. Processes student financial appointments. Serves as liaison between department and college administrative offices. Assists with student life issues, counseling and/or referring students as appropriate. May arrange special events and/or serve on departmental academic committees. May include supervisory/management responsibilities.

**Education and Experience:** Bachelor degree (Master preferred) and at least 5 years experience in an educational or administrative setting. Experience in a student services setting and/or advising students a plus.

**18675 DIRECTOR, CAMPUS MINISTRIES**

Leads, plans, and directs the pastoral ministry and religious activities of the campus. Advises on policies and issues affecting the well-being of the campus community. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Equivalent to Master degree and 5 - 7 years experience.

**18676 DIRECTOR, WOMEN'S CENTER**

Oversees the design, strategic planning, implementation, and evaluation of programs and services for women. Develops programs, resource materials and a strong informational network for students, staff and faculty to focus on the well-being of women in all aspects of their lives. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 years of related experience in a professional program.

**18676A DIRECTOR, STUDENT CENTER**

Oversees the planning, development, and implementation of social, recreational, and educational programs and services provided by the student center. Advises various student clubs and organizations concerning program development and expenditure of funds. May conduct leadership seminars for club officers. Manages activities associated with center operations, building maintenance, and facility reservations. Develops and implements policies and operating procedures for the center spaces to ensure adequate protection or minimize risk of damage or injury. Plans, administers and monitors the department's capital equipment, operations, and personnel budgets. Manages departmental staff and is responsible for departmental employment, training, performance management, and salary administration activities.

**Education and Experience:** Master degree or equivalent and 5 or more years experience in student center operations or student affairs.

**18677 DIRECTOR, RESIDENTIAL HALLS**

Develops and maintains policies and programs related to the residential college. Directs the maintenance of the residential college physical plant. Develops and manages fiscal planning processes and budgets. Plans for the development of new construction and renovations. Represents department operations internally and externally via committee meetings. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 - 10 years experience in managing a large residential plant. Expertise in such areas as fiscal planning, plan maintenance and construction management and program development.

**18678 RESIDENCE DIRECTOR, CAMPUS LIFE**

Assists in the management of a campus life program, specifically as it pertains to residential living, including facilities management, disciplinary actions, staff supervision, assisting students, and other administrative tasks. Supervises a staff of Resident Assistants, providing guidance with residential programming, intentional learning opportunities and facilitation of weekly staff meetings. Manages assigned residence halls including damage billing, residential area walk-throughs, and effective partnering with Facilities Services department. Assists students in managing roommate relations, including mediations and facilitating room changes with the Housing Coordinator. Plans and implements campus-wide programming in conjunction with Orientation, Family Weekend, and other annual events. Coordinates hall opening and closing procedures. May coordinate summer housing including coordination of move-in/out and RA staffing. May be responsible for administering the student newspaper readership program. This is a live-in position. Do not include the cost of housing when reporting pay data for this position.

**Education and Experience:** Master degree and 3 - 5 years full-time Residence Life experience.

**18678A AREA COORDINATOR, RESIDENTIAL LIFE**

Provides oversight and supervision to a group of student residents in one or more campus housing units. Coordinates community and student development through programming, human issues education, student conduct management and leadership development. Coordinates the administrative functions of the residential area, including facilities management, maintenance, room assignments, student conduct, check-in/out procedures, emergencies and crisis-intervention. Responsible for performing area rounds and sharing rotational weekly duty schedule with other ACs. This is a live-in position. Do not include the cost of housing or meals when reporting pay data for this position.

**Education and Experience:** Master degree in related field of Higher Education, Student Affairs or Residence Life, and at least 2 years experience in residence life.

**18679 DIRECTOR, GREEK LIFE**

Advises the institution's fraternities and sororities. Develops, implements and evaluates all Greek Life programs and policies. Facilitates educational programs on relevant topics. Supervises House Directors. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Master degree and 5 - 7 years of related experience.

**18679A DIRECTOR, LGBT**

Plans, implements and directs programs and services to promote the personal, cultural, social and academic growth of LGBT (lesbian, gay, bisexual, transgender) students. Supports students and student groups by providing counsel on matters pertaining to cross-cultural or psychosocial adjustment. Meets with and supports various student and ethnic groups. Establishes and maintains relationships with private sponsors, government agencies, community organizations and others who sponsor, assist, provide services to and/or support various student groups. Ensures the preparation of operational and statistical reports to support departmental objectives. Assists in the planning and administration of the departmental budget. Develops departmental short and long-term goals and objectives. Establishes and administers departmental policies, procedures and related forms in accordance with state, federal and organizational guidelines. Maintains professional growth and the professional development of staff by participating in educational programs and professional organizations and activities to maintain knowledge of national trends and promote leading edge expertise within the department. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Master degree in student personnel and higher education administration, psychology or a related field, and 7 or more years of experience in student affairs or a related field. Ph.D. preferred.

**18679B ASSOCIATE DEAN, STUDENT LIFE**

Provides leadership and strategic direction to the Office of Student Life, with special attention to learning outside the classroom, the intellectual, social and personal development of undergraduate students, and the quality of services for undergraduate and graduate students. Provides intervention and programming for undergraduate and graduate students in the areas of mental health, crisis management, medical leaves and readmissions, individual support counseling, and referrals. May have responsibility for the non-academic judicial system including decisions and the appropriate levels of hearing and review with hearing officers of sanctions and findings. Responsibilities may also include crisis management, first year student orientation, disability support services, diversity initiatives, and the coordination of the alcohol policy. May work collaboratively with other deans in Student Life and in the Dean of the College Office to identify and support distressed students and provide appropriate case management. Administers the institution's medical leave procedures and provides representation to the Committee on Academic Standing. Works collaboratively with the Office of Residential Life to provide assistance with student conduct concerns. Provides support and counseling to students who are distressed regarding significant residential living issues such as interpersonal conflicts, group conflicts, roommate issues that have not been resolved through regular intervention, and other issues of civility and community. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Master degree in Education, Counseling or related field required. Doctoral degree preferred. Requires 5 or more years recent student affairs experience at a residential college or university.

**18680 DIRECTOR, UNIVERSITY HEALTH SERVICES**

Directs the institution's comprehensive health care facility. Directs and oversees development of all medical and administrative operations providing health care and prevention services to students, staff, faculty and/or clinical trial subjects (patients) in a hospital, clinic and/or student health facility. The facility provides full medical services including walk-in clinic, emergency room, outpatient clinics for a wide variety of medical and surgical specialties, ancillary services including Physical Therapy, Laboratory and Radiology, a pharmacy and a small licensed and certified acute care general hospital. Provides guidance and counsel to the President on health-related policy matters and directs health emergency situations. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. Is an employee of the university/college. *Excludes employees who provide services only to clinical trial subjects.*

**Education and Experience:** M.D. required and 8 or more years medical and administrative health care experience.

**18681 CHIEF PHARMACIST**

Responsible for the overall management of the pharmacy, including long-range planning and day-to-day operations. The pharmacy provides services to students, staff, faculty and/or clinical trial subjects (patients) in a hospital, clinic and/or student health facility. Provides direction and establishes operational standards for the pharmacy staff. Promotes safe and effective use of medications. Ensures the pharmacy meets all legal and accreditation/certification requirements. Is an employee of the university/college. *Excludes employees who provide services only to clinical trial subjects.*

**Education and Experience:** Bachelor degree in Pharmacy and postgraduate degree in pharmacy, business or health management, and 5 years previous administrative and supervisory experience in a hospital, ambulatory or university pharmacy or commercial drug store.

**18682 PHARMACIST**

Provides professional and supervisory skills necessary for the manufacture, compounding, dispensing and purchasing of drugs in the pharmacy, which provides services to students, staff, faculty and/or clinical trial subjects (patients) in a hospital, clinic and/or student health facility. Supervises perpetual inventory control and narcotic control. Assists and/or relieves the Chief Pharmacist of assigned work as required. Assists in supervision of, and participates in, manufacture, compounding, dispensing, bottling, packaging and labeling of such drugs or solutions as capsules, powders, suppositories, ointments, tablets, lotions and emulsions. Draws from previously prepared standard prescriptions. Maintains records and makes reports as required by law. May compound and manufacture specially ordered drugs. Requisitions hospital drug supplies. Lists drug stock for reordering. Serves with other members of the staff as a therapeutic consultant for the medical staff. Is an employee of the university/college. *Excludes employees who provide services only to clinical trial subjects.*

**Education and Experience:** Bachelor degree, or Pharm. D., from an accredited school of Pharmacy and 2 - 3 years of experience as a practicing pharmacist in a hospital or commercial drug store.

**18683 STAFF PSYCHOLOGIST**

Responsibilities include individual and group counseling and psychotherapy, crisis intervention, clinical consultation, outreach and programming, and supervision of post-doctoral fellows who provide services to students, staff, faculty and/or clinical trial subjects (patients) in a hospital, clinic and/or student health facility. Provides a wide range of direct clinical services to students and works with faculty and administrators in consultation, outreach and other collaborative initiatives. Is an employee of the university/college. *Excludes employees who provide services only to clinical trial subjects.*

**Education and Experience:** Requirements include a doctoral degree in clinical or counseling psychology, licensed or license eligible, and minimum of 2 years post degree experience.

**18684 REGISTERED NURSE**

Plans and provides professional nursing services and patient care in an inpatient and/or outpatient setting in a hospital, clinic and/or student health facility for services provided to students, staff, faculty and/or clinical trial subjects (patients). Ensures compliance with physician orders and follows established nursing processes, including patient assessment, nursing diagnosis, planning, intervention and evaluation. Is an employee of the university/college. *Excludes employees who provide services only to clinical trial subjects.*

**Education and Experience:** Graduate of an accredited nursing program, licensed as an R.N. and 3 years related experience.

**18685 NURSE MANAGER**

Manages the nursing operations in a hospital, clinic and/or student health facility for services provided to students, staff, faculty and/or clinical trial subjects (patients). Operations include coordination of patient care, supervision of multiple nursing staff (both inpatient and outpatient nurses), administrative and budget management, and troubleshooting of problem areas. Provides and supervises direct inpatient and outpatient care and assessment, ensuring quality control of nursing operations. Ensures adherence to department policies and to nursing procedures, standards and practices. Is an employee of the university/college. *Excludes employees who provide services only to clinical trial subjects.*

**Education and Experience:** Bachelor degree in Nursing, licensed as and R.N. and 5 years experience as a Nurse Manager.

**18686 NURSE PRACTITIONER**

Provides primary health care services in a hospital, clinic and/or student health facility setting under the supervision and direction of a primary care physician in the areas of gynecology (including family planning), adult or adolescent health for students, staff, faculty and/or clinical trial subjects (patients). Responsible for the performance of tasks of a standardized nature which are complex and require considerable experience or specialized training, but which do not constitute the practice of medicine. Obtains complete medical historical data from patients. Performs physical examinations, using techniques of observation, auscultation, palpation and percussion. Discriminates in examinations between the normal variations and abnormal deviations. Considers examination findings and diagnostic test results in formulating and implementing a plan of care. Develops standards of care, patient education materials, and assists in the supervision of volunteers. Is an employee of the university/college. *Excludes employees who provide services only to clinical trial subjects.*

**Education and Experience:** Master degree in nursing, or its equivalent, and 3 - 5 years of primary health care experience as a nurse practitioner or physician's assistant. Current certification/registration with appropriate governmental agencies.



### 18688 NURSE PRACTITIONER SUPERVISOR

Supervises Nurse Practitioners in a hospital, clinic and/or student health facility for services provided to students, staff, faculty and/or clinical trial subjects (patients). Supervises and provides primary health care services under the supervision and direction of a primary care physician in the areas of gynecology (including family planning), adult or adolescent. Responsible for the performance of tasks of a standardized nature which are complex and require considerable experience or specialized training, but which do not constitute the practice of medicine. Obtains complete medical historical data from patients. Performs physical examinations, using techniques of observation, auscultation, palpation and percussion. Discriminates in examinations between the normal variations and abnormal deviations. Considers examination findings and diagnostic test results in formulating and implementing a plan of care. Develops standards of care, patient education materials, and supervises volunteers. Is an employee of the university/college. *Excludes employees who provide services only to clinical trial subjects.*

**Education and Experience:** Master degree in nursing, or its equivalent, and 5 - 7 years of primary health care experience as a nurse practitioner or physician's assistant. Current certification/registration with appropriate governmental agencies.

### 18690 STUDENT HEALTH SERVICES DEPARTMENT ADMINISTRATOR

Develops the business management practices, planning mechanisms, control systems, and organization necessary for the management of the Student Health Service Department and/or clinic. Develops a business-planning mechanism that maps revenues to resources and that leads to realistic action plans. Organizes and analyzes the information necessary for a clear understanding of the department's clinical operations. Enhances the control systems for expenditures. Strengthens the billing and collecting systems for professional fees. Manages the commitment-accounting system. Develops a management-reporting system to keep the Director informed of the department's activities. May manage staff through subordinate managers or supervisors. Is an employee of the university/college. *Excludes employees who provide services only to clinical trial subjects.*

**Education and Experience:** Bachelor degree in business administration/health care administration and 7 or more years of progressively responsible management experience.

### 18691 DIETITIAN/NUTRITIONIST 1

Applies the principles of nutrition to the human diet. For student dining halls, ensures that meals meet appropriate nutritional standards. For clinical trials, plans, designs and implements dietary interventions and dietary assessment activities such as assessment of the physiological results of particular dietary habits. Is an employee of the university/college.

**Education and Experience:** Bachelor degree in nutrition, dietetics or public health and 1 – 2 years experience. Requires appropriate State or Government licensing or registration.

### 18692 DIETITIAN/NUTRITIONIST 2

Applies the principles of nutrition to the human diet. For student dining halls, ensures that meals meet appropriate nutritional standards. For clinical trials, defines clinical research protocols with Principle Investigator and finalizes the design of clinical studies. Identifies and resolves complex problems associated with all phases of clinical trials from development stages to implementation and documentation of results. Is an employee of the university/college.

**Education and Experience:** Bachelor degree in nutrition, dietetics or public health and 3 - 5 years experience. Requires appropriate State or Government licensing or registration.

### 18694 PHYSICIAN ASSISTANT

Renders direct patient care in all areas including but not limited to obtaining patients' history, performing physical examinations, ordering and evaluating appropriate laboratory, radiographic and electrocardiographic studies. Makes diagnostic assessments, begins management plans, and performs diagnostic therapeutic and laboratory procedures in accordance with training. Assists in the management of medical and surgical emergencies, assists the attending physician on any procedure falling within the Physician Assistant's scope of practice, initiates sub specialty consultations or evaluations, counsels and instructs patients and their families, renders appropriate care in the presence of a life-threatening emergency when a physician is unavailable and documents all care rendered in accordance with ER policies and procedures. All notes must be countersigned by attending physician. Participates in in-service training and performs patient's triage. *Excludes employees who provide services only to clinical trial subjects.*

**Education and Experience:** Bachelor degree or equivalent in education and experience, and 4 or more years of related experience. Requires graduation from an accredited, AMA-CAHEA approved Physician Assistant program, and current state Physician's Assistant license, NCCPA Certificate, ACLS and BLS provider certification.

**18695 PHYSICIAN 1**

Provides primary health care to students, with emphasis on illness prevention and health education. Delivers patient care which involves assessment and diagnosis of presenting problems and management of illness, educates concerning prevention and wellness, follows-up patient problems in continuity structure and utilizes specialists and outside medical resources when indicated. Maintains collegial relations with ambulatory care nurses, nurse practitioners, laboratory, dispensary, support, counseling and health education staff; and is available for consultation with staff peers. Collaborates with and supports nurse practitioners and ambulatory care nurses in delivery of primary care. Based on the American College of Health Association standards, participates in development, review, and revision of practice guidelines; development of patient care policies and clinical procedures; and quality assurance review to assess overall quality of patient care. Participates in campus programs relating to specific health issues, health education, and employee health programs. Develops and evaluates own goals for professional growth, participates in continuing education opportunities; utilizes outside resources including professional associations and hospital-based programs. *Excludes employees who provide services only to clinical trial subjects.*

**Education and Experience:** Requires M.D. or D.O. degree from an accredited medical or osteopathic school and current state or other governmentally required licenses and DEA registration. Board certified or eligible in primary care, internal medicine, family medicine or obstetrics-gynecology. Minimum of 3 years acceptable clinical experience.

**18696 PHYSICIAN 2**

Provides primary health care to students, with emphasis on illness prevention and health education. Delivers patient care which involves assessment and diagnosis of presenting problems and management of illness, educates concerning prevention and wellness, follows-up patient problems in continuity structure and utilizes specialists and outside medical resources when indicated. Maintains collegial relations with ambulatory care nurses, nurse practitioners, laboratory, dispensary, support, counseling and health education staff; and is available for consultation with staff peers. Collaborates with and supports nurse practitioners and ambulatory care nurses in delivery of primary care. Based on the American College of Health Association standards, participates in development, review, and revision of practice guidelines; development of patient care policies and clinical procedures; and quality assurance review to assess overall quality of patient care. Participates in campus programs relating to specific health issues, health education, and employee health programs. Develops and evaluates own goals for professional growth, participates in continuing education opportunities; utilizes outside resources including professional associations and hospital-based programs. *Excludes employees who provide services only to clinical trial subjects.*

**Education and Experience:** Requires M.D. or D.O. degree from an accredited medical or osteopathic school and current state or other governmentally required licenses and DEA registration. Board certified or eligible in primary care, internal medicine, family medicine or obstetrics-gynecology. Minimum of 5 years related experience with at least 3 years acceptable clinical experience.

**18697 BEHAVIORAL HEALTH COUNSELOR 2**

May also be referred to as Social Worker. Provides counseling services to staff and students. For staff, provides brief counseling and referrals regarding adult relationships, job stress, parent-child problems, alcohol and drug abuse, etc. For students, provides evaluations and therapy for students with longer-standing personal difficulties. Conducts group therapy sessions and educational workshops. Excludes hospital employees. Is an employee of the university/college. *Excludes employees who provide services only to clinical trial subjects.*

**Education and Experience:** Master degree in social work and 3 – 5 years experience. Requires appropriate State or Government licensure.

**18698 BEHAVIORAL HEALTH COUNSELOR 3**

May also be referred to as Social Worker. Provides counseling services to staff and students. For staff, provides brief counseling and referrals regarding adult relationships, job stress, parent-child problems, alcohol and drug abuse, etc. For students, provides evaluations and therapy for students with longer-standing personal difficulties. Conducts group therapy sessions and educational workshops. Develops appropriate individual and family treatment plans for patients in this phase of treatment. Develops discharge plans and facilitates the transition to long term therapy when appropriate. Is an employee of the university/college. *Excludes employees who provide services only to clinical trial subjects.*

**Education and Experience:** Master degree in social work and 5 – 7 years experience. Requires appropriate State or Government licensure.

**18699 WELLNESS PROGRAM MANAGER**

Acts as expert resource for the wellness programs both on campus and at professional conferences. Promotes wellness programs through active, ongoing communications. Develops and delivers curricula for programs, using various platforms (in-person, telephone, internet, mobile apps). Provides counseling to individuals on wellness/healthy living activities and programs. Reviews and analyzes trends to advise and develop recommendations to achieve goals of the wellness program. Represents the program or function within the department, unit or school. May also represent the program or function at the university level and/or to external constituencies. Hires, orients and provides ongoing training and supervises wellness program staff. Plans budget for long term vision; oversees annual budget, monitors and approves expenditures.

**Education and Experience:** Bachelor degree and 5-7 years related experience.

***NOTE:*** *Data for all Research positions will be broken out by functional area of research. Enter the appropriate Functional Area Code (listed on page 21 of the input instructions) in column S of your SmartScreen data submission for all Research positions (18701 – 18761).*

**18701 RESEARCH TECHNICIAN 1**

Provides routine to moderately complex technical support for a research lab or facility. Collects, analyzes, and processes laboratory samples or research data. Performs a variety of tests, using both routine and special techniques and methods. Assists in report writing. Sets up equipment and materials for course instruction. Performs routine library work, including finding literature and copying articles. This position is typically nonexempt.

**Education and Experience:** High school diploma or Associate degree and 1 year of experience.

**18702 RESEARCH TECHNICIAN 2**

Provides a wide variety of moderately complex to complex technical support for a research lab or facility. Assists in evaluating research methods, procedures, and techniques based on established objectives. Provides basic assistance to researchers in manipulating, computing, and analyzing data using specialized statistical computer software. Performs library research. Assists in instructing a laboratory academic section in lab methods, procedures and safety. This position is typically nonexempt.

**Education and Experience:** High school diploma or Associate degree and 1 - 2 years experience.

**18703 RESEARCH TECHNICIAN 3**

Provides technical lab support by performing complex laboratory and research related tasks. Acts as specialist on laboratory or other research methods and equipment functions. Performs a variety of tests requiring a high degree of proficiency. Troubleshoots problems and recommends solutions. Evaluates experiment results using statistical and multivariate analysis. May instruct a laboratory academic section in research techniques, instruments, methods, and procedures. This position is typically nonexempt.

**Education and Experience:** Bachelor degree required. 2 - 3 years experience preferred.

**18704 RESEARCH TECHNICIAN 4**

Provides senior-level technical research support by performing a broad range of complex laboratory and research related tasks. Acts as specialist on laboratory or other research methods and equipment functions. Performs a variety of tests requiring a high degree of proficiency. Troubleshoots problems and recommends solutions. Evaluates experiment results using complex statistical and multivariate analysis. Instructs an academic section in laboratory or other research techniques, instruments, methods, and procedures. This position is typically nonexempt.

**Education and Experience:** Bachelor degree and 3 or more years experience.

**18706 RESEARCH SPECIALIST 1**

Under general direction of faculty and/or senior research personnel, helps develop, design and conduct research projects according to plan. Participates in formulating research methods and suggesting options for improving quality and recommending solutions. Participates in computer database design and utilization and research/data analysis, and suggests future improvements in data measurement. Trains users in equipment operation and research techniques, explains and demonstrates technology and equipment capabilities, operations limitations and outcomes. Determines interview procedures and conducts interviews. Works independently on collection of data and analyzes research results. Prepares reports and drafts manuscripts. Oversees day-to-day operation of project. Schedules and maintains records of equipment/facility. May supervise research support personnel and manage budget. May assemble, test calibrate, clean or make minor repairs to equipment. May be responsible for the operation of a specialized laboratory or research area within a department and/or field work, and related data analysis for a research project.

**Education and Experience:** Bachelor degree in related field, Master degree preferred, and 1 - 3 years related experience.

**18707 RESEARCH SPECIALIST 2**

Responsible for operation of a specialized research area or laboratory with one or more faculty members within a department. Operates with considerable latitude in unreviewed actions or decisions. May act as liaison with other departments, divisions or organizations. Develops, designs and conducts one or more small or moderately complex research projects or experiments in line with plan, reviews progress and evaluates results. Formulates research methods and suggests options for improving quality, identifies potential problems, recommends and implements solutions, and collaborates in the development of new techniques. Develops protocol and criteria; determines interview procedures and approves protocols; may also design intervention protocols. Trains users in equipment operation and laboratory techniques, explains and demonstrates technology and equipment capabilities, operations, limitations and outcomes. Coordinates data collection and screening and verifies the data. Conducts analysis of data, interprets and implements research methodology based on outcome of analysis. Co-authors publications and may co-present results with Principal Investigator at meetings and/or conferences. Oversees day-to-day operation of project, and may supervise exempt and non-exempt research and support personnel.

**Education and Experience:** Master degree and 4 - 5 years related experience. Supervisory and financial management experience preferred.

**18708 RESEARCH SPECIALIST 3**

Responsible for operation of a specialized research area or laboratory with one or more faculty members within a department. Operates with considerable latitude in unreviewed actions or decisions. May act as liaison with other departments, divisions or organizations. Develops, designs and conducts one or more large complex research projects or experiments in line with plan, reviews progress and evaluates results. Formulates research methods and suggests options for improving quality, identifies potential problems, recommends and implements solutions. Trains users in equipment operation and laboratory techniques, explains and demonstrates technology and equipment capabilities, operations, limitations and outcomes. Consults with users to refine or adapt methodologies to fit specific experiment requirements, and collaborates in the development of new techniques. Develops protocol and criteria; determines interview procedures and approves protocols; may also design intervention protocols. Coordinates data collection and screening and verifies the data. Conducts analysis of data, interprets and implements research methodology based on outcome of analysis. Co-authors or authors publications and may co-present results with Principal Investigator at meetings and/or conferences. Assists in acquiring research funding including writing grant proposals. Oversees day-to-day operation of project or laboratory and may supervise exempt and non-exempt research and support personnel.

**Education and Experience:** Master degree or specific professional/Doctorate degree preferred, and 5 - 6 years related experience. Supervisory and financial management experience required.

**18709 RESEARCH SPECIALIST 4**

In collaboration with senior research faculty and personnel, participates as skilled individual contributor and/or lead researcher on one or more research projects serving as expert in specialized area. Responsible for administrative, financial, personnel and planning aspects of project. Designs instrumentation, theoretical models, equipment or other vehicles for data gathering and analysis. Investigates, modifies and applies new procedures, techniques or applications of technology, integrating new findings in field of study. Conducts research in area of expertise, writing results for inclusion in broader research project. Designs and applies scientific and numerical models in research. Oversees development of data collection and instruments. Monitors integrity of data collection and use of protocols and procedures. Reviews and critiques reports and analysis of other researchers and conducts ongoing, periodic and final analyses of data, using specialized techniques and programming. Writes and collaborates with other researchers on manuscripts, abstracts and other publications of research findings. Presents results of study at professional meetings and other forums. Oversees researchers and staff engaged in day-to-day operations. Collaborates with other researchers on long-range plans for project/program, acting as expert in specialized area. Administers programs for visiting scholars, researchers and fellows. Monitors expenditures of funds and grants. May collaborate on new curricular offerings and course instruction. Leads research and project committees.

**Education and Experience:** Doctorate in field of expertise or Master plus equivalent experience, and 6 or more years experience in field. Advanced data management and programming skills. Management experience with small research program. May require management experience of professional and support staff.

**18712 BIostatistician 2**

Under administrative guidance and review, collaborates in designing and monitoring biomedical research projects and assumes primary responsibility for the analysis and presentation of project data. Collaborates with biomedical investigators and assists in developing objectives, designing sampling, randomization and data collection procedures to achieve study objectives. Designs tables and statistical procedures for specific research studies. Collaborates with clinic and other personnel, including analyst/programmers in monitoring and assessing data quality. Writes statistical computer programs and reviews computer output for consistency and quality; analyzes data and prepares tables for interim and final reports. Writes the results section of reports or publications. Provides direction and guidance to support personnel.

**Education and Experience:** Master degree in biostatistics or statistics, or, a related Bachelor degree and 3 years of experience in statistics. Experience in analyzing data using statistical package(s).



### 18713 BIostatistician 3

Collaborates with biomedical researchers in designing, implementing, and publishing results from biomedical research projects and assumes primary responsibility for writing statistical design, methods, and analysis for research proposals. Collaborates with biomedical investigators and assists in developing objectives, designing sampling, randomization and data collection procedures to achieve study objectives. Writes statistical computer programs and reviews computer output for consistency and quality. Analyzes data and prepares tables for interim and final reports. Designs tables and statistical procedures for specific research studies. Writes the results section of reports and publications. Develops the statistical design and planned analyses for research grant proposals and takes primary responsibility for writing the statistical design, including sample size, and statistical considerations in grant proposals for faculty throughout the school. Assumes major responsibilities in research projects, e.g. serving on committees, supervision of project personnel, coordination of quality control efforts, and serving on writing teams. Develops and implements new innovative procedures in the areas of data collection, quality control, presentation of results, and statistical analyses. May include supervisory/management responsibilities.

**Education and Experience:** Master degree in biostatistics or statistics and 5 years of experience working in a biomedical environment. Experience in analyzing data using statistical package(s).

### 18714 BIostatistician 4

Collaborates independently with biomedical researchers in designing and implementing studies, analyzing data, and publishing results from research projects. Assumes primary responsibility for writing statistical design, methods, and analysis for research proposals. Collaborates independently or as co-investigator with other biomedical investigators and assists in developing objectives, designing sampling and randomization schemes, and data collection procedures to achieve study objectives. Assumes major responsibilities on research projects, including administrative duties (e.g., budget preparation and justification, planning and/or proposing staffing patterns, coordinating training sessions). Assumes leadership responsibilities on committees, working groups, and research project teams including directing and/or supervising project personnel, coordinating quality control efforts, and serving on writing teams. Designs statistical analyses and report generation procedures for specific research studies, and writes statistical methods and results sections of reports and publications. Develops the statistical design and planned analyses for research grant proposals and takes primary responsibility for writing statistical design, including sample size, and statistical considerations in grant proposals for faculty throughout the school. Applies for specific extramural grants (e.g., NIH R-O3, private foundation) as principal investigator. Prepares scientific manuscripts and abstracts including primary authorship of research papers. Makes oral presentations at professional/scientific meetings, workshops, and seminar series. Participates in the teaching of statistics topics within graduate programs. Supervises the work of lower-level Biostatisticians and other staff members.

**Education and Experience:** Master degree in biostatistics or statistics and 7 years of experience working in a biomedical environment. Experience in analyzing data using statistical package(s).

### 18721 POST DOCTORAL RESEARCH ASSOCIATE 1

Performs basic or applied research of a limited scope, primarily using existing theories and methods. Assists the supervisor in the interpretation and publication of results and grants. Assists in initiating, executing and completing clinical research and experiments. Prepares and writes research papers, presentations, grant proposals, etc. Maintains the laboratory and may exercise functional supervision over supporting research staff. Primary responsibility is ensuring that the research is complete.

**Education and Experience:** Ph.D. or equivalent, and 1 - 3 years experience. Must have the ability to undertake substantially full-time research or scholarship under the supervision of a senior scholar.

### 18722 POST DOCTORAL RESEARCH ASSOCIATE 2

Performs basic or applied research of moderate complexity, using existing theories and methods. Assists the supervisor in the interpretation and publication of results and grants. Assists in initiating, executing and completing clinical research and experiments. Prepares and writes research papers, presentations, grant proposals, etc. Maintains the laboratory and may exercise functional supervision over supporting research staff. Primary responsibility is ensuring that the research is complete.

**Education and Experience:** Ph.D. or equivalent, and 4 - 6 years experience. Must have the ability to undertake substantially full-time research or scholarship under the supervision of a senior scholar.

### 18723 POST DOCTORAL RESEARCH ASSOCIATE 3

Performs research, often of a complex nature, using accepted theories and methods. Contributes to the interpretation and publication of results and grants. Executes and completes clinical research and experiments. Prepares and writes research papers, presentations, grant proposals, etc. Maintains the laboratory and may exercise functional supervision over supporting research staff. Primary responsibility is ensuring that the research is complete.

**Education and Experience:** Ph.D. or equivalent, and 7 or more years experience. Must have the ability to undertake substantially full-time research or scholarship under the supervision of a senior scholar.

**18731 ACADEMIC AND/OR RESEARCH PROGRAM OFFICER 1**

Acts as key staff member for an academic or research program, usually of moderate size. Facilitates and coordinates program, assists in developing research, participates in professional conferences and provides public relations support. May provide specialized administrative support such as fundraising or day-to-day administration of a broad range of programs and activities of an academic program or research center. Assists in curriculum development for non-degree-granting programs, workshops and in-service training and develops curriculum materials or teaching materials. Conducts in-service training, conferences and workshops. Serves as a resource to students for course selection. Participates in the program budgeting and accounting process.

**Education and Experience:** Academic background and experience in selected subject area. Master degree required, and 1 - 3 years experience. Ph.D. preferred. May require specific experience in curriculum development or in particular area of research.

**18732 ACADEMIC AND/OR RESEARCH PROGRAM OFFICER 2**

Independently manages a large academic or research program. Designs and develops major program components, develops and maintains curricula, develops research, leads professional conferences and provides public relations support. Develops ideas and options for faculty review and decision, and develops and implements instruction and research programs that reflect faculty interests. Evaluates effectiveness of curriculum and effectiveness of program in meeting goals. May teach seminars and workshops and participate with faculty on research. Plans, directs and controls program budget. Supervises program staff.

**Education and Experience:** Academic background and experience in selected subject area. Master degree required and 3 - 5 years experience. Ph.D. preferred. Requires several years experience in academic work related to particular area of research.

**18733 ACADEMIC AND/OR RESEARCH PROGRAM OFFICER 3**

Manages a significant academic or research program of high visibility which may be set up as an independent organization outside of the direction of a school. Represents the organization in working with funding agencies, developing financial resources and programs. May be a director of a non-degree-granting program with managerial responsibility for program development, administration and success. Collaborates with faculty members on developing research programs and agenda and oversees implementation. May develop and plan research and/or teaching programs and implementation of curriculum, teach courses, and provide guidance to faculty regarding funding, staffing and space implications. Defines and implements a publications program of substantial scope and complexity. Assists in formulating program strategies and goals, directs long-term planning and develops policies and procedures.

**Education and Experience:** Master degree required and 5 - 7 years experience. Ph.D. preferred. Requires demonstrated ability to develop and implement innovative programs or research agenda. Significant experience in academic administration and fundraising.

**18736 RESEARCH FINANCIAL ADMINISTRATOR 1**

Responsible for the complete administrative research process for a defined group. This includes pre- and post-award activities and regular communications/meetings with faculty and staff and ethical management of funds. The position advises the PI on the most effective way to achieve an effective, quality proposal and coordinates a timely submission process, ensuring appropriate approvals. The position functions as compliance/oversight by monitoring budgets and spending and approving capital equipment requisitions and by providing guidance and counsel for the stewardship of sponsored research funds.

**Education and Experience:** Bachelor degree and 3 - 5 years of experience in accounting and/or experience in strategic financial planning and advice.

**18737 RESEARCH FINANCIAL ADMINISTRATOR 2**

Responsible for the complete administrative research process for a defined group. This includes pre- and post-award activities and regular communications/meetings with faculty and staff and ethical management of funds. The position advises the PI on the most effective way to achieve an effective, quality proposal and coordinates a timely submission process, ensuring appropriate approvals. The position functions as compliance/oversight by monitoring budgets and spending and approving capital equipment requisitions and by providing guidance and counsel for the stewardship of sponsored research funds.

**Education and Experience:** Bachelor degree and 5 or more years of experience with research grant and contract knowledge.



#### **18740 TOP RESEARCH COMPLIANCE POSITION**

This is the top Research Compliance position, reporting to the top Research executive. Designs, implements, manages and coordinates training and monitoring programs to ensure compliance with federal, state and local regulations and internal policies relating to all research at the institution. Serves as a central resource and assists applicable constituencies in becoming fully knowledgeable of, and compliant with, such regulations and policies. Develops and expands the institution's research compliance education and training programs, formulates the requirements for participation in such programs and coordinates the delivery of programs. Develops a strategy and implements a systematic approach to managing institutional risk in the research area. Oversees the administration, support, monitoring and assessment of a range of operating unit compliance functions, including, but not limited to, grants management, human subjects protection, animal care and use, clinical trials, environmental health and radiation safety, international research and conflict of interest. Develops, drafts and implements policies and procedures pertaining to research compliance. Monitors federal, state and local research compliance laws and regulations and disseminates compliance information to appropriate constituencies. Receives and coordinates responses to individual complaints. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Master degree in an academic field involving science, or in law, business or public policy, and 8 - 10 years related experience.

#### **18740A ASSOCIATE DIRECTOR, RESEARCH COMPLIANCE**

Assists in the development and implementation of research compliance programming and maximizes research compliance across the University. Primarily responsibility for implementation of new NIH regulations governing conflict of interest in research, including assuring compliance with extensive new disclosure, reporting and conflict management requirements. Administers the University's research conflict-of-interest review process, including overseeing the initial screening of faculty disclosures, analyzing and investigating potential conflicts, and staffing the University's Conflict of Interest Committees. Counsels and trains researchers on conflict of interest issues and interfaces with funding agencies on conflict of interest matters where needed. Leads efforts to ensure that the University's on-line system for conflict of interest disclosure and review is in compliance with the new regulations. Administers the University's research misconduct process, including supporting faculty committees that conduct investigations into possible fabrication, falsification or plagiarism in research; managing the collection of research records; preparing for witness interviews; analyzing data; drafting investigation reports; and counseling individuals who have concerns about potential research misconduct. Analyzes and tracks regulatory issues related to academic research, including issues concerning sponsored project administration, research misconduct, conflict of interest, human subject research, animal research, export control, and other research regulations. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and a minimum of five years of relevant experience required. Advanced degree in a relevant field (law, medicine, public health, biomedical or basic science) preferred.

#### **18741 RESEARCH COMPLIANCE MANAGER 1**

Responsible for ensuring the institution's compliance with policies regarding the use of human subjects, laboratory animals or biologically infectious agents in research. Develops, directs and implements compliance program components including protocol and consent form review, record keeping, monthly and annual reporting, program evaluation and other compliance issues that meet the applicable government and local regulations and the institution's policies and practices. Pro-actively identify protocols that need special review or assistance. Secures the cooperation of and negotiates with University personnel, University departments, and members of the community. Maintains confidentiality regarding subjects, records, and review of issues.

**Education and Experience:** Bachelor degree or equivalent and 3 - 5 years related experience. Requires significant knowledge of complex Federal, State and Local regulations.

#### **18742 RESEARCH COMPLIANCE MANAGER 2**

Responsible for ensuring the institution's compliance with policies regarding the use of human subjects, laboratory animals or biologically infectious agents in research. Develops, directs and implements compliance program components including protocol and consent form review, record keeping, monthly and annual reporting, program evaluation and other compliance issues that meet the applicable government and local regulations and the institution's policies and practices. Pro-actively identify protocols that need special review or assistance. Secures the cooperation of and negotiates with University personnel, University departments, and members of the community. Maintains confidentiality regarding subjects, records, and review of issues. Evaluates studies for their potential risk to subjects and determines the most expeditious processing mechanism to be followed. Works with research program management administrators to determine when a contract should be created to build a partnership with industry. Directs, implements and manages a protocol and consent form review process that meets all regulatory and University requirements and is responsive to investigators' needs. Trains principal investigators and administrators in the preparation of IRB applications.

**Education and Experience:** Bachelor degree or equivalent and 5 or more years related experience. Requires significant knowledge of complex Federal, State and Local regulations.

**18745 TOP BIOSAFETY OFFICER**

This is the highest level officer, and is a single-incumbent position. Develops, maintains, and manages programs that promote the safety and health of individuals, and comply with applicable laws and regulations in biosafety and health programs. Develops, implements and maintains procedures, manuals, and records. Develops and provides training to educate faculty, staff, students, and other EHS staff in the implementation of programs. Develops written programs and procedures for compliance with applicable regulations and serves as the responsible official on behalf of the institution. Serve as a member of the hazardous materials emergency response team. Develops operating procedures and coordinates training drills and emergency preparedness exercises. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree in appropriate scientific or engineering field, and 5 – 7 years experience.

**18745A ASSOCIATE BIOSAFETY OFFICER**

Responsible for maintaining and managing programs that promote the safety and health of individuals, and comply with applicable laws and regulations in biosafety and health programs. Implements and maintains procedures, manuals, and records. Develops and provides training to educate faculty, staff, students, and other EHS staff in the implementation of programs. Serves as a member of the hazardous materials emergency response team.

**Education and Experience:** Bachelor degree and 5 - 7 years experience.

**18746 TOP RADIATION SAFETY OFFICER**

This is the highest level officer, and is a single-incumbent position. Coordinates EHS programs for assisting faculty, staff, and students in the use of equipment and materials that emit ionizing radiation safely and in compliance with the requirements of the Department of Health and/or the United States Nuclear Regulatory Commission (USNRC). Acts as liaison between the institution and government agencies that regulate the use of radiation sources. Ensures that appropriate records are maintained as required by applicable state and/or federal regulations. Responds to incidents involving hazardous materials. Plans and participates in emergency drills. Responsible for conducting radiation emergency response training for responders, within and outside the University. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree in appropriate scientific or engineering field, and 5 – 7 years experience.

**18746A ASSOCIATE RADIATION SAFETY OFFICER**

Responsibility includes coordinating EHS programs for assisting faculty, staff, and students use of equipment and materials that emit ionizing radiation safely and in compliance with the requirements of the Department of Health and/or the United States Nuclear Regulatory Commission (USNRC). Acts as liaison between the University and government agencies that regulate the use of radiation sources. Ensures that appropriate records are maintained as required by applicable state and/or federal regulations. Responds to incidents involving hazardous materials. Plans and participates in emergency drills. Responsible for conducting radiation emergency response training for responders, within and outside the University.

**Education and Experience:** Bachelor degree and 5 - 7 years experience..

**18750 DIRECTOR, LABORATORY ANIMAL RESEARCH**

Responsible for the University's animal care program, including policy, planning, administration and operation of laboratory animal facilities throughout the various schools of the University. Oversees a large staff including veterinarians, veterinary technicians, husbandry workers, and administrators. Responsibilities include oversight of veterinary care, husbandry, space management, business operations, and compliance with Federal and State regulations. Advises the senior research officer of the University and the administration on matters relating to laboratory animal research, the development of new animal facilities, and all related matters. Consults with scientists in the design and writing of grants and institutional Animal Care and Use Committee (IACUC) protocols. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** D.V.M./V.M.D. or equivalent degree and 7 years senior leadership experience in a major research laboratory animal facility. Board certified or Board qualified in Laboratory Animal Medicine.

**18751 VETERINARIAN**

Provides veterinary care and fulfills veterinarian responsibilities for the animal care program. Responsible for the well-being of all animals. Oversees research protocols involving animals and procedures used. Oversees facility standards for compliance to regulations affecting animal research. Provides training and instruction to personnel on humane methods of animal maintenance and experimentation. In cooperation with appropriate health and safety officials at the Institute, is responsible for the implementation and execution of the aspects of the program that are concerned with animal health and safety issues.

**Education and Experience:** D.V.M. degree and 3 - 5 years experience in animal care. Prior experience in a research environment preferred.

**18755 RESEARCH NURSE**

Registered Profession Nurse manages clinical course of research volunteers according to research protocol. Assesses physical health and administers treatments throughout study.

**Education and Experience:** R.N. license and 2 - 4 years clinical experience preferably in a research setting.

**18761 INSTITUTIONAL REVIEW BOARD SPECIALIST**

Responsible for conducting pre-review of submissions to the designated IRB of new protocols, continuing reviews, and modifications to approved studies. Responsible for pre-review of Unanticipated Problems involving Risks to Subjects or Others and requests to close studies. Other significant responsibilities may include review of correspondence and conducting quality improvement initiatives. Works with other IRB officers of administration and staff to ensure uniformity of review and compliance with IRB standard operating procedures and applicable federal and state regulations. Serves on relevant IRB administrative committees, such as the Policy Committee, or the Education and Training Committee. In addition, this candidate will maintain up to date knowledge of state and federal regulations as well as policies, guidelines and ethical codes related to the protection of human subjects in research.

**Education and Experience:** Bachelor degree or equivalent in education and experience, and 3 or more years of related experience of which two years should be of prior IRB and/or research experience. Experience with biomedical human research is preferred.

**18781 DIRECTOR, TECHNOLOGY TRANSFER**

Directs the activities of the Office of Technology Transfers to facilitate the exchange of technology between the institution and the for-profit sector. Establishes and implements the strategies and procedures for managing the institution's intellectual property. Establishes and cultivates contact with appropriate executives in industry. Oversees and directs the patent/licensing activity for the institution. Plays a major role in the development of institution-wide policy relative to intellectual property, patents, and licensing activity, copyrights, and conflicts of interest. Determines patent ability of institution's inventions. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Ph.D. degree in sciences and 10 years of related experience in either a corporate and/or academic research setting. This is the top Technology Transfer position.

**18782 ASSOCIATE DIRECTOR, TECHNOLOGY TRANSFER**

Promotes, identifies and evaluates invention disclosures from researchers in a broad range of scientific disciplines. Assesses the economic potential and develops strategies for protecting and commercialization. Identifies potential partners to develop the technology and for negotiating agreements to completion and subsequent management. Participates in the development of strategies to combine technologies to form the basis for attracting venture capital to finance new ventures. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Ph.D. degree in one or more of the sciences, preferably a life science, and 5 - 7 years experience in both academic and commercial arenas and in commercializing technology. This is the senior-level Technology Transfer position reporting to the Director.

**18783 TECHNOLOGY COMMERCIALIZATION & LIAISON OFFICER**

Responsible for evaluating a portfolio of inventions in various stages of development, tangible research properties, and copyright materials developed for their technical utility, commercial potential, and available protection under federal and state statutes. Using personal contacts and professional experience, targets potential licensees, negotiates the terms and conditions for the transaction, and drafts the necessary legal document to compete the licensing of intellectual property rights for commercial development to benefit the public. Acts as the primary liaison to the faculty members in life science research to assist faculty and research staff in crystallizing their inventive ideas, making disclosure of the inventions, tangible research materials, and copyrightable materials to the university.

**Education and Experience:** Master degree and 3 or more years experience.

**18784 LICENSING AND PATENT ASSOCIATE**

Elicits and evaluates invention disclosure from principal investigators in the biological, physical, and engineering sciences. Manages the filing and prosecution of patent applications through outside law firms. Identifies potential licensees. Markets Technologies. Negotiates appropriate license agreements. Reviews intellectual property clauses in research agreements and material transfer agreements. Ensures compliance of research and licensing agreements with institution's policy and federal regulations.

**Education and Experience:** Bachelor degree in the biological, physical, and engineering sciences and 4 years commercial licensing.

**18785 LICENSING ASSISTANT**

Provides assistance to Technology Commercialization and Liaison Officers (TCLO) in their efforts in marketing the institution's technologies to potential licensees. Assists in the conduct of technology transfer functions in the following areas with instructions by the TCLOs: performs technological background and marketing research on disclosed innovations, markets inventions to commercial entities for product development and sales. Performs initial drafting of license agreements to effect commercial development of inventions. Records key information related to the TCLO's activities in applicable Intellectual Property management and document retention systems.

**Education and Experience:** Bachelor degree and 2 to 3 years experience.

**18800 TOP INFORMATION TECHNOLOGY POSITION**

Plans, organizes, directs, and controls the activities and staff involved in the study, design, development, and installation of data processing systems, including systems analysis, programming and computer operations. Manages through subordinate managers, analysts and programmers, in the development and installation of information systems for planning, control, and operational purposes. Supervises the conduct of feasibility studies for systems improvement and the preparation of systems project proposals. Prepares long-range systems projects/plans with priority recommendations. Presents proposed systems projects to higher management. Schedules, controls and reports progress of system design, development, and installation activity. Reviews facility and equipment requirements and prepares related recommendations. Coordinates all decentralized data processing applications and monitors equipment utilization. Prepares operational forecasts and requirements for data processing, systems development, and communications. Prepares and administers project and department budgets and reports budget performance. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. May report to Chief Financial Officer.

**Education and Experience:** Bachelor degree in Computer Science or a related field and 15 years of systems design, planning and installation experience in data processing activities. Master degree preferred.

**18801 DIRECTOR, INFORMATION TECHNOLOGY (CENTRAL OFFICE)**

Oversees and manages diverse centrally provided technology services. Contributes to strategy for long-term institution information needs. Serves as senior management team member in a large, complex environment. Has overall institution information technology oversight, including administrative and/or instructional computing. Develops institution technology policy development and execution. Supervises a large subordinate professional staff. Determines long-term institution information needs and develop strategy for systems development and hardware acquisition and integration. Participates in overall institution planning, contributing current and future knowledge of technology and systems. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 - 10 years related experience in either a corporate and/or academic setting.

**18802 DIRECTOR 1, INFORMATION TECHNOLOGY (ACADEMIC/ADMINISTRATIVE DIVISIONS)**

Provides strategic planning and directs the overall for information systems function in a small school or central unit of the institution. Includes one or more of the following: networking, systems and applications development, systems analysis and integration, and computer operations. Develops and implements systems information technology policy. Reports to senior management on IT plans, projects, performance and other related matters. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 5 – 7 years related experience in either a corporate and/or academic setting.

**18803 DIRECTOR 2, INFORMATION TECHNOLOGY (ACADEMIC/ADMINISTRATIVE DIVISIONS)**

Provides strategic planning and directs the overall for information systems function in a school or central unit of the institution with a moderately complex IT environment. Includes one or more of the following: networking, systems and applications development, systems analysis and integration, and computer operations. Develops and implements systems information technology policy. Reports to senior management on IT plans, projects, performance and other related matters. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 - 10 years related experience in either a corporate and/or academic setting.

**18804 DIRECTOR 3, INFORMATION TECHNOLOGY (ACADEMIC/ADMINISTRATIVE DIVISIONS)**

Provides strategic planning and directs the overall for information systems function in large school or central unit of the institution with a highly complex IT environment. Includes one or more of the following: networking, systems and applications development, systems analysis and integration, and computer operations. Develops and implements systems information technology policy. Reports to senior management on IT plans, projects, performance and other related matters. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 10 or more years related experience in either a corporate and/or academic setting.

**18805 IT PROJECT LEADER**

Plans, conducts and completes information technology projects in a network, operational or functional area. Reviews progress and evaluates results. May train other staff in technical complexities of assigned work. Recommends changes in procedures. Performs duties with substantial latitude and reviews progress with management.

**Education and Experience:** Bachelor degree or technical training equivalent and 3 - 5 years experience.

**18806 IT PROJECT MANAGER**

Plans, conducts and supervises the completion of information technology projects, generally involving large projects or more than one project. Reviews progress and evaluates and recommends actions. Schedules and supervises project work. Serves as primary contact with user groups. Performs duties with considerable latitude for unreviewed action or decision.

**Education and Experience:** Bachelor degree or technical training equivalent and 5 - 7 years experience.

**18807 DATABASE DESIGN ENGINEER/ADMINISTRATOR 2**

Designs, develops and implements database applications to accommodate a variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Tests designed applications utilizing database management software or general programming software. Installs, implements and supports systems within the user base. Performs system level database maintenance.

**Education and Experience:** Bachelors Degree in Computer Science, a related field or equivalent experience, and 2 - 5years related database design and implementation experience.

**18808 DATABASE DESIGN ENGINEER/ADMINISTRATOR 3**

Designs, develops and implements database applications to accommodate a variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Tests designed applications utilizing database management software or general programming software. Installs, implements and supports systems within the user base. Performs system level database maintenance.

**Education and Experience:** Bachelors/Masters Degree in Computer Science, a related field or equivalent experience, and 5 - 7 years related database design and implementation experience.

**18809 DATABASE DESIGN ENGINEER/ADMINISTRATOR 4**

Designs, develops and implements complex database applications to accommodate a wide variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. May act as a technical project leader or provide work leadership for lower level employees. Excludes those with full supervisory responsibilities.

**Education and Experience:** Bachelors/Masters Degree in Computer Science, a related field or equivalent experience, and 8 or more years of progressively responsible database design and implementation experience.

**18810 DATA WAREHOUSE DEVELOPER**

Responsible for enhancing and maintaining the institution's administrative data warehouse, serving several subject areas including finance, human resources and student services. Responsible for the design, development, implementation and support of all data warehouse subject areas to meet the customer needs. Creates standards and procedures related to end user and internal interface environment. Establishes user requirements. Providing expertise on design of data model to reduce data redundancy, increase data reusability and enhance data integrity. Responsible for development of data models for data warehouse, data dictionaries to provide thorough and clear definitions of data. Works with data warehousing team on technical issues and system architecture definition. Investigates and recommends solutions to system performance problems. Implements of patches and upgrades. Monitors status of assignments and reviews work for completion/quality.

**Education and Experience:** Bachelor degree and 5 - 7 years of related experience or equivalent. Must have experience in analysis, design, data modeling and data warehouse design.

**18811 SYSTEMS PROGRAMMER/ANALYST 1**

As directed, assists in the conduct of the analyses, design and implementation of software/systems technical support and operating system capabilities. Assignments are generally under the direction of high-level systems programmers. Assists in coding and maintaining utilities, job control language, compilers and system software of a routine nature. Modifies, maintains and updates existing software of a standard nature. Reviews potential applications and interfaces of hardware and software. Prepares elemental feasibility studies to evaluate requirements for new or revised systems software. Participates in the design of detailed systems design specifications to meet defined requirements. Prepares block diagrams, overall flow charts, statements of program objectives and associated documentation. Conducts tests of revised or newly developed systems software to collect operating data and identify operating characteristics. Excludes Applications Programmers.

**Education and Experience:** Bachelor degree in Computer Science, a related field or equivalent experience, and 1 - 2 years systems/software programming activities in a business environment. Working knowledge of a high level or machine level language is preferred. Excludes programmer trainees without required academic preparation.

**18812 SYSTEMS PROGRAMMER/ANALYST 2**

Under general direction, supports the analysis, design and implementation of software/systems technical support and operating system development. Conducts systems programming and support activities such as new or revised segments of language codes or processing routines. Monitors effective language codes or processing routines. Monitors effective hardware utilization, applying efficient data base management techniques. Develops system logic to achieve optimum throughput. Modifies, maintains and updates complex software such as compilers, link editors, assemblers, OEM utilities, JCL, macros, and subroutines. Develops operator and control instructions. Prepares and conducts system and programming tests which may require the interfacing of diverse hardware and software. Reviews potential applications and designs hardware/software interfaces. As directed, prepares feasibility studies and designs tests to determine operating characteristics of software. Conducts a variety of programming tasks including program design, program coding, debugging, and documentation for software/systems and applications programs. Assignments are generally of a difficult technical nature and may involve project leadership activities. May provide technical direction to lower level programming staff members. Excludes Applications Programmers.

**Education and Experience:** Bachelor degree in Computer Science, a related field or equivalent experience, and 3 - 5 years systems/software programming activities in a business environment.

**18813 SYSTEMS PROGRAMMER/ANALYST 3**

Plans, conducts, and coordinates the analysis, design and implementation of software systems technical support and operating system development. Assignments are generally of a complex technical nature requiring the conceptualization, development and application of new techniques. Coordinates the conception and development of new systems programming activities to determine requirements for new or revised program languages, processing routines, report generators, program generated word processing systems and the like. Monitors effective hardware utilization, applying efficient data base management techniques. Reviews system logic for optimum throughput. Modifies, maintains, and updates complex software such as compilers, link editors, network file handling routines, assemblers, OEM utilities, JCL, macros, and subroutines. Reviews the development of operator and control instructions. Prepares and conducts comprehensive system and programming tests which require the interfacing of diverse hardware and software. Reviews systems software to ensure upward compatibility. Reviews potential applications and designs hardware/software interfaces. Prepares feasibility studies and designs tests to determine operating characteristics of software. Conducts a full range of programming tasks including program design, program coding, debugging and documentation for a wide variety of software/systems and applications programs. Provides technical direction to lower level programming problems. Coordinates project efforts of subordinate staff through assignment and review of project progress. Excludes Applications Programmers.

**Education and Experience:** Bachelor degree in Computer Science, a related field or equivalent experience, and 5 - 7 years systems/software programming activities in a business environment with a comprehensive knowledge of software applications.

**18814 SYSTEMS PROGRAMMER/ANALYST 4**

Plans, conducts and coordinates the application of state-of-the-art information processing techniques in the analysis, design and implementation of software systems technical support and operating system development. Assignments are of a complex nature on major software design and development projects that require the application and/or generation of new technologies and concepts. The characteristics of work at this level involve a broad knowledge of the software systems development field and require extensive independent judgment, creativity and decision making. Generally acts as technical project leader for lower staff. This is the highest level technical, non-supervisory individual contributor position in the software/systems programming job family. Excludes Applications Programmers.

**Education and Experience:** Bachelor degree in computer science, a related field or equivalent experience, and 7 - 10 years of increasingly complex systems programming experience is required.

**18816 APPLICATIONS PROGRAMMER/ANALYST 1**

As directed, participates in conducting analysis, design and implementation of computer based information systems to meet specified design requirements and specifications. Investigates standard system applications, assists in the analysis of system specifications and program coding. May participate in systems software development and maintenance. Translates detailed design specifications into computer program instructions, debugs routine programs, prepares systems test data and prepares program documentation. Modifies, maintains, and updates existing programs of a standard nature. Coordinates with system users to determine final objectives, desired reports, historical data to be preserved, data sources and the like. Reviews potential application of computer programs to user need and prepares feasibility studies to evaluate requirements for new or revised programs. Participates in the preparation of detailed systems design specifications to meet defined requirements. Prepares block diagrams, over-all flow charts, statements of program objectives and associated documentation. Designs and applies standard logic for individual applications programs and writes program instructions in a high level program language and/or machine level languages such as PL/I, COBOL, Assembly, RPG, etc. Assists in the preparation of supporting procedures, forms and documentation.

**Education and Experience:** Bachelor degree in Computer Science, a related field or equivalent experience, and 1 - 2 years systems analysis/programming activities in a business environment. Excludes programmer trainees.

**18817 APPLICATIONS PROGRAMMER/ANALYST 2**

Conducts and coordinates the analysis, design and implementation of computer based information systems to meet user requirements. Plans and directs preliminary studies of potential electronic data processing applications and prepares design proposals to reflect costs, time and alternative actions to satisfy existing and future needs of the corporation. Participates in systems software development and maintenance as required. Conducts detailed analysis of defined systems specifications and develops all levels of block diagrams and flow charts. Assists in the preparation of costs analyses and justifications of data processing systems. Develops conversion and system implementation plans. Conducts a full range of programming tasks including program design, program coding, debugging and documentation for a variety of general applications programs including data manipulation, input and output routines reflecting a variety of equipment configurations. Programs logical interfaces and applies techniques for efficient program logic and data manipulation. Develops operator and control instructions; maintains and updates existing programs of a non-routine nature. Conducts systems programming and support activities such as new or revised segments of language codes or processing. Monitors effective hardware utilization, reviews system logic for optimum throughput. Work frequently includes program maintenance and error detection/correction of existing codes/languages and/or revisions to systems documentation.

**Education and Experience:** Bachelor degree in Computer Science, a related field or equivalent experience, and 3 - 5 years systems analysis/programming activities in a business environment.

**18818 APPLICATIONS PROGRAMMER/ANALYST 3**

Plans, conducts, and coordinates the application of information system techniques to existing and future needs. Performs complex systems analysis and programming tasks requiring advanced techniques. Provides technical advice and consultation on difficult analysis and programming problems requiring advanced techniques. Participates in systems development and maintenance. Conducts analysis of complex data processing applications and prepares feasibility studies to evaluate user needs for new or revised systems. Coordinates the interfaces between major systems and programs. Activities include the conceptualization, development and implementation of complex program designs. Often responsible for achieving operational status within required time parameters and with acceptable operating performance. Defines system objectives and prepares systems design specifications to meet user requirements and satisfy interface problems. Investigates available hardware and software configurations and capabilities; recommends optimal system to meet applications objectives. Aids in developing programming, systems analysis and documentation standards. Prepares cost analysis and justification of data processing systems. Presents recommendations to management. Prepares and conducts comprehensive system and programming tests. Debugs malfunctions and modifies programs accordingly. Recommends system software modifications or changes to hardware configurations. May provide project leadership to lower level staff.

**Education and Experience:** Bachelor degree in Computer Science, a related field or equivalent experience, and 5 - 7 years of systems analysis/programming in a business environment.

**18819 APPLICATIONS PROGRAMMER/ANALYST 4**

Plans, conducts and coordinates the application of state-of-the art information processing techniques to existing and future needs. Performs complex systems analysis and programming tasks requiring advanced techniques on the forefront of technology. Acts as senior consultant for lower staff, providing technical advice and consultation on complex analysis and programming applications. Reviews and evaluates feasibility studies and prepares recommendations based on in-depth knowledge of problem and the capabilities of potential approaches. Provides analytical support in the conceptualization, development and implementation of multiple, interlinked systems and programs. Generally responsible for the achievement of operational status within time parameters and with acceptable cost and operating performance. Prepares complex cost analysis and justification for difficult systems and programming projects. Generally acts as technical project leader for lower staff. This is the highest level technical, non-supervisory individual contributor position in the programmer/analyst job family.

**Education and Experience:** Bachelor degree in Computer Science, a related field or equivalent experience, and 7 - 10 years of increasingly complex business programming experience in a business environment is required.

**18823 NETWORK ENGINEER 3**

Designs and develops local (LAN) and wide area (WAN) networks. Involved with the configuration and maintenance of physical and logical network components. Designs network architecture, designs the network infrastructure, and plans and designs LAN/WAN solutions. Resolves networking problems. Tracks and evaluates new networking technologies and products. Establishes policies for network use and functionality.

**Education and Experience:** Bachelor degree and 3 - 5 years experience.

**18824 NETWORK ENGINEER 4**

Designs and develops local (LAN) and wide area (WAN) networks. Involved with the configuration and maintenance of physical and logical network components. Designs network architecture, designs the network infrastructure, and plans and designs LAN/WAN solutions. Resolves networking problems. Tracks and evaluates new networking technologies and products. Establishes policies for network use and functionality. This position usually supervises entry-level staff and works with a significant degree of autonomy.

**Education and Experience:** Bachelor degree and 5 - 7 years experience.

**18826 NETWORK ADMINISTRATOR 1**

Monitors, troubleshoots and maintains networks (both LAN and WAN) multiplexers, hubs and routers, and uses remote monitoring tools. Installs new workstations and other devices, removes individuals from the list of authorized users, archives files, oversees password protection and other security measures. Assists in implementing network management applications for Internet components.

**Education and Experience:** Bachelor degree in Computer Science, a related field, or equivalent experience, and 1 - 3 years experience.

**18827 NETWORK ADMINISTRATOR 2**

Responsible for handling the more complex networks systems and problems. Monitors, troubleshoots and maintains network (both LAN and WAN) multiplexers, hubs and routers, and uses remote monitoring tools. Installs new workstations and other devices, removes individuals from the list of authorized users, archives files, oversees password protection and other security measures. Assists in selecting and implementing network management applications for Internet components.

**Education and Experience:** Bachelor degree in Computer Science, a related field, or equivalent experience, and 3 - 5 years experience.

**18828 NETWORK ADMINISTRATOR 3**

Responsible for handling the most complex networks systems and resolving the most complex problems. Oversees the monitoring and troubleshooting of network (both LAN and WAN) multiplexers, hubs and routers, and uses remote monitoring tools. Oversees the installation of new workstations and other devices. Oversees password protection and other security measures. Selects, develops and implements network management applications for Internet components. May assist senior management in future network needs assessments.

**Education and Experience:** Bachelor degree in Computer Science, a related field, or equivalent experience, and 5 - 7 years experience.

**18829 NETWORK ADMINISTRATOR 4**

Responsible for handling the most complex networks systems and resolving the most complex problems. Oversees the monitoring and troubleshooting of network (both LAN and WAN) multiplexers, hubs and routers, and uses remote monitoring tools. Oversees the Installation of new workstations and other devices. Oversees password protection and other security measures. Selects, develops and implements network management applications for Internet components. Assists senior management in future network needs assessments. May act as technical project leader or provide work leadership to lower level employees.

**Education and Experience:** Bachelor degree in Computer Science, a related field, or equivalent experience, and 7 - 10 years experience.

**18830 MANAGER, HELP DESK**

Supervises assigned Help Desk Specialists. Advises, teaches, and provides guidance and support in the use and selection of appropriate information technologies. Consults, trains, advises, documents, and informs faculty, staff, and students regarding information technology infrastructures, products, and services. Assists in and contributes to decisions regarding policies and procedures, research, planning, and developing activities in the functional area. Contributes to managerial organizational planning.

**Education and Experience:** Bachelor degree in Computer Science, a related field, or equivalent experience, and 5 - 7 years experience.

**18831 HELP DESK SPECIALIST 1**

Advises, teaches, and provides guidance and support in the use and selection of appropriate information technologies. Consults, trains, advises, documents, and informs faculty, staff, and students regarding information technology infrastructures, products, and services.

**Education and Experience:** Bachelor degree in Computer Science, a related field, or equivalent experience, and 1 year of experience.

**18832 HELP DESK SPECIALIST 2**

Advises, teaches, and provides guidance and support in the use and selection of appropriate information technologies. Consults, trains, advises, documents, and informs faculty, staff, and students regarding information technology infrastructures, products, and services. Assists in and contributes to decisions regarding policies and procedures, research, planning, and developing activities.

**Education and Experience:** Bachelor degree in Computer Science, a related field, or equivalent experience, and 2 - 3 years experience.

**18835 MANAGER, DESKTOP SUPPORT**

Responsible for the overall personnel computer activity. Establishes and implements PC policies, procedures and standards and ensures their conformance with information systems goals and procedures. Studies and projects PC resource requirements including personnel, software, equipment and facilities and makes recommendations to management. Maintains currency in new developments and technology. Provides for the training of department staff and end users. Directs setup and maintenance of library and materials for end user reference. Ensures that security procedures are implemented and enforced. Provides leadership in the effective use of internal data processing, automated office systems and data communications. May also manage LAN services.

**Education and Experience:** Bachelor degree and 5 - 7 years experience, or Master degree and 6 years experience. Solid supervisory and financial management skills. Solid knowledge of group technology area and its role in broader IT strategy.

**18836 DESKTOP SUPPORT SPECIALIST 1**

Under direction of senior technical staff, administers server platforms and provides computer desktop support and services to the community. Monitors and troubleshoots performance of servers. Administers user and group accounts. Documents assigned systems and relevant procedures. Performs routine backup of system and data files; performs restores as requested. Keeps abreast of current technologies. Provides first tier computer support, escalating more complex problems to senior technical staff. Tests hardware, software, and operating systems. Implements new technologies.

**Education and Experience:** Associate degree or equivalent (computer related certifications) and 1 - 2 years computer experience. Solid oral and written communication skills. Demonstrated experience in customer service and/or help desk environment.

**18837 DESKTOP SUPPORT SPECIALIST 2**

Technical/user support for moderately complex computing environment. Under direction of senior technical staff, serves as generalist responsible for providing broad range of user support services; PC support, training and rudimentary network support.

**Education and Experience:** Associate degree or equivalent (computer related certifications) and 2 - 3 years experience. Hands-on experience installing and supporting hardware, software and networked systems in a multi-protocol environment. Proven ability to interact with all levels of computer users.

**18838 DESKTOP SUPPORT SPECIALIST 3**

Provides support for a complex computing environment in the areas of hardware, software and network to users within the unit. Represents unit on university-wide technology committees and provides support of special applications and for special projects for the unit and its customers. Specific responsibilities include installations, upgrades and trouble-shooting of all new existing hardware and software; email administration; LAN configuration and administration; assistance with equipment purchasing; coordination and scheduling of vendors and maintenance providers.

**Education and Experience:** Bachelor degree in Computer Science, a related field, or related experience, and 3 - 5 years experience. Master degree preferred.

***18844 WEB DEVELOPER 1 – REVISED TITLE AND DESCRIPTION***

Assists with the design, development, maintenance and support of websites and applications. Assists with the design, development and deployment of custom interactive web applications and integration of logically designed databases. Assists with evaluation and implementation of open source and commercial products to meet project needs. Maintains and expands client relationships as well as vendor relationships. Engages in technical projects to meet various university customers' requirements. Assists senior developers with advising on technical solutions as needed.

**Education and Experience:** Bachelor degree or equivalent experience, and a minimum of 1 year of related experience. Knowledge of markup languages, experience with web programming and scripting languages and experience with relational databases. Experience in installing, modifying, updating and administering open source CMS software. Web development experience, including experience designing and developing database-driven web sites, site-management, and back-end data systems.

***18845 WEB DEVELOPER 2 – REVISED TITLE AND DESCRIPTION***

Leads and participates in the design, development, maintenance and support of websites and applications. Designs, develops and deploys custom interactive web applications and integrate logically designed databases. Evaluates and implements open source and commercial products to meet project needs. Maintains and expands client relationships as well as vendor relationships. Engages in technical projects to meet various university customers' requirements. Mentors junior staff. Advises on technical solutions as needed.

**Education and Experience:** Bachelor degree or equivalent experience, and 2 - 3 years related experience. In-depth knowledge of markup languages, experience with web programming and scripting languages and experience with relational databases. Proven work experience with CSS also required. Experience in installing, modifying, updating and administering open source CMS software. Web development experience, including experience designing and developing database-driven web sites, site-management, and back-end data systems. Experience mentoring junior staff preferred.

***18846 WEB DEVELOPER 3 – REVISED TITLE AND DESCRIPTION***

Leads web projects, providing project planning, technical and analytical support. Recommends technologies and best practices for developing interactive, dynamic web applications. Responsible for architectural approaches to the problems at hand, including overall system design, programming environments, etc. Works with clients to establish short and long-range goals, strategic plans and goals to improve the overall effectiveness and capabilities of the web development team. Prioritizes and assigns work to team members, and mentors team members.

**Education and Experience:** Bachelor degree or equivalent experience, and 3-5 years of web development experience, including experience designing and developing database-driven web sites, site-management, and back-end data systems. In-depth knowledge of markup languages, experience with web programming and scripting languages and experience with relational databases. Proven work experience with CSS also required. Experience installing, modifying, updating and administering open source CMS software. Supervisory or lead experience required.



### **18847 SYSTEMS/NETWORK SECURITY SPECIALIST 2**

Under general direction, carries out all phases of information systems/networks security program that involves access to computers and computerized data enabling the institution to meet requirements for networks security. Conducts regular audits to ensure that systems are being operated securely, and information systems security policies and procedures are being implemented as defined in security plans. Develops, tests, and operates firewalls, intrusion detection systems, enterprise anti-virus systems and software deployment tools. Safeguards the network against unauthorized infiltration, modification, destruction or disclosure. Researches, evaluates, tests, recommends, communicates and implements new security software or devices. Implements, enforces, communicates and develops security policies or plans for data, software applications, hardware, telecommunications and information systems security education/awareness programs. Conducts investigations of computer security violations and incidents, reporting as necessary to management. Responds to queries and requests for computer security information and reports.

**Education and Experience:** Bachelor Degree in Computer Science, a related field or equivalent experience. A minimum of 5 years experience in developing and implementing Intrusion Detection Systems and firewalls.

### **18848 SYSTEMS/NETWORK SECURITY SPECIALIST 3**

Under minimal supervision, carries out all phases of information systems/networks security program that involves access to computers and computerized data enabling institution to meet requirements for networks security. Conducts regular audits to ensure that systems are being operated securely, and information systems security policies and procedures are being implemented as defined in security plans. Conducts investigations of computer security violations and incidents, reporting as necessary to management. Responds to queries and requests for computer security information and reports. Develops, tests, and operates firewalls, intrusion detection systems, enterprise anti-virus systems and software deployment tools. Safeguards the network against unauthorized infiltration, modification, destruction or disclosure. Researches, evaluates, tests, recommends, communicates and implements new security software or devices. Implements, enforces, communicates and develops security policies or plans for data, software applications, hardware, and telecommunications. Develops materials for computer security education/awareness programs. Provides information to management regarding the negative impact on the institution caused by theft, destruction, alteration or denial of access to information. Provides recommendations to clients on information assurance engineering standards, implementation dependencies, and changing information assurance related technologies. Provides information assurance project management, technical security staff oversight, and development of mission-critical technical documents. May participate in planning and assigning personnel for certain projects. Recommends changes in procedures. May provide work leadership for lower level employees.

**Education and Experience:** Bachelor Degree in Computer Science, a related field or equivalent experience. A minimum of 8 years experience in developing and implementing Intrusion Detection Systems and firewalls.

### ***18852 INSTRUCTIONAL LEARNING SPECIALIST 2 – REVISED TITLE AND DESCRIPTION***

Works closely with clients/faculty to assess and implement technology into teaching, learning and/or research activities. Responds to client needs and collaborates with other information technology staff and clients to identify, develop and implement appropriate technology solutions for teaching, learning and/or research. Provides assistance in the direct integration of technology into course curricula, extra-curricular or co-curricular learning, and/or research projects. Participates in or lead projects to develop innovative uses of technology for research, student learning, and/or community building. Often will have an area of specialization such as multimedia support, instructional design, single computing facility supervision, media classroom support, etc. and will work as part of a larger learning technology support team. May supervise the activities of students and other part-time personnel. This position requires a solid foundational knowledge of information technology and may be charged with responsibility for emerging on-line learning modalities such as open courseware, live virtual courseware, and other software platforms in support of virtual and classroom based interactive learning. Knowledge of instructional design methodologies, pedagogical issues, and best practices for classroom, online and hybrid learning. Business titles may include reference to Instructional Learning, Educational technology, Distance Education, or Digital Learning.

**Education and Experience:** Bachelor degree and 2 - 3 years teaching experience. Requires strong communication skills.



### **18853 INSTRUCTIONAL LEARNING SPECIALIST 3 – REVISED TITLE AND DESCRIPTION**

Facilitates the integration of technology into teaching, learning and/or research activities. Develops resources, seminars, courses, or workshops to disseminate information about uses of technology across a broad range of academic and/or research programs and initiatives. Leads projects to develop innovative uses of technology for research, student learning and/or community building. Consults on development of software applications, or works with on- or off-campus resources to develop or adapt software solutions. Collaborates with clients and information technology staff to resolve issues related to technology use in teaching, including application assessment, pedagogy, deployment methodologies, integration strategies, etc., and consults with other learning technology personnel to develop solutions for academic programs, departments, and similar units. Areas of specialization include instructional management systems, distance and telecommunicative learning, online education and instructional design, classroom media integration, computing facility management, and integrated technology-based course design (e.g. integrating documentation, training, course delivery, cluster usage, etc.). Frequently supervises students and staff. This position requires demonstrated comprehensive knowledge of information technology and may be charged with responsibility for emerging on-line learning modalities such as open courseware, live virtual courseware, and other software platforms in support of virtual and classroom based interactive learning. Business titles may include reference to Instructional Learning, Educational technology, Distance Education, or Digital Learning.

**Education and Experience:** Bachelor degree and 3 - 5 years instructional computing experience required. Some teaching experience and experience with internet resources and programs desirable.

### **18854 INSTRUCTIONAL LEARNING SPECIALIST 4 – REVISED TITLE AND DESCRIPTION**

Leads the integration of technology into teaching, learning, and/or research activities. Leads the development of resources, seminars, courses, or workshops to disseminate information about uses of technology. Initiates and lead projects to develop innovative uses of technology for research, student learning and/or community building. Consults on development of software applications, or works with on- or off-campus resources to develop or adapt software solutions. Collaborates with clients and information technology staff to resolve issues related to technology use in teaching, including application assessment, pedagogy, deployment methodologies, integration strategies, etc., and consults with other learning technology personnel to develop solutions for academic programs, departments, and similar units. Provides expertise and support in applying instructional design methodologies to the development, implementation, and evaluation of face-to-face, hybrid, and online courses. Leads complex academic technology projects with wide impact at the university. Leads teams in designing tools or applications to solve learning, curricular, co-curricular, and/or research needs. Areas of specialization include instructional management systems, distance and telecommunicative learning, online education and instructional design, classroom media integration, computing facility management, and integrated technology-based course design (e.g. integrating documentation, training, course delivery, cluster usage, etc.). Frequently supervises students and staff. This position requires demonstrated comprehensive knowledge of information technology and may be charged with responsibility for emerging on-line learning modalities such as open courseware, live virtual courseware, and other software platforms in support of virtual and classroom based interactive learning. Business titles may include reference to Instructional Learning, Educational technology, Distance Education, or Digital Learning.

**Education and Experience:** Bachelor degree in instructional design, educational technology or related field required, and 7+ years experience supporting faculty use of technology to further the instructional mission or first-hand use of a variety of instructional technologies essential. Broad technical skills/experience including designing applications or tools, understanding of the software development life-cycle, Mac/PC, web development, on-line conferencing, multimedia, presentation tools, and emerging technologies.

### **18856 EDUCATION TECHNICAL CONSULTANT**

Explores, develops and supports the application of computing, information and media technologies as related to education. Researches and evaluates new educational technology practices, products and services, and the software that supports them; addresses faculty needs for developing and utilizing multimedia content and open educational resources in their curriculum. Facilitates the adoption and adaptation of software and hardware for the purpose of enhancing the ability of faculty to bring leading edge technology and multimedia content into the curriculum. Helps faculty and instructional staff to integrate information technology in their curricula. Consults with faculty on technology applications for integration in the curriculum. Researches and evaluates new educational technology products, services, and software. Works with technical development staff to implement complete teaching solutions.

**Education and Experience:** Bachelor degree and 7 - 10 years experience managing learning projects. Requires strong background and skills in computer hardware platforms and software as evidenced by educational or work experience.

**18857 IT BUSINESS ANALYST 3**

Facilitates the formulation and definition of systems scope and objectives for low to moderately complex projects through research, fact finding and user needs and an understanding of business requirements. Gathers, analyzes, maps, defines and documents requirements for data, workflow, logical processes, interfaces with other systems, internal and external checks and controls and reporting for low to moderately complex project. Documents business requirements and translates into functional and system requirement specifications. Develops or modifies procedures to solve low to moderately complex problems considering business objectives and form of desired results. Develops logical design for low to moderately complex application systems and databases.

**Education and Experience:** Bachelor degree and 5 - 7 years experience.

**18858 IT BUSINESS ANALYST 4**

Facilitates the formulation and definition of systems scope and objectives for highly complex projects through research, fact finding and user needs and an understanding of business requirements. Creates detailed specifications from which programs will be written. Gathers, analyzes, maps, defines and documents requirements for data, workflow, logical processes, interfaces with other systems, internal and external checks and controls and reporting for highly complex projects. Documents business requirements and translates into functional and system requirement specifications; develop or modify procedures to solve highly complex problems related to business objectives and form of desired results. Develops logical design for interactions between highly complex and/or multiple application systems and databases.

**Education and Experience:** Bachelor degree and 8 - 10 years experience.

**18859 IT BUSINESS ANALYST 5**

Facilitates the formulation and definition of systems scope and objectives for highly complex projects through research, fact finding and user needs and an understanding of business requirements. Creates detailed specifications from which programs will be written. Gathers, analyzes, maps, defines and documents requirements for data, workflow, logical processes, interfaces with other systems, internal and external checks and controls and reporting for highly complex projects. Documents business requirements and translates into functional and system requirement specifications; develop or modify procedures to solve highly complex problems related to business objectives and form of desired results. Develops logical design for interactions between highly complex and/or multiple application systems and databases.

**Education and Experience:** Bachelor degree and 10 or more years experience.

**18862 MULTIMEDIA SERVICES SPECIALIST 2 – REVISED JOB TITLE**

Incorporates more advanced multimedia technology and can include basic visualization skills. A combination of graphic design, multimedia authoring (e.g. Macromedia Director, Asymetrix Toolbook), site-oriented web development (e.g. HTML, XML, page design, media integration, DreamWeaver, NetObjects Fusion), advance publishing (e.g. color separation, advanced image processing and design), digital video acquisition and production (e.g. Adobe Premiere, Media 100, Avid), professional media acquisition (e.g. high-end scanning and color matching, digital photography, scientific imaging, three-dimensional digitization), and/or two- or three-dimensional animation and visualization. Often manages projects and supervises both students and staff, and directly consults with clients to meet multimedia and visualization needs.

**Education and Experience:** Bachelor degree and 2 - 3 years teaching experience. Requires strong communication skills.

**18863 MULTIMEDIA SERVICES SPECIALIST 3 – REVISED JOB TITLE**

Responsible for the operation of services related to the multimedia and visualization arena, typically including both facility and project management, budgetary planning and execution, and staffing needs. Frequently possesses advanced multimedia or visualization skills, acting as a producer or manager of large projects and drawing together complex information technology needs into a single package. This can include highly complex visualization and imaging projects (e.g. advanced three-dimensional design and CAD, geographical information systems, volume visualization, virtual reality), entire online environments (e.g. webmaster), complete multimedia application design and implementation, etc. In addition, often has in-depth knowledge of a particular aspect of multimedia or visualization.

**Education and Experience:** Bachelor degree in technical field and 3 - 5 years related job experience. High level of skill/experience designing, developing and deploying open internet applications. Proven experience in Java, C, C++, Perl, CGI, SMILE, RealVideo, QuickTime, and MPEG essential.

**18864 MULTIMEDIA SERVICES SPECIALIST 4 – REVISED JOB TITLE**

This position consists of a high degree of multimedia and/or visualization specialization with in-depth and advances knowledge of one or more content subject areas. Frequently is involved with cutting edge multimedia and visualization research and development, directs research in related areas, and develops methodologies for other multimedia and visualization professionals. Is in close collaboration with faculty, researchers, and clients to create alternative digital media and visualization techniques and deploy advanced technologies, and often acts as a liaison with other institutions, vendors, and organizations on related issues.

**Education and Experience:** Bachelor degree in technical field and 5 - 7 years related job experience. High level of skill/experience designing, developing and deploying open internet applications. Proven experience in Java, C, C++, Perl, CGI, SMILE, RealVideo, QuickTime, and MPEG essential.

**18866 MULTIMEDIA ASSISTANT**

Assists in the development of multimedia projects. Collaborates with other specialists, writers, animators, artists, sound engineers and programmers to implement ideas and deliverables. Compresses, digitizes, processes, catalogs, stores, distributes and duplicates audio visual materials, data and programs. Assists with improvement and maintenance of video and audio projects and multi-media presentations. Records video and sounds on an electronic storage medium and provides the data for further processing. Edits field tape recordings using professional studio equipment. Assists in the design of education and training materials and/or advertising and marketing materials using communication technology (e.g. CD's, DVD's, websites). Identifies "whole sounds" on audio tape and record data in using specialized programs.

**Education and Experience:** Associate degree and 2 - 4 years experience.

**18867 MULTIMEDIA ASSOCIATE**

Assembles a development team and collaborates with other specialists, writers, animators, artists, sound engineers and programmers to design and implement project ideas and deliverables. Serves as Project Leader to ensure the team is kept up to date on progress. Oversees the processing, cataloging, storage, distribution and duplication of audio visual materials and programs. Develops, improves and maintains video and audio projects and multi-media presentations. Records specialized and rare video and sounds on an electronic storage medium and provides and analyzes data and recommend solutions. Develops and designs education and training materials and/or advertising and marketing materials using communication technology (e.g. CD's, DVD's, websites).

**Education and Experience:** Bachelor degree and 3 - 5 years experience.

**18869 DIRECTOR, MEDIA SERVICES**

Responsible for the management of Media Services, including broad oversight of instruction media and technology applications, budget, planning and development, personnel management, and departmental computing. Technical responsibilities include audio, video, classroom computer, photography, projection and graphics. Administrative responsibilities encompass recommendation and oversight of the annual budget. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 8 years experience. Master degree preferred, with 6 years experience. Solid supervisory and financial management skills; solid knowledge of group technology area and its role in broader IT strategy.

**18870 DIRECTOR, IT OPERATIONAL SERVICES**

Manages the institution's data center including production and operations. Ensures the high availability and efficient running of systems and applications for the necessary functions of the institution in the Data Center, a 24/7 operation. May also manage the institution's hospital/healthcare data center. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 7 or more years of experience in running a data center, including production and operations management experience. Contract negotiation and vendor management experience is essential.

**18871 ASSISTANT DIRECTOR, TECHNICAL OPERATIONS**

Directs the implementation, operation, and support of the enterprise networks and communications systems. Manages the integration, provisioning, and procurement of voice, data, and video networking technologies. Maintains vendor relations and ensures their compliance with established service contracts. Serves as a liaison to the all institution departments to ensure consistency with communication standards, service delivery, and quality of service for the enterprise network. Participates in the departmental strategic planning process. Manages department budget. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 4 years of experience managing communications networks, or 8 years of experience managing communications networks. Knowledge of communication principles, transmission techniques, and mediums. Experience in capacity planning, network design, performance measurement, and optimization.

**18872 MANAGER, DATA OPERATIONS**

Directs the institution's data communications operations. Researches, plans and coordinates the installation, maintenance and expansion of the communications network to meet present and future needs. Establishes standards and monitors quality of work in all areas of responsibility. Assists in hardware and software decisions affecting all areas of the institution. Works closely with vendors on the purchase of products, product maintenance and the scheduling of contracted services. In collaboration with Facilities Management and other departments, coordinates major projects including new buildings, renovations and the technical needs of those facilities. Oversees the budget for data communications activities.

**Education and Experience:** Bachelor degree and 5 - 7 years of experience working with communications networks. Knowledge of communications principles, transmission techniques and mediums, data switching systems and networks.



### **18873 MANAGER, VOICE OPERATIONS**

Manages the operation of PBX, IVR wireless and voice mail communications services. Coordinates the implementation of voice services into the production environment in conjunction with the communications architecture. Performs capacity measurement and planning on all central communications infrastructures. Provides support for voice services. Configures and monitors communications alarms. Assists with the department strategic planning process. Maintains vendor relationships and participates in contract development and negotiation. Manages department budget and prepares enterprise management reports. Hires, trains and supervises staff.

**Education and Experience:** High school diploma or equivalent and 7 years of experience managing large phone systems, OR a Bachelor degree and 5 years of experience managing large phone systems.

### **18874 MANAGER, IT CLIENT SERVICES**

Manages the Client Services group, the interface for IT department's computer support to the campus, help desk and Network Communications. May provide support for the institution's healthcare systems. Develops and maintains a functional business model that integrates the Call Center, field support and other computer/network support. Manages a Call Center that provides telephone and walk-in technical assistance for common computer applications and for internal systems. Consults with other teams within IT to resolve problems. Provides operational leadership in resolving technical questions across all enterprise applications of IT support including systems, desktop, administrative systems, E-mail, web services, and mainframe. Develops and maintains a knowledge base and list of frequently asked questions made available to clients on the web. Uses the web and other technology approaches to make resources and training materials available to clients. Communicates information about IT services, the status of its systems and other IT related topics to the university community. Prepares reports for division management. Manages department budget. Supervises professional staff and student employees.

**Education and Experience:** Bachelor degree and 7 or more years of experience providing senior level information technology customer support service that includes work in a technical environment managing technical staff.

### **18875 DIRECTOR, IT NETWORK COMMUNICATIONS TECHNICAL SERVICES**

Responsible for technical planning, systems and personnel to support the overall Information Services strategy. Manages the technical infrastructure and support to allow the delivery of data services in a timely manner. Monitors the direction of data technology to keep staff current and minimize obsolescence. Manages budgets, staff, resolution of technical conflicts and infrastructure planning. May provide general oversight and monitoring of a 7/24 data network operation. Does not include voice network responsibilities. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Bachelor degree and 10 years of information technology experience which includes project management, systems design and development, systems operations and support, network design, and business analysis. Technical architecture knowledge of centralized, decentralized, and client/server systems.

### **18876 AV TECHNICIAN**

Provides technical support for teleconferences, webinars and distance-learning classes. Operates audio and video recording systems, motion picture projecting equipment, film, slide, video, audio tape or turntable equipment to project or produce still or moving pictures, background music, oral commentary or sound effects to illustrate, clarify or enhance impact of presentation. Troubleshoots issues as they arise for online course/conference moderators and attendees. Schedules the use of facilities, equipment, materials and services. Prepares room with proper equipment for specific events (e.g., classroom teaching, meetings, seminars, etc.) and ensures the proper security of all audio/visual equipment. Provides guidance and recommend solutions based on technology requirements and limitations, budget, registration requirements, and target audience (e.g. webinars, webcasts, asynchronous/synchronous courses, podcasts, online meetings, etc.).

**Education and Experience:** Associate degree and 4 - 6 years experience.

### **18900 DIRECTOR, MUSEUM**

Responsible for all aspects of care, management, and operations of the Museum. Develops and implements sound policies and procedures for the care and use of the permanent collection according to high professional standards. This area of responsibility includes conservation, preservation, documentation, exhibition, accessibility, interpretation and acquisition. Develops programs of exhibitions and other activities specifically directed toward making the Museum a dynamic teaching tool for undergraduates and graduate students and concomitantly for the general public. May teach courses. Takes a direct, personal role in fundraising activities for the Museum, including on-going stewardship of benefactors and potential benefactors. Has overall responsibility for the financial condition of the Museum and actively promotes efforts in all areas to balance the budget and control operating costs. Establishes outreach policies to make the educational program of the Museum available to a broad public audience, particularly in local communities. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Academic training in art history at the graduate level, Ph.D. preferred, and 7 - 10 years museum management experience. Demonstrated administrative, managerial, and fund-raising abilities.

**18901 MUSEUM REGISTRAR 1**

Registers incoming and outgoing temporary loans inclusive of record documentation. Maintains temporary loan storage. Coordinates delivery of art to connoisseurship exams, seminars, and classes. Coordinates and oversees in-house exhibitions and weekly inter-museum transits. Provides support to Registrars for acquisition, outgoing loans, and loan exhibitions. Performs data entry for permanent and loan collection as required. Handles ordering and billing of all office supplies and office forms.

**Education and Experience:** Bachelor degree in art history and 1 - 2 years of museum registrarial or related experience.

**18902 MUSEUM REGISTRAR 2**

Manages safe movement and storage of permanent and loan collection and all related records and documentation. Manages international and domestic loans, and in-house loans and traveling exhibitions. Manages accessioning of the permanent collection. Oversees daily registration and operations in Registrar's office. Manages inter- and intra-traffic of art works, including weekly transits, in-house exhibitions, gallery changes, and art work in offices. Manages loan collection, including shipping arrangements, records, and forthcoming exhibitions. Supervises registrars and preparators.

**Education and Experience:** Bachelor degree in art history, museology or related field, and 3 - 5 years of museum registration experience.

**18903 MUSEUM REGISTRAR 3**

Directs all activities of the Registrar's Department and supervises staff positions. Primary responsibility is collection maintenance and management with regard to records, forms, legal documents, manual and computer files, and systems associated with acquisition, deaccessioning, lending, borrowing, packing, shipping (international and domestic), inventory, storage customs, and traveling exhibitions. Assures the ethical integrity of the Museum's collection management policies and procedures. Serves as liaison with outside scholars, museum personnel, students, researchers, donors, and the general public by answering requests for information regarding collections and museum policies and procedures.

**Education and Experience:** Bachelor degree in art history or museology, advanced degree preferred, and 5 - 7 years museum registrarial and supervisory experience. Knowledge of basic museum practices, procedures, and standards.

**18913 MUSEUM/GALLERY CURATOR 3**

Assists in museum or art gallery collection research and cataloguing, exhibition installation, organization and administration of loan exhibition, and the preparation of publications. Assists and advises students and public, receives visitors and answers correspondence and scholarly inquiries. Conducts educational programs, lectures, docent training, and other professional activities. Works with curatorial interns, and supervises students and casual employees.

**Education and Experience:** Master degree or near equivalent in history of art, with specialization in the related field, region, and/or period, and 3 - 5 years of museum or art gallery curatorial experience or equivalent preferred.

**18914 MUSEUM/GALLERY CURATOR 4**

Organizes and maintains museum or art gallery department offices and areas in which works are stored. Makes recommendations on and oversees conservation of collection. Recommends purchases and solicits gifts for the collection. Conducts and publishes research on the collection, maintains collection records in keeping with professional practices. Supervises the installation of temporary traveling exhibitions and organizes and supervises the installation of exhibitions in the museum or gallery. Increases awareness and appreciation of collection through educational programs, lectures, teaching, docent training, exhibitions, publications, and other professional activities. Assists and advises students and public; encourages and advises private collectors. Assumes an active role in soliciting funds of acquisition, exhibition, conservation, and publications, from individuals, foundations, corporations and federal agencies.

**Education and Experience:** Master degree in relevant field, region and/or period, with particular experience in research papers or publications, and 6 years progressively responsible curatorial experience, including collections management, organization of exhibitions, and publication of exhibition catalogues.

**18915 SUPERVISOR, MUSEUM SECURITY**

Responsible for the training, performance assignment, administration, and deployment of museum security personnel during their shift. Provides protection of the collections and building occupants by computer, alarm and CCTV monitoring, base communications, patrols, and reporting and deployment of security personnel in response to an alarm. Provides safety, information and controlled environment for the visiting public and all building occupants. Performs other related duties.

**Education and Experience:** Associate degree or 2 years of college, and 2 years of supervisory experience or a combination of both. Computer-based fire and security systems experience preferred.



### 18950C TOP LIBRARIAN – CENTRAL UNIT

*This position is located in a Central Business Unit that supports the entire University.* Plans and directs programs and policies for the total library system. Develops policies and plans new programs and policies to meet current and long-range research and instructional needs. Performs public relations function to build support for the libraries. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs. This is the top library position.

**Education and Experience:** Master degree in Library Science, Ph.D. or other appropriate advanced degree(s) and 15 or more years experience in a large research library system.

### 18950S TOP LIBRARIAN – SCHOOL/COLLEGE

*This position is located in a School or College or a business unit that supports a specific School or College. May hold a Dean, Associate Dean, VP or other Executive title.* Plans and directs programs and policies for a library in a School or College of the institution. Develops policies and plans new programs and policies to meet current and long-range research and instructional needs. Performs public relations function to build support for the library. Manages staff, makes hiring decisions, provides coaching, training and mentoring, manages performance and determines staffing needs.

**Education and Experience:** Master degree in Library Science, Ph.D. or other appropriate advanced degree(s) and 15 or more years experience in a large research library system.

### 18951 LIBRARIAN 1

Assists in maintaining library collection(s). Selects and/or orders catalogs and classified materials. Suggests new procedures and assists in their implementation. May perform library services to include the use of e-resources for cataloging, circulation, reference, database searches, library instruction, web design and development of technical data structures for tools, modules and services as they relate to ingestion and management of digital content. This is an entry-level professional position. The incumbent may have faculty status, but the primary job function is as a Librarian.

**Education and Experience:** Master degree in Library Science and/or an advanced degree in a subject field and up to 1 year of related experience.

### 18952 LIBRARIAN 2

Works under general direction of department head in medium to large library. May manage a library unit and maintain library collection(s). May perform library services to include the use of e-resources for cataloging, circulation, reference, database searches, library instruction, web design and development of technical data structures for tools, modules and services as they relate to ingestion and management of digital content. Priorities and deadlines may be assigned, but considerable procedural freedom is expected. Develops methods for accomplishing major goals and reports results as appropriate. Presents complex information to others. Communication skills such as mediation and consensus building are used regularly. Regularly trains staff in routine as well as complex or advanced processes and procedures. May serve on short term committees within the library designed to develop and implement solutions. Defines and manages priorities, procedures and workflow of library section or team. Advises others on issues which affect the area of specialization or which may have a major impact on the work unit. Prepares detailed work plan and periodically prioritizes and prepares for daily activities. Responsible for planning, providing, coordinating, and/or controlling the specialized service including long-term planning of an operation project, or service. The incumbent may have faculty status, but the primary job function is as a Librarian.

**Education and Experience:** Master degree in Library Science or equivalent education or experience (e.g. M.S. in Library Conservation) and 2 or more years relevant experience. Second specialized advanced degree may be preferred (e.g. M.S., J.D., M.D., M.B.A., etc.) Managerial/supervisory skills required.

### 18953 LIBRARIAN 3

Manages a library unit and maintains library collection(s). May perform library services to include the use of e-resources for cataloging, circulation, reference, database searches, library instruction, web design and development of technical data structures for tools, modules and services as they relate to ingestion and management of digital content. Typically specializes in a specific field. Selects and/or orders catalogs and classified materials. Develops and implements new programs and services. May supervise or direct the work of other unit employees. This is a mid-career level position reporting to a head librarian. The incumbent may have faculty status, but the primary job function is as a Librarian.

**Education and Experience:** Master degree in Library Science and/or an advanced degree in a subject field and 5 - 8 years of proven competence with advanced bibliographical or reference work, development of collections and/or the application of special techniques.



#### **18954 LIBRARIAN 4**

Senior resource person throughout library system in area of functional specialty. May perform library services to include e-resources for cataloging, circulation, reference, database searches, library instruction, web design and development of technical data structures for tools, modules and services as they relate to ingestion and management of digital content. Receives only broad guidance. Actions usually subject only to constraints of policy, resource utilization, and review of major goals/accomplishments. Exercises considerable independent judgment and discretion in determining the intent of broad guidelines and interprets guidelines for others. Great freedom to act is inherent in the nature of the work being performed. Highly developed written, verbal, and listening skills are required to convey complex information to staff and customers. May be required to interpret administrative actions to staff and staff actions to administration. Develops and maintains strong working relationships with patrons, customers and colleagues both inside and outside of University. Communication skills such as persuasion, consensus building, tact and clarity are used frequently. Fully accountable for large library program or division. Develops and implements policies, procedures, services, and programs which have impact for many departments throughout the unit and library system. Regularly responsible for developing and managing programs and projects with University-wide profile. Identifies and develops solutions to complex problems and information is elusive and requires substantial analysis and knowledge to determine significance. Key participant in the strategic planning efforts of the library and development of the mission of the library. The incumbent may have faculty status, but the primary job function is as a Librarian.

**Education and Experience:** Master degree in Library Science or equivalent education or experience (e.g. M.S. in Library Conservation) and 6 - 10 years management experience. Second Master or doctorate may be preferred.

#### **18960 MANAGER, LIBRARY OPERATIONS**

Manages the operations of one or more library operations and service areas related to acquisition, cataloging, circulation, shelving, record creation and maintenance, preservation, and processing of library materials and resources. Manages and oversees the activities and services provided by library staff, including direct patron assistance, library course reserves, resource sharing and patron record maintenance. Hires, supervises, and trains staff and student assistants, conducts performance assessment and provides relevant feedback. Coordinates workflows and aligns staff assignments according to service needs and library priorities. Develops, documents, and implements unit procedures. Works collaboratively with IT services to ensure that operating systems and tools are fully functional and meet the staff and patron needs. Works closely with professional colleagues to support library initiatives. Partners with various departments, including IT, Facilities, Public Safety, and Disability Support Services and to ensure core public services at the library meet patrons' needs. Does not manage Librarians.

**Education and Experience:** Bachelor degree and 5 – 7 years experience.

#### **18961 MANAGER, LIBRARY PRESERVATION, CONSERVATION, BINDERY & STORAGE**

Manages and oversees the preservation and storage of the library's collections. Supervises staff involved with the repair and stabilization of printed materials, commercial bindery preparations, and end-processing for newly cataloged materials, maintaining the physical integrity and artifactual value of library materials. Works closely with staff across the library to ensure appropriate preservation strategies for circulating collections. Responsible for materials storage at the library's storage facility. Plans and oversees activities associated with the movement or relocation of collections to accommodate growth. May provide consultation on preservation issues and parameters related to digitization of library materials.

**Education and Experience:** Bachelor degree and 5 - 7 years related experience.

#### **18965 LIBRARY SUPERVISOR 1**

Oversees the daily operations of one or more library operations processing or service areas. Develops goals, objectives, standards of performance, and procedures. Prepares, updates, and publishes web content and web-based resources created to facilitate the research, teaching, and learning needs of users. Develops and monitors policies and procedures related to the responsible unit, including the safety and security of library materials. Supervises staff and/or students, including interviewing, selecting, and training employees, setting schedules and directing work, performance appraisal and implementing discipline processes. Participates in budgeting, cost control, planning, and procedural change processes. Provides recommendations to senior management on developing, implementing, and revising library programs. Plans for responding to needs of the library by participating in the strategic planning process. Represents the unit on library and/or institution committees and working groups.

**Education and Experience:** Bachelor degree and 1 – 2 years library experience.

**18966 LIBRARY SUPERVISOR 2**

Oversees the operations of one or more library operations processing or service areas. Develops area goals, objectives, standards of performance, and procedures. Coordinates library technical services and web-based resources created to facilitate the research, teaching, and learning needs of users. Develops and implements guidelines, policies, and procedures related to the responsible unit, including the safety and security of materials. Supervises Library Operations Supervisor 1, staff and/or students, including interviewing, selecting, and training employees, setting schedules and directing work, performance appraisal and implementing discipline processes. Manages expenditures, planning, and procedural change. Plans for library needs by participating in the strategic planning process. Represents the unit on library and/or institution committees and working groups, as well as local, state, and national conferences.

**Education and Experience:** Bachelor degree and 2 - 3 years library experience.

**18967 LIBRARY SUPERVISOR 3**

Oversees the high level operations of one or more library operations processing or service areas. Resolves issues regarding library operations or services. Directs the development of unit goals, objectives, standards of performance, policies, and procedures. Supervises Library Operations Supervisor 1 and 2, staff and/or students, including interviewing, selecting, and training employees, setting schedules and directing work, performance appraisal and implementing discipline processes. Administers and reviews library programs and policies. Responds to library needs through leadership in the strategic planning process. Represents the unit on library and/or institution committees and working groups, as well as local, state, and national conferences.

**Education and Experience:** Bachelor degree and 3 or more years library experience.

**18971 LIBRARY ASSISTANT 1**

Under direct supervision, performs a variety of routine clerical, technical or public service duties utilizing automated library systems and requiring a basic understanding of standard library practices and procedures within a specific functional area. Responds to and resolves common inquiries and problems. May assist in supervising student employees.

**Education and Experience:** High School graduate and 0 – 1 year of related experience required.

**18972 LIBRARY ASSISTANT 2**

Under general supervision, performs specialized clerical, technical, or public service duties. Responsible for a complex sequence of tasks within a particular functional area requiring an in-depth knowledge of library practices and procedures, facility with automated library systems, and an ability to identify and resolve non-routine problems. May assist in training and supervising lower level Library Assistants and/or student employees. May supervise hourly employees and oversee the day-to-day operations of a small unit or after hours operations. May assist in training and direct the work of student employees.

**Education and Experience:** High school graduate and 1 - 2 years of library experience required. Exposure to automated library systems preferred.

**18973 LIBRARY ASSISTANT 3**

Under general supervision, performs skilled library duties at the paraprofessional level requiring an understanding of library-wide practices and procedures as well as a specialized knowledge of a specific library functional area. Accesses, edits and/or inputs data to various automated library databases for the purpose of processing, retrieving and/or maintaining information within a specific functional area (e.g., acquisitions, circulation, cataloging or reference). May train and direct the work of lower level Library Assistants and/or student employees, and manage the operations of a small unit or after hours operations by overseeing daily operations and updating and maintaining facilities and equipment. May be responsible for opening and closing facility. Report facility or safety issues to higher level assistants or supervisor.

**Education and Experience:** High school graduate with 3 - 5 years of library experience and facility with an automated library system required. College degree and knowledge of foreign language(s) maybe required.

**18974 LIBRARY ASSISTANT 4**

Under minimal supervision, performs highly skilled library duties at the paraprofessional level requiring an understanding of library-wide practices and procedures as well as a specialized knowledge of a specific library functional area. Accesses, edits and/or inputs data to various automated library databases for the purpose of creating, processing, retrieving and/or maintaining information within a specific functional area (e.g., acquisitions, circulation, cataloging or reference). May supervise lower level Library Assistants and/or student employees. May train and direct the work of lower level Library Assistants and/or student employees, and manage the operations of a small unit or after hours operations by overseeing daily operations and updating and maintaining facilities and equipment. May be responsible for opening and closing facility. Troubleshoots facility or safety issues and contacts appropriate Institute personnel, reports more serious issues to supervisor. This is the highest level non-exempt Library Assistant position.

**Education and Experience:** High school graduate with 5 or more years of library experience and facility with an automated library system required. College degree and knowledge of foreign language(s) and/or subject matter expertise may be required.

**18975 METADATA LIBRARIAN**

Provides professional expertise and leadership in the analysis, planning, development and deployment of tools to search, manipulate and preserve information. Works with Library staff and users to evaluate, adopt and implement metadata standards and best practices that support the library catalog and repositories of texts, images, data and audio visual resources. Assists collection curators with selection of materials for digitization. Work with metadata staff to develop and use appropriate technical metadata systems for digital images. Collaborate with Library and Institution colleagues to generate and develop ideas for digital library collections. Works with Library colleagues to plan for, develop and implement an expanding infrastructure for digital library projects. Advises Library colleagues on production requirements, imaging standards and outputs, and best practices/guidelines for digital imaging. Handles multiple projects and coordinates the work of staff members in various departments, and is responsible for quality control of the metadata produced in these projects. Develops an in-house expertise of metadata, designs and recommends new administrative processes for the maintenance of library information discovery and access tools, and develops an educational program in metadata standards and best practices.

**Education and Experience:** Master in Library Science (MLS) degree required, and 5 or more years professional academic Library experience.

**18976 PAPER CONSERVATOR**

Responsible for the identification and treatment of a wide variety of paper based artifacts, including rare books and papers, archival documents, art on paper, specialty artifacts, and photographic materials. Provides full written and photographic documentation including examination, condition reports, treatment proposals, and final treatment reports. May teach and train paper conservation graduate interns. Responsible for maintaining the paper laboratory and ordering, maintaining equipment, materials, and tools.

**Education and Experience:** Master degree in paper conservation and at least one year related post-graduate experience.

**18978 DIGITAL LIBRARY SOFTWARE ENGINEER**

Develops leading edge web based applications for the institution's digital library, which includes images, audio, books, archival finding aids, and geospatial data sets. Develops applications to handle the creation, storage, retrieval, and archiving of digital resources and user friendly context-specific software products necessary to discover, manage, and display them. Develops and maintains applications, translating functional requirements into technical designs and specifications, translating specification documents into program design and programming the specification in the most efficient manner. Creates and maintains clear task lists, conducts thorough testing of completed software and ongoing maintenance and updating of code. Leads user interface design activities by designing web based user interface prototypes, developing user interface standards that apply across multiple public applications, and conducting small scale usability testing and feedback into designs.

**Education and Experience:** Bachelor degree in computer or information science or equivalent experience, and at least 5 years software development experience. MLS degree preferred. Demonstrated experience in designing and implementing multiple high quality, easy-to-use, and highly efficient web based user interfaces.