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**University Staff Job Description Library:**

**Professional Level Positions**

In an effort to increase efficiency and consistency, standardized job families and levels have been created for all University Staff (non-classified) professional level positions. There are 20 job families within the University of Colorado System covering a range of traditionally accepted career fields; each job family has 12 possible levels. This resource has 13 job families that are commonly used on the Anschutz campus. The position library below outlines each of these families/levels and provides guidance on the appropriate corresponding qualifications and competencies.

Instructions:

* Browse library contents below.
* Select job family and level that best fits your position.
* Fill-in sections in yellow.
* Copy and paste completed family/level and position details from this document into section one of the [Combined Job Description / Job Ad Template](https://www.cuanschutz.edu/offices/human-resources/hr-business-partners/hrbp-employee-categories-resources#ac-search-hiring-process-0) and follow the instructions.

**Qualification Guidance**

**Education**: If a Department would like to outline a specific field of study, the following table offers examples of related degrees for each Professional Family. *\*More specific degrees can also be included in the Preferred Qualifications.* For greater flexibility, Departments are also encouraged to include substitution statements, which would allow relevant experience to substitute for required education.

|  |  |
| --- | --- |
| Academic & Student Services | Bachelor’s in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, human services, and student affairs. |
| Business Services | Bachelor’s degree in business, business administration, finance, accounting, education, social or behavioral sciences, healthcare administration, higher education administration, public administration, pubic policy, communications, and information systems. |
| Communications | Bachelor’s degree in marketing, journalism, public relations, communications, business administration, and business. |
| Development & External Relations | Bachelor’s degree in business, business administration, public administration, public health, marketing, communications, or public relations. |
| Engineering/Architecture | Bachelor’s degree in business, business administration, finance, accounting, education, communications, marketing, engineering, and architecture. |
| Facilities | Bachelor’s degree in planning, business administration, public administration, facilities management, and construction management. |
| Finance & Accounting | Bachelor’s degree in business administration, business, finance, or accounting. |
| Healthcare | Bachelor’s degree in biological science, nutrition, nursing, health, human services, psychology, counseling, and social work. |
| Hospitality | Bachelor’s degree in hospitality, museum, art, entertainment, tourism, communications, and event management. |
| Human Resources | Bachelor’s degree in public administration, public policy, business, higher education administration, social sciences, or behavioral sciences. |
| Information Technology | Bachelor’s degree in computer science, management/computer information systems, computer engineering, and information technology. |
| Public Safety | Bachelor’s degree in business administration, public administration, public relations, emergency management, homeland security, and city/regional planning. |
| Research Services | Bachelor’s degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, and business administration, business. |

**Experience**: When developing Minimum Qualifications for a professional level role, please keep the following CU Classification best practices in mind. **These qualifications will be used to remove candidates from consideration and cannot be changed once a position has been posted.** When it comes to minimum qualifications, must meet all education and experience requirements to move forward in the recruitment process.

**Developing Minimum Qualifications (MQs):**

* Must be tangible items that can be screened (Education, Experience, and Lincensure/Certifications)
* Experience should be specific to the role and clear (avoid multiple parts or vague/board language)
* Can be used to strategically to cast a wide net for inclusivity and maximum flexibility or used to narrow your applicant pool (for highly-specialized positions)
* Expand your idea of the “ideal” candidate or background (consider there are multiple, non-traditional paths that could lead to someone being qualified for a role).
* Language should be universally understood by applicants and search committee members

**The table below provides an overview of the education and experience required for each professional level.** Please contact your assigned Classification Consultant if you have any questions.

|  |  |
| --- | --- |
| Entry Professional | Bachelor’s degree. |
| Intermediate Professional | Bachelor’s degree + 1 year of specified experience. |
| Senior Professional | Bachelor’s degree + 2 years of specified experience. |
| Principal Professional | Bachelor’s degree + 3-5 years of specified experience. |
| Program Manager | Bachelor’s degree + 4-6 years of specified experience. |
| Manager | Bachelor’s degree + 4-6 years of specified experience. |
| Senior Manager | Bachelor’s degree + 5-7 years of specified experience. |
| Program Director | Bachelor’s degree + 6-8 years of specified experience. |
| Assistant Director | Bachelor’s degree + 6-8 years of specified experience. |
| Associate Director | Bachelor’s degree + 6-8 years of specified experience. |
| Director | Bachelor’s degree + 8-10 years of specified experience. |
| Senior Director | Bachelor’s degree + 9-12 years of specified experience. |

**Developing Preferred Qualifications (PQs)**: Similar to the MQs, your list of Preferred Qualifications should be tangible (items that can be screened), clear, and used to narrow your pool and identify the most qualified candidates. Best Practices include:

* Identifying education, experience and licensure/certifications that are desired (vs required)
* Identifying 3-5 PQs and determining how to weight each qualification (to narrow the pool)

**Substitution Statement:** The benefit of using a substitution statement is to broaden the pool by allowing applicants to substitute experience or additional education toward a degree requirement or further education (Master's or Doctorate) for experience. These substitutions are done on a one-for-one basis, meaning. If an applicant applies for a role that requires a Bachelor’s degree, they would need to have four years of experience to substitute for the Bachelor’s degree requirement.

A substitution statement is optional and may be used in a job posting by the hiring department. The approved substitution statement is included in each level of the JD Library to be copied, as well as in the job posting template.

**Screening:**

* Remember that experience (minimum or preferred) should be calculated on full-time equivalency (1 year of experience = 12 months of work experience at 40 hours/week).
* Search Committees should meet and discuss qualifications prior to screening to ensure a shared understanding of how to assess applicants.
* To be considered for an interview or hire, an individual would need to meet all of the minimum qualifications of the role.
* Candidates may use all of their materials to address the qualifications (be sure to also review all of their materials, including cover letters).
* Reach out to your assigned [Talent Acquisition Consultant](https://www.cuanschutz.edu/offices/human-resources/hr-staff-listings) if you have any questions about the screening process.

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***Academic Services Senior Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support for the teaching and/or educational service mission of the university. Functions include academic advising/counseling, student personnel administration, recruitment and admissions, registration, financial aid, faculty affairs, library services, curriculum administration, and others involving direct support of the educational mission of an academic unit.

Senior Directors are responsible for the ongoing leadership and oversight of other Directors (including Program Directors) and/or multiple units and/or oversight and strategic direction for a key functional area or strategic initiatives within the University. Positions provide strategic planning, cross-functional collaboration, and lead large scale initiatives. Senior Directors play a critical role in bridging the gap between executive leadership and departmental operations. They typically report to an Executive Director or AVC and provide strategic direction and oversight to other leaders and their teams. Senior Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describe the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Academic Services Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support for the teaching and/or educational service mission of the university. Functions include academic advising/counseling, student personnel administration, recruitment and admissions, registration, financial aid, faculty affairs, library services, curriculum administration, and others involving direct support of the educational mission of an academic unit.

Directors are responsible for the ongoing leadership and oversight of a department, including the development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Academic Services Associate Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support for the teaching and/or educational service mission of the university. Functions include academic advising/counseling, student personnel administration, recruitment and admissions, registration, financial aid, faculty affairs, library services, curriculum administration, and others involving direct support of the educational mission of an academic unit.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

*Conditions of Employment: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Academic Services Assistant Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support for the teaching and/or educational service mission of the university. Functions include academic advising/counseling, student personnel administration, recruitment and admissions, registration, financial aid, faculty affairs, library services, curriculum administration, and others involving direct support of the educational mission of an academic unit.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Academic Services Program Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support for the teaching and/or educational service mission of the university. Functions include academic advising/counseling, student personnel administration, recruitment and admissions, registration, financial aid, faculty affairs, library services, curriculum administration, and others involving direct support of the educational mission of an academic unit.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Academic Services Senior Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support for the teaching and/or educational service mission of the university. Functions include academic advising/counseling, student personnel administration, recruitment and admissions, registration, financial aid, faculty affairs, library services, curriculum administration, and others involving direct support of the educational mission of an academic unit.

Senior Managers are responsible for supervising multiple units and multiple managers (or supervisors) and/or leading multiple complex and high impact departmental strategic initiatives. They are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Academic Services Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support for the teaching and/or educational service mission of the university. Functions include academic advising/counseling, student personnel administration, recruitment and admissions, registration, financial aid, faculty affairs, library services, curriculum administration, and others involving direct support of the educational mission of an academic unit.

Managers are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Academic Services Program Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support for the teaching and/or educational service mission of the university. Functions include academic advising/counseling, student personnel administration, recruitment and admissions, registration, financial aid, faculty affairs, library services, curriculum administration, and others involving direct support of the educational mission of an academic unit.

Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Academic Services Principal Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support for the teaching and/or educational service mission of the university. Functions include academic advising/counseling, student personnel administration, recruitment and admissions, registration, financial aid, faculty affairs, library services, curriculum administration, and others involving direct support of the educational mission of an academic unit.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.

Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Academic Services Senior Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support for the teaching and/or educational service mission of the university. Functions include academic advising/counseling, student personnel administration, recruitment and admissions, registration, financial aid, faculty affairs, library services, curriculum administration, and others involving direct support of the educational mission of an academic unit.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Academic Services Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support for the teaching and/or educational service mission of the university. Functions include academic advising/counseling, student personnel administration, recruitment and admissions, registration, financial aid, faculty affairs, library services, curriculum administration, and others involving direct support of the educational mission of an academic unit.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Academic Services Entry Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support for the teaching and/or educational service mission of the university. Functions include academic advising/counseling, student personnel administration, recruitment and admissions, registration, financial aid, faculty affairs, library services, curriculum administration, and others involving direct support of the educational mission of an academic unit.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability, and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution.
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution.

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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Business Services

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***Business Services Senior Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide general business operations of the organization or a combination of operational responsibilities covering multiple career families. Functions include institutional research, statistical analysis, policy development and review, strategic planning and broad unit business operations such as parking and transportation services, risk management, childcare services, real estate and property management, retail services or job responsibilities that combine fiscal, HR and operational management responsibilities.

Senior Directors are responsible for the ongoing leadership and oversight of other Directors (including Program Directors) and/or multiple units and/or oversight and strategic direction for a key functional area or strategic initiatives within the University. Positions provide strategic planning, cross-functional collaboration, and lead large scale initiatives. Senior Directors play a critical role in bridging the gap between executive leadership and departmental operations. They typically report to an Executive Director or AVC and provide strategic direction and oversight to other leaders and their teams. Senior Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Business Services Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide general business operations of the organization or a combination of operational responsibilities covering multiple career families. Functions include institutional research, statistical analysis, policy development and review, strategic planning and broad unit business operations such as parking and transportation services, risk management, childcare services, real estate and property management, retail services or job responsibilities that combine fiscal, HR and operational management responsibilities.

Directors are responsible for the ongoing leadership and oversight of a department, including the development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Business Services Associate Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide general business operations of the organization or a combination of operational responsibilities covering multiple career families. Functions include institutional research, statistical analysis, policy development and review, strategic planning and broad unit business operations such as parking and transportation services, risk management, childcare services, real estate and property management, retail services or job responsibilities that combine fiscal, HR and operational management responsibilities.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Business Services Assistant Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide general business operations of the organization or a combination of operational responsibilities covering multiple career families. Functions include institutional research, statistical analysis, policy development and review, strategic planning and broad unit business operations such as parking and transportation services, risk management, childcare services, real estate and property management, retail services or job responsibilities that combine fiscal, HR and operational management responsibilities.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Business Services Program Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide general business operations of the organization or a combination of operational responsibilities covering multiple career families. Functions include institutional research, statistical analysis, policy development and review, strategic planning and broad unit business operations such as parking and transportation services, risk management, childcare services, real estate and property management, retail services or job responsibilities that combine fiscal, HR and operational management responsibilities.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Business Services Senior Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide general business operations of the organization or a combination of operational responsibilities covering multiple career families. Functions include institutional research, statistical analysis, policy development and review, strategic planning and broad unit business operations such as parking and transportation services, risk management, childcare services, real estate and property management, retail services or job responsibilities that combine fiscal, HR and operational management responsibilities.

Senior Managers are responsible for supervising multiple units and multiple managers (or supervisors) and/or leading multiple complex and high impact departmental strategic initiatives. They are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Business Services Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide general business operations of the organization or a combination of operational responsibilities covering multiple career families. Functions include institutional research, statistical analysis, policy development and review, strategic planning and broad unit business operations such as parking and transportation services, risk management, childcare services, real estate and property management, retail services or job responsibilities that combine fiscal, HR and operational management responsibilities.

Managers are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Business Services Program Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide general business operations of the organization or a combination of operational responsibilities covering multiple career families. Functions include institutional research, statistical analysis, policy development and review, strategic planning and broad unit business operations such as parking and transportation services, risk management, childcare services, real estate and property management, retail services or job responsibilities that combine fiscal, HR and operational management responsibilities.

Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Business Services Principal Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide general business operations of the organization or a combination of operational responsibilities covering multiple career families. Functions include institutional research, statistical analysis, policy development and review, strategic planning and broad unit business operations such as parking and transportation services, risk management, childcare services, real estate and property management, retail services or job responsibilities that combine fiscal, HR and operational management responsibilities.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

Work is performed at an advanced or expert level. Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Business Services Senior Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide general business operations of the organization or a combination of operational responsibilities covering multiple career families. Functions include institutional research, statistical analysis, policy development and review, strategic planning and broad unit business operations such as parking and transportation services, risk management, childcare services, real estate and property management, retail services or job responsibilities that combine fiscal, HR and operational management responsibilities.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Business Services Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide general business operations of the organization or a combination of operational responsibilities covering multiple career families. Functions include institutional research, statistical analysis, policy development and review, strategic planning and broad unit business operations such as parking and transportation services, risk management, childcare services, real estate and property management, retail services or job responsibilities that combine fiscal, HR and operational management responsibilities.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Business Services Entry Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide general business operations of the organization or a combination of operational responsibilities covering multiple career families. Functions include institutional research, statistical analysis, policy development and review, strategic planning and broad unit business operations such as parking and transportation services, risk management, childcare services, real estate and property management, retail services or job responsibilities that combine fiscal, HR and operational management responsibilities.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution.
2. Bachelor’s degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution.

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

*Conditions of Employment: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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Communication

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***Communication Senior Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Senior Directors are responsible for the ongoing leadership and oversight of other Directors (including Program Directors) and/or multiple units and/or oversight and strategic direction for a key functional area or strategic initiatives within the University. Positions provide strategic planning, cross-functional collaboration, and lead large scale initiatives. Senior Directors play a critical role in bridging the gap between executive leadership and departmental operations. They typically report to an Executive Director or AVC and provide strategic direction and oversight to other leaders and their teams. Senior Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Communication Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Directors are responsible for the ongoing leadership and oversight of a department, including the development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Communication Associate Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Communication Assistant Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Communication Program Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Communication Senior Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Senior Managers are responsible for supervising multiple units and multiple managers (or supervisors) and/or leading multiple complex and high impact departmental strategic initiatives. They are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Communication Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Managers are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Communication Program Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Communication Principal Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level. Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Communication Senior Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Communication Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Communication Entry Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution.
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution.

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Development Senior Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Senior Directors are responsible for the ongoing leadership and oversight of other Directors (including Program Directors) and/or multiple units and/or oversight and strategic direction for a key functional area or strategic initiatives within the University. Positions provide strategic planning, cross-functional collaboration, and lead large scale initiatives. Senior Directors play a critical role in bridging the gap between executive leadership and departmental operations. They typically report to an Executive Director or AVC and provide strategic direction and oversight to other leaders and their teams. Senior Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment*: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Development Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Directors are responsible for the ongoing leadership and oversight of a department, including the development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Development Associate Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Development Assistant Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Development Program Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Development Senior Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Senior Managers are responsible for supervising multiple units and multiple managers (or supervisors) and/or leading multiple complex and high impact departmental strategic initiatives. They are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Development Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Managers are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Development Program Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Development Principal Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.

Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Development Senior Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Development Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Development Entry Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve development, marketing and management of messaging to both internal and external parties. Functions include marketing; advertising; communications; publications; brand management; writing; editing; proofreading; graphic design; web information architecture, development and design; web content development; electronic communications; social media; news media/relations; public relations; photography; videography; radio/television broadcasting; FCC compliance; and communication projects management.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution.

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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Engineering/Architecture

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***Engineering/Architecture Senior Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

Senior Directors are responsible for the ongoing leadership and oversight of other Directors (including Program Directors) and/or multiple units and/or oversight and strategic direction for a key functional area or strategic initiatives within the University. Positions provide strategic planning, cross-functional collaboration, and lead large scale initiatives. Senior Directors play a critical role in bridging the gap between executive leadership and departmental operations. They typically report to an Executive Director or AVC and provide strategic direction and oversight to other leaders and their teams. Senior Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business, business administration, finance, accounting, education, communications, marketing, engineering, architecture, or a directly related field from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Engineering/Architecture Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

Directors are responsible for the ongoing leadership and oversight of a department, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business, business administration, finance, accounting, education, communications, marketing, engineering, architecture, or a directly related field from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Engineering/Architecture Associate Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business, business administration, finance, accounting, education, communications, marketing, engineering, architecture, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Engineering/Architecture Assistant Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business, business administration, finance, accounting, education, communications, marketing, engineering, architecture, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Engineering/Architecture Program Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business, business administration, finance, accounting, education, communications, marketing, engineering, architecture, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment*: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Engineering/Architecture Senior Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

Senior Managers are responsible for supervising multiple units and multiple managers (or supervisors) and/or leading multiple complex and high impact departmental strategic initiatives. They are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business, business administration, finance, accounting, education, communications, marketing, engineering, architecture, or a directly related field from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Engineering/Architecture Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

Managers are responsible for the day-to-day operation of functional work units, including the Development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business, business administration, finance, accounting, education, communications, marketing, engineering, architecture, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Engineering/Architecture Program Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the Development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business, business administration, finance, accounting, education, communications, marketing, engineering, architecture, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Engineering/Architecture Principal Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.

Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business, business administration, finance, accounting, education, communications, marketing, engineering, architecture, or a directly related field from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Engineering/Architecture Senior Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business, business administration, finance, accounting, education, communications, marketing, engineering, architecture, or a directly related field from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Engineering/Architecture Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business, business administration, finance, accounting, education, communications, marketing, engineering, architecture, or a directly related field from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Engineering/Architecture Entry Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and Development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution.
2. Bachelor’s degree in business, business administration, finance, accounting, education, communications, marketing, engineering, architecture, or a directly related field from an accredited institution.

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***External Relations Senior Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

Senior Directors are responsible for the ongoing leadership and oversight of other Directors (including Program Directors) and/or multiple units and/or oversight and strategic direction for a key functional area or strategic initiatives within the University. Positions provide strategic planning, cross-functional collaboration, and lead large scale initiatives. Senior Directors play a critical role in bridging the gap between executive leadership and departmental operations. They typically report to an Executive Director or AVC and provide strategic direction and oversight to other leaders and their teams. Senior Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***External Relations Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

Directors are responsible for the ongoing leadership and oversight of a department, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***External Relations Associate Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***External Relations Assistant Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***External Relations Program Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***External Relations Senior Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

Senior Managers are responsible for supervising multiple units and multiple managers (or supervisors) and/or leading multiple complex and high impact departmental strategic initiatives. They are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***External Relations Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

Managers are responsible for the day-to-day operation of functional work units, including the Development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***External Relations Program Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the Development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***External Relations Principal Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.

Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***External Relations Senior Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment*: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***External Relations Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***External Relations Entry Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and Development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution.
2. Bachelor’s degree in marketing, journalism, public relations, communications, business administration, business, or a directly related field from an accredited institution.

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Facilities Senior Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

Senior Directors are responsible for the ongoing leadership and oversight of other Directors (including Program Directors) and/or multiple units and/or oversight and strategic direction for a key functional area or strategic initiatives within the University. Positions provide strategic planning, cross-functional collaboration, and lead large scale initiatives. Senior Directors play a critical role in bridging the gap between executive leadership and departmental operations. They typically report to an Executive Director or AVC and provide strategic direction and oversight to other leaders and their teams. Senior Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Facilities Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

Directors are responsible for the ongoing leadership and oversight of a department, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Facilities Associate Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Facilities Assistant Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Facilities Program Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Facilities Senior Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

Senior Managers are responsible for supervising multiple units and multiple managers (or supervisors) and/or leading multiple complex and high impact departmental strategic initiatives. They are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Facilities Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

Managers are responsible for the day-to-day operation of functional work units, including the Development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Facilities Program Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide professional management of operation, maintenance and renovation of university buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds, and waste management; and materials management including property, mailing, inventory and distribution services.

Program Managers are responsible for the day-to-day operation of a program, function, or work unit, including the Development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Facilities Principal Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.

Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Facilities Senior Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Facilities Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Facilities Entry Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and Development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution.
2. Bachelor’s degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution.

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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Finance & Accounting

[Senior Director](#FASeniorDirector)

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***Finance & Accounting Senior Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/ banking, investments, treasury and travel audit.

Senior Directors are responsible for the ongoing leadership and oversight of other Directors (including Program Directors) and/or multiple units and/or oversight and strategic direction for a key functional area or strategic initiatives within the University. Positions provide strategic planning, cross-functional collaboration, and lead large scale initiatives. Senior Directors play a critical role in bridging the gap between executive leadership and departmental operations. They typically report to an Executive Director or AVC and provide strategic direction and oversight to other leaders and their teams. Senior Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, business, finance, accounting, or a directly related field from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Finance & Accounting Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/ banking, investments, treasury and travel audit.

Directors are responsible for the ongoing leadership and oversight of a department, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, business, finance, accounting, or a directly related field from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Finance & Accounting Associate Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/ banking, investments, treasury and travel audit.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, business, finance, accounting, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Finance & Accounting Assistant Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/ banking, investments, treasury and travel audit.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, business, finance, accounting, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Finance & Accounting Program Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/ banking, investments, treasury and travel audit.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, business, finance, accounting, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Finance & Accounting Senior Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/ banking, investments, treasury and travel audit.

Senior Managers are responsible for supervising multiple units and multiple managers (or supervisors) and/or leading multiple complex and high impact departmental strategic initiatives. They are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, business, finance, accounting, or a directly related field from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Finance & Accounting Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/ banking, investments, treasury and travel audit.

Managers are responsible for the day-to-day operation of functional work units, including the Development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, business, finance, accounting, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Finance & Accounting Program Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/ banking, investments, treasury and travel audit.

Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the Development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, business, finance, accounting, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Finance & Accounting Principal Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/ banking, investments, treasury and travel audit.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.

Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, business, finance, accounting, or a directly related field from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Finance & Accounting Senior Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/ banking, investments, treasury and travel audit.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, business, finance, accounting, or a directly related field from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Finance & Accounting Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/ banking, investments, treasury and travel audit.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, business, finance, accounting, or a directly related field from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Finance & Accounting Entry Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/ banking, investments, treasury and travel audit.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and Development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution.
2. Bachelor’s degree in business administration, business, finance, accounting, or a directly related field from an accredited institution.

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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Healthcare

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***Healthcare Senior Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

Senior Directors are responsible for the ongoing leadership and oversight of other Directors (including Program Directors) and/or multiple units and/or oversight and strategic direction for a key functional area or strategic initiatives within the University. Positions provide strategic planning, cross-functional collaboration, and lead large scale initiatives. Senior Directors play a critical role in bridging the gap between executive leadership and departmental operations. They typically report to an Executive Director or AVC and provide strategic direction and oversight to other leaders and their teams. Senior Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Healthcare Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

Directors are responsible for the ongoing leadership and oversight of a department, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Healthcare Associate Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Healthcare Assistant Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Healthcare Program Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Healthcare Senior Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

Senior Managers are responsible for supervising multiple units and multiple managers (or supervisors) and/or leading multiple complex and high impact departmental strategic initiatives. They are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Healthcare Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

Managers are responsible for the day-to-day operation of functional work units, including the Development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Healthcare Program Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the Development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Healthcare Principal Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.

Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Healthcare Senior Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Healthcare Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Healthcare Entry Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and Development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution.
2. Bachelor’s degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution.

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment*: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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Hospitality

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***Hospitality Senior Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

Senior Directors are responsible for the ongoing leadership and oversight of other Directors (including Program Directors) and/or multiple units and/or oversight and strategic direction for a key functional area or strategic initiatives within the University. Positions provide strategic planning, cross-functional collaboration, and lead large scale initiatives. Senior Directors play a critical role in bridging the gap between executive leadership and departmental operations. They typically report to an Executive Director or AVC and provide strategic direction and oversight to other leaders and their teams. Senior Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in hospitality, museum, art, entertainment, tourism, communications, event management, or a directly related field from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Hospitality Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

Directors are responsible for the ongoing leadership and oversight of a department, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in hospitality, museum, art, entertainment, tourism, communications, event management, or a directly related field from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Hospitality Associate Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in hospitality, museum, art, entertainment, tourism, communications, event management, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Hospitality Assistant Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in hospitality, museum, art, entertainment, tourism, communications, event management, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Hospitality Program Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in hospitality, museum, art, entertainment, tourism, communications, event management, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Hospitality Senior Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

Senior Managers are responsible for supervising multiple units and multiple managers (or supervisors) and/or leading multiple complex and high impact departmental strategic initiatives. They are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in hospitality, museum, art, entertainment, tourism, communications, event management, or a directly related field from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Hospitality Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

Managers are responsible for the day-to-day operation of functional work units, including the Development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in hospitality, museum, art, entertainment, tourism, communications, event management, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Hospitality Program Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the Development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in hospitality, museum, art, entertainment, tourism, communications, event management, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Hospitality Principal Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.

Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in hospitality, museum, art, entertainment, tourism, communications, event management, or a directly related field from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Hospitality Senior Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in hospitality, museum, art, entertainment, tourism, communications, event management, or a directly related field from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Hospitality Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in hospitality, museum, art, entertainment, tourism, communications, event management, or a directly related field from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Hospitality Entry Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and Development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution.
2. Bachelor’s degree in hospitality, museum, art, entertainment, tourism, communications, event management, or a directly related field from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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Human Resources

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***Human Resources Senior Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

Senior Directors are responsible for the ongoing leadership and oversight of other Directors (including Program Directors) and/or multiple units and/or oversight and strategic direction for a key functional area or strategic initiatives within the University. Positions provide strategic planning, cross-functional collaboration, and lead large scale initiatives. Senior Directors play a critical role in bridging the gap between executive leadership and departmental operations. They typically report to an Executive Director or AVC and provide strategic direction and oversight to other leaders and their teams. Senior Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public administration, public policy, business, higher education administration, social sciences, behavioral sciences or a directly related field from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
* Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
* Ability to communicate effectively, both in writing and orally, including public speaking.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Thorough knowledge of current management and leadership methods and best practices.

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***Human Resources Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

Directors are responsible for the ongoing leadership and oversight of a department, including the development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public administration, public policy, business, higher education administration, social sciences, behavioral sciences or a directly related field from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
* Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
* Ability to communicate effectively, both in writing and orally, including public speaking.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Thorough knowledge of current management and leadership methods and best practices.

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***Human Resources Associate Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public administration, public policy, business, higher education administration, social sciences, behavioral sciences or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
* Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
* Ability to communicate effectively, both in writing and orally, including public speaking.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Thorough knowledge of current management and leadership methods and best practices.

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***Human Resources Assistant Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public administration, public policy, business, higher education administration, social sciences, behavioral sciences or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
* Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
* Ability to communicate effectively, both in writing and orally, including public speaking.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Thorough knowledge of current management and leadership methods and best practices.

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***Human Resources Program Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public administration, public policy, business, higher education administration, social sciences, behavioral sciences or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

*Conditions of Employment: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
* Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
* Ability to communicate effectively, both in writing and orally, including public speaking.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Thorough knowledge of current management and leadership methods and best practices.

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***Human Resources Senior Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

Senior Managers are responsible for supervising multiple units and multiple managers (or supervisors) and/or leading multiple complex and high impact departmental strategic initiatives. They are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public administration, public policy, business, higher education administration, social sciences, behavioral sciences or a directly related field from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
* Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
* Ability to communicate effectively, both in writing and orally, including public speaking.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Thorough knowledge of current management and leadership methods and best practices.

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***Human Resources Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

Managers are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public administration, public policy, business, higher education administration, social sciences, behavioral sciences or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
* Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
* Ability to communicate effectively, both in writing and orally, including public speaking.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Thorough knowledge of current management and leadership methods and best practices.

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***Human Resources Program Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public administration, public policy, business, higher education administration, social sciences, behavioral sciences or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment*: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
* Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
* Ability to communicate effectively, both in writing and orally, including public speaking.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Thorough knowledge of current management and leadership methods and best practices.

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***Human Resources Principal Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.

Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public administration, public policy, business, higher education administration, social sciences, behavioral sciences or a directly related field from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
* Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
* Ability to communicate effectively, both in writing and orally, including public speaking.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Thorough knowledge of current management and leadership methods and best practices.

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***Human Resources Senior Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public administration, public policy, business, higher education administration, social sciences, behavioral sciences or a directly related field from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
* Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
* Ability to communicate effectively, both in writing and orally, including public speaking.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Thorough knowledge of current management and leadership methods and best practices.

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***Human Resources Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public administration, public policy, business, higher education administration, social sciences, behavioral sciences or a directly related field from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
* Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
* Ability to communicate effectively, both in writing and orally, including public speaking.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Thorough knowledge of current management and leadership methods and best practices.

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***Human Resources Entry Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution.
2. Bachelor’s degree in public administration, public policy, business, higher education administration, social sciences, behavioral sciences or a directly related field from an accredited institution.

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSAs) (5-7 that directly relate to the position)

* Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
* Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
* Ability to communicate effectively, both in writing and orally, including public speaking.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Thorough knowledge of current management and leadership methods and best practices.

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Information Technology

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***Information Technology Senior Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

Senior Directors are responsible for the ongoing leadership and oversight of other Directors (including Program Directors) and/or multiple units and/or oversight and strategic direction for a key functional area or strategic initiatives within the University. Positions provide strategic planning, cross-functional collaboration, and lead large scale initiatives. Senior Directors play a critical role in bridging the gap between executive leadership and departmental operations. They typically report to an Executive Director or AVC and provide strategic direction and oversight to other leaders and their teams. Senior Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in computer science, management/computer information systems, computer engineering, information technology, or a directly related field from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Information Technology Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

Directors are responsible for the ongoing leadership and oversight of a department, including the development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in computer science, management/computer information systems, computer engineering, information technology, or a directly related field from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Information Technology Associate Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in computer science, management/computer information systems, computer engineering, information technology, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

*Conditions of Employment: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Information Technology Assistant Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in computer science, management/computer information systems, computer engineering, information technology, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

*Conditions of Employment: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Information Technology Program Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in computer science, management/computer information systems, computer engineering, information technology, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

*Conditions of Employment: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Information Technology Senior Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

Senior Managers are responsible for supervising multiple units and multiple managers (or supervisors) and/or leading multiple complex and high impact departmental strategic initiatives. They are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in computer science, management/computer information systems, computer engineering, information technology, or a directly related field from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Information Technology Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

Managers are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in computer science, management/computer information systems, computer engineering, information technology, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Information Technology Program Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in computer science, management/computer information systems, computer engineering, information technology, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Information Technology Principal Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.

Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in computer science, management/computer information systems, computer engineering, information technology, or a directly related field from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

*Conditions of Employment: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Information Technology Senior Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in computer science, management/computer information systems, computer engineering, information technology, or a directly related field from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Information Technology Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in computer science, management/computer information systems, computer engineering, information technology, or a directly related field from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Information Technology Entry Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution.
2. Bachelor’s degree in computer science, management/computer information systems, computer engineering, information technology, or a directly related field from an accredited institution.

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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Public Safety

[Senior Director](#PSSeniorDirector)

[Director](#PSDirector)

[Associate Director](#PSAssociateDirector)

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***Public Safety Senior Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

Senior Directors are responsible for the ongoing leadership and oversight of other Directors (including Program Directors) and/or multiple units and/or oversight and strategic direction for a key functional area or strategic initiatives within the University. Positions provide strategic planning, cross-functional collaboration, and lead large scale initiatives. Senior Directors play a critical role in bridging the gap between executive leadership and departmental operations. They typically report to an Executive Director or AVC and provide strategic direction and oversight to other leaders and their teams. Senior Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, public administration, public relations, emergency management, homeland security, city/regional planning, or a directly related field from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Public Safety Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

Directors are responsible for the ongoing leadership and oversight of a department, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, public administration, public relations, emergency management, homeland security, city/regional planning, or a directly related field from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Public Safety Associate Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, public administration, public relations, emergency management, homeland security, city/regional planning, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Public Safety Assistant Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, public administration, public relations, emergency management, homeland security, city/regional planning, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

‘Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Public Safety Program Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, public administration, public relations, emergency management, homeland security, city/regional planning, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Public Safety Senior Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

Senior Managers are responsible for supervising multiple units and multiple managers (or supervisors) and/or leading multiple complex and high impact departmental strategic initiatives. They are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, public administration, public relations, emergency management, homeland security, city/regional planning, or a directly related field from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Public Safety Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

Managers are responsible for the day-to-day operation of functional work units, including the Development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, public administration, public relations, emergency management, homeland security, city/regional planning, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Public Safety Program Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the Development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, public administration, public relations, emergency management, homeland security, city/regional planning, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Public Safety Principal Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.

Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, public administration, public relations, emergency management, homeland security, city/regional planning, or a directly related field from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Public Safety Senior Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, public administration, public relations, emergency management, homeland security, city/regional planning, or a directly related field from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Public Safety Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in business administration, public administration, public relations, emergency management, homeland security, city/regional planning, or a directly related field from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Public Safety Entry Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and Development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution.
2. Bachelor’s degree in business administration, public administration, public relations, emergency management, homeland security, city/regional planning, or a directly related field from an accredited institution.

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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Research Services

[Senior Director](#RSSeniorDirector)

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[Program Manager](#RSProgramManager)

[Principal Professional](#RSPrinPro)

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[Professional](#RSIntermediatePro)

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***Research Services Senior Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Senior Directors are responsible for the ongoing leadership and oversight of other Directors (including Program Directors) and/or multiple units and/or oversight and strategic direction for a key functional area or strategic initiatives within the University. Positions provide strategic planning, cross-functional collaboration, and lead large scale initiatives. Senior Directors play a critical role in bridging the gap between executive leadership and departmental operations. They typically report to an Executive Director or AVC and provide strategic direction and oversight to other leaders and their teams. Senior Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Research Services Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Directors are responsible for the ongoing leadership and oversight of a department, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Research Services Associate Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Research Services Assistant Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Research Services Program Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Research Services Senior Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Senior Managers are responsible for supervising multiple units and multiple managers (or supervisors) and/or leading multiple complex and high impact departmental strategic initiatives. They are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Research Services Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Managers are responsible for the day-to-day operation of functional work units, including the Development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Research Services Program Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the Development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Research Services Principal Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.

Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Research Services Senior Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment*: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Research Services Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Research Services Entry Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and Development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution.
2. Bachelor’s degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution.

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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Student Services

[Senior Director](#SSSeniorDirector)

[Director](#StuSerDirector)

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***Student Services Senior Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Senior Directors are responsible for the ongoing leadership and oversight of other Directors (including Program Directors) and/or multiple units and/or oversight and strategic direction for a key functional area or strategic initiatives within the University. Positions provide strategic planning, cross-functional collaboration, and lead large scale initiatives. Senior Directors play a critical role in bridging the gap between executive leadership and departmental operations. They typically report to an Executive Director or AVC and provide strategic direction and oversight to other leaders and their teams. Senior Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution and 9-12 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Student Services Director***

***Working Title (title cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Directors are responsible for the ongoing leadership and oversight of a department, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution and 8-10 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment*: Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Student Services Associate Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Student Services Assistant Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Student Services Program Director***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution and 6-8 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Student Services Senior Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Senior Managers are responsible for supervising multiple units and multiple managers (or supervisors) and/or leading multiple complex and high impact departmental strategic initiatives. They are responsible for the day-to-day operation of functional work units, including the development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution and 5-7 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Student Services Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Managers are responsible for the day-to-day operation of functional work units, including the Development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Student Services Program Manager***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the Development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution and 4-6 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Student Services Principal Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.

Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution and 3-5 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Student Services Senior Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution and 2 years of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Student Services Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*
2. Bachelor’s in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution and 1 year of professional experience (define, *must be related to the work assignment).*

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

(**Optional**) **Substitution (can be added to option A or B)**: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc.*

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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***Student Services Entry Professional***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

***FTE:***

***Unique Compensation Code (UCC):***

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and Development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

*Duties: (must add up to 100% - 10+ bullet points)*

X% - duty statement

X% - duty statement

Minimum Qualifications: ***Select from the following options***

1. Bachelor's degree from an accredited institution.
2. Bachelor’s in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution.

(**Optional**) **Substitution (can be added to option A or B)**: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.

Preferred Qualifications: recommended to have 3- 5 that directly relate to the position:

Conditions of Employment: *Ex: Ability to sponsor (Visa), work conditions (physical, env hazards, etc.), travel requirements, work location/hours, maintaining or securing certifications/licensure, etc*.

Competencies: Knowledge, Skills, and Abilities (KSA’s) recommended 5-7 that directly relate to the duties of the position

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.

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