

CUPA-HR PROFESSIONALS SURVEY POSITION DESCRIPTIONS 2018-19

The Professionals Survey collects salary data for 387 “functional professional” positions with primary assignments and responsibilities requiring professional-level expertise and work in a specific functional area, such as academic or student services, facilities
CHANGES TO THIS YEAR'S POSITIONS: All changes are designated in red. No positions were discontinued from last year's survey. Positions added: Medical Residency Program Coordinator (400125); Head, Accreditation for Graduate Medical Education (400145);

Position Number	Title/Role	Position Description
Administrative Professional Associates; 320010 - 325000		
320010	Executive Assistant to System or Institution CEO	Senior professional staff assistant to the CEO of an institution or of a campus within a system. Manages the administrative, operational, and/or financial affairs of the Office of the CEO. This is a high-level professional position; not an administrative support position. See Administrators Survey for Chief of Staff to CEO (187020).
320020	Secretary to the Board of Trustees	Participates in tracking agenda items for institutional board meetings. Ensures that sufficient documentation is maintained to meet legal requirements and serves as custodian of board records. Certifies bylaws, keeps accurate meeting minutes, coordinates board communication, and holds membership records. May be authorized to sign documents on behalf of the board. Master's degree preferred with five years' experience.
325000	Administrative Specialist/Coordinator	This is an exempt, professional position, not an administrative assistant. Persons in this position generally report to an Executive Administrator or to an Administrative Unit Head . Responsibilities include performing a variety of professional and administrative duties that facilitate the day-to-day operations of a function, program, and/or department. Assists in program planning and development; interprets, monitors, and analyzes information regarding operating policies and procedures; administers budgets; and coordinates academic and/or staff personnel matters. Resolves problems that have a significant impact on the overall goals of the department. Requires 2-3 years' of relevant experience. Do not report department business officers here.
Academic Affairs: Academic Services and Advisers; 400110 - 401130		
400110	Study Abroad Advisor	With supervision from the Director, provides advisory, referral, and information services to students, parents, and others interested in study abroad opportunities, as well as work, travel, or volunteer opportunities. Provides, organizes, and implements materials and forums regarding overseas study opportunities and sources of financial aid; assists students in complying with registration and academic credit transfer requirements. May supervise support staff positions. Requires a bachelor's degree and 2 years' related professional experience.
400115 NEW for 2019	Study Abroad Program Coordinator	Develops, manages, and markets study abroad programs. Collaborates with faculty and external/international providers to ensure the academic quality of programs.
400120	Academic Support Center Coordinator	Plans programs and supervises individuals involved in proficiency/evaluation testing. Supervises special tutors for students with language barriers or students requiring remedial education in math or English. Maintains a liaison with academic deans and faculty. Advises and assists students in determining proficiency in college-level courses. Requires bachelor's degree or equivalent plus 2-3 years' related experience.
400125 NEW for 2019	Medical Residency Program Coordinator	Provides support to a program director related to planning, directing, and effectively coordinating academic and operational activities of a residency or fellowship program in order to meet accreditation and other regulatory requirements for graduate medical education.
400130	Head, Campus Learning Resources Center	Directs all activities of the institution's Learning Resources Center for students.
400135	Head, Campus Teaching Center	Responsible for promoting innovative college teaching, providing a venue for sharing pedagogical strategies across disciplines, introducing advances in teaching and curricular improvement, strengthening graduate students' teaching skills and enhancing and facilitating undergraduate and graduate student learning.
400140	Credential Specialist	Responsible for a broad range of credentialing functions that include reviewing, analyzing, evaluating, and processing applications for public school teaching credentials, certificates, and permits. Serves as a campus resource and provides assistance, guidance, and current information to students, members of the faculty, faculty committees, and other interested parties on matters regarding state and campus credentialing requirements.
400145 NEW for 2019	Head, Accreditation for Graduate Medical Education	Responsible for ensuring residency programs and the sponsoring institution are in compliance with national accreditation and regulation standards of applicable governing bodies. Serves as liaison to residency program directors/coordinators. May include supervision of other administrative staff in the graduate medical education office.
400150	Academic Evaluator	Responsible for reviewing, analyzing, assessing and processing information, records and transcripts for determining academic credit and eligibility for degrees and specialized program designations. Requires at least six months of related experience.
400160	Head, Foreign Student Services	Recruits and advises foreign students and coordinates academic studies for foreign students on campus.
401010	Head, Student Academic Counseling	Directs the provision of academic counseling and testing services for students. Generally reports to Chief Campus Academic Advising Administrator, 196320.
401130	Academic Advisor/ Counselor	Advises students concerning an appropriate academic schedule, choice of major, number of hours that may be taken, probation, and/or suspension. Contact may be on individual or group basis or be made by correspondence. No supervisory responsibilities. Requires a bachelor's degree in counseling or related field or equivalent plus 2-3 years' related experience. Exclude instructional faculty.
Academic Affairs: Librarians (with and without faculty status); 402010 - 402283		
402010	Librarian, Head of Acquisitions	Collaborates with collection development librarian on resource budgeting. Negotiates licensing agreements with vendors and monitors electronic invoicing. Implements policies and procedures to improve workflow. Degree requirement: ALA Accredited Masters.
402020	Librarian, Head of Technical Services	Responsible for oversight of multiple library departments in the technical and collection services areas. Implements creative use of technology for technical services operations; works with various library vendors. Common areas of oversight could include, but are not limited to: acquisitions, cataloging, serials, collection development, and licensing. Common job titles include: Technical Services and Collection Services. Degree requirement: ALA Accredited Masters.
402030	Librarian, Head of Public Services	Responsible for oversight of multiple library departments in the public and research service areas. Accountable for service quality, innovation and creative use of available technology in support of Public Service operations. Common areas of oversight could include but are not limited to: instruction, reference, research, outreach. Common job titles include: Public Services and Research Services. Degree requirement: ALA Accredited Masters.
402040	Librarian, Head of Cataloging	Responsible for original, complex, and copy cataloging of materials in all formats including electronic resources; may manage department. Reviews and implements new workflows as technologies change. Provides departmental supervision and training to staff and student assistants in cataloging and support tasks. Reviews cataloging policies and procedures and implements improvement. Plans and implements metadata schema and standards and develops work flow procedures for metadata projects. Degree requirement: ALA Accredited Masters.
402050	Librarian, Head of Collection Development	Collaborates with librarians and faculty members on collection development policies for all formats of resources. Responsible for the ongoing assessment of collections and their use. Responsible for work with vendors and for licensing agreements. Works with potential donors of library resources. Degree requirement: ALA Accredited Masters.

402060	Librarian, Head of Special Collections and Archives	Responsible for providing services related to special collections and university archives in all formats. Ensures consistent and secure access to special collections through the creation of policies and procedures. Analyzes current condition of materials and implements appropriate preservation measures for use and long-term storage. Works with appropriate college offices, alumni, and other entities in identifying potential donors and materials that support the college mission. May also be responsible for conservation. Common job responsibilities could include but are not limited to: special collections, archivist, digital archivist, preservation, local history, rare books, records management, digitization, institutional repository, manuscripts. Degree requirement: ALA Accredited Masters.
402065	Librarian, Systems/ Digital Resources	Serves as the database administrator for the library's integrated system. Responsible for the information technology infrastructure for the library; trains staff on new technologies; provides leadership in solving problems associated with delivery of electronic resources. Researches, evaluates and recommends methodologies, standards, and software for the creation and preservation of digital collections. Serves as an expert to other library and college staff regarding the digitization and preservation of resources and records. Manages any open source projects and licensing of digital content. Degree requirement: ALA Accredited Masters.
402170	Librarian, Head of Reference & Instruction (Ref Level II) -	Head of department responsible for information and research services in all formats and venues, including reference, instruction, information commons, workshops, etc. Oversees staff and workflows, develops policies and procedures, provides leadership, manages schedules, monitors trends, and develops campus partnerships. Plans, teaches, and assesses information literacy program in collaboration with faculty members. Develops materials to support research and instruction in all formats; serves as liaison to academic departments. Degree requirement: ALA Accredited Masters. Additional Masters may be required.
402180	Librarian, Reference and Instruction (Ref Level I)	Provides general and virtual information, research, and reference services. Plans, teaches, and assesses information literacy instruction in collaboration with faculty and/or department head. Develops web- and print-based materials. Serves as liaison to academic departments. Locates and creates digital content to support academic instruction. Explores, evaluates, and encourages deployment of emergent technologies into library programs and services. Generally has 0-1 years of experience in the field. Degree requirement: ALA Accredited Masters.
402190	Librarian, Cataloger/ Metadata (Level II)	Responsible for original, complex, and copy cataloging of materials in all formats including electronic resources. Reviews and recommends new workflows as technologies change. May supervise and train student assistants in cataloging support tasks. Reviews cataloging policies and procedures and makes recommendations for improvement. Generally this individual has 2-3 years of experience in the field. Degree requirement: ALA Accredited Masters.
402200	Librarian, Cataloger (Level I)	Responsible for original and copy cataloging of materials in all formats including electronic resources. May provide training to student assistants. Evaluates bibliographic records for contribution to the Library of Congress database. Bachelor's degree and 0-1 years of experience or ALA Accredited Masters.
402210	Librarian, Electronic Resources/ Serials	Provides leadership in the management and procurement of electronic resources; collects and analyzes usage data to assist in selection decisions; troubleshoots access problems; promotes public awareness and use of electronic resources. Degree requirement: ALA Accredited Masters.
402220	Librarian, Media	Manages the library's media resources; develops media collections and provides information services for the collection; ensures copyright compliance for media materials. Markets media collection services and resources for faculty, staff, and students. Interacts and communicates with faculty and library subject liaisons concerning media collections. Researches and selects new media materials to be purchased for the collection in support of academic programs, faculty research, and student interests, utilizing professional and trade reviews. Common job responsibilities related but not limited to: media, films, audio-visuals, music, images, etc. Degree Requirement: ALA Accredited Masters
402230	Librarian, Distance Education	Develops and manages distance library services incorporating optimal traditional and technological resources to support academic programs offered at a distance. Coordinates development and implementation of a strategic plan to identify institutional priorities and goals for distance education. Establishes and coordinates agreements with other institutions as needed; facilitates document delivery. Degree requirement: ALA Accredited Masters.
402240	Librarian, Government Documents/ Publications	Assumes leadership and responsibility for the planning and operation of the government documents department. Responsible for the transition of the documents to an electronic environment including ensuring quality bibliographic control of documents, maps, and geospatial materials. Promotes the use of the material to faculty, students, and others. Degree requirement: ALA Accredited Masters.
402260	Librarian, Head of Branch Library	Serves as the head of a stand-alone specialty library of the institution, such as the archives or science library, which is considered a distinct operating unit from the main campus library. Manages and oversees all functional aspects of that library in collaboration with and under the direction of the senior library officer for the institution (or designee). Degree requirement: ALA Accredited Masters.
402265	Librarian, Head of Access Services	Responsible for oversight of access services, which can include circulation, reserves, interlibrary loan, stack maintenance, facility maintenance, and security. Degree requirement: ALA Accredited Masters.
402267	Librarian, Access Services	Manages aspects of access services, including some or all of the following: circulation, reserves, ILL, user fines and fees, and stacks maintenance. Accountable for service quality, innovation, and creative use of available technology in support of access service operations. Degree requirement: ALA Accredited Masters.
402270	Librarian, Special Collections and Archives	Manages aspects of special collections and archives including some or all of the following: providing services related to special collections and archives in all formats, preservation, conservation, rare books, records management, institutional repositories, and manuscripts. Degree requirement: ALA Accredited Masters.
402275	Librarian, Data and Geographical Information	Develop a comprehensive data management program to serve the needs of faculty and students. Works in collaboration with subject librarians to build liaisons with faculty, students, and staff in the collection, curation, and reuse of data. Provides support in the discovery, use, and management of locally created and externally available data. Degree requirement: ALA Accredited Masters
402280	Librarian, Emerging Technology	Provides leadership and promotes awareness of new and emerging technologies to improve the patron experience and library services and workflows. Common job responsibilities could include but are not limited to: web development, program and application development, digital integration, assessing end user needs as they relate to emerging technologies, instructional technology, social networking, etc. Degree requirement: ALA accredited Masters.
402283	Librarian, User Experience/ Assessment	Provides leadership that enhances the value of the library to its users and the institution. Oversees assessment of users' needs, including space planning. Coordinates development of innovative products and services to meet that need, including coordinated marketing strategies intended to improve the use and application of library resources across the curriculum. Degree Requirement: ALA Accredited Masters
Academic Affairs: Museum and Continuing Education Professionals; 403050 - 404120		
403050	Head, Campus Museum	Plans and directs museum programs, acquisitions and exhibition schedules, staff, budgets, and facilities; oversee conservation and display of permanent and loaned collections; pursues external funding sources. Position generally requires a Ph.D. or equivalent training, experience in art history or a related field and demonstrated scholarly or other professional accomplishments.
403100	Archive/Museum/ Gallery Curator	Determines the storage conditions and level of care for objects in the museum's collection. Designs and implements documentation, information retrieval, and storage systems to ensure safety and facilitate research use of collections. Responds to requests from the campus community and off-campus individuals and organizations to use the museum's research collections. Catalogues new collections; writes grant proposals and fund raising papers. Requires a bachelor's degree in anthropology, biology, geology, or related field or equivalent plus 4-5 years' experience in the conservation of textiles and objects and knowledge of computer use in museums. Advanced degree or equivalent apprenticeship program in museology or museum studies is preferred. Excludes the fine arts.
404110	Continuing Education Specialist	Responsible for planning and developing continuing education programs. Coordinates and manages the planning, design, and development of university level credit and non-credit courses. May include planning and development of workshops, certificate programs, seminars, and special events. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.
404120	Continuing Education Conference/ Workshop Coordinator	Coordinates activities involved in provision of conference and workshop services. Assists in the selection or design of workshops to be presented. Develops preliminary program budget. Coordinates registration process, including fee collection and payment of honorarium and conference expenses. Secures appropriate conference setting and arranges for auxiliary services, including lodging, meals, and transportation. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.
Academic Affairs: Instructional Design/Media, Training Delivery, Performing Arts, and Faculty Affairs/Development Professionals; 406050 - 409100		

406050	Instructional Technology, Faculty Support Manager	Supervises and oversees online education instructional and document support services, which may include a training center. Provides educational support to online education faculty. Creates online, face-to-face and/or blended customized training courses and products. Teaches instructional sessions for faculty, teaching assistants, and graders on distance learning teaching styles and methodologies based on individual or group needs. Conducts training needs assessments and evaluates training effectiveness. Develops strategies to streamline paper processes. Recommends new technical services to improve faculty support services. Minimum requirements typically include Bachelor's degree, knowledge of online learning curriculum design, development, and training, with 3 or more years of relevant experience.
406110	Instructional Technology Specialist	Responsible for working with faculty to promote the effective use of IT in support of teaching and learning.
406120	Online Instructional Designer, Entry	Provides support to faculty, programs and schools in development and conversion of courses and programs to innovative online and other technology-assisted educational venues utilizing cutting-edge and creative design and course delivery options. Responsibilities include analysis, design, development, and implementation of online courses, web-based training, and face-to-face training curricula; proactive consultation with subject matter experts to identify and obtain training objectives and content; draft storyboards and mock-ups, and write and develop content as needed. Minimum requirements typically include Bachelor's degree in education, education technology, instructional design or related field.
406130	Online Instructional Designer, Senior	Provide support to faculty, programs and schools in development and conversion of courses and programs to innovative online and other technology-assisted educational venues utilizing cutting-edge and creative design and course delivery options. Responsibilities include analysis, design, development, and implementation of online courses, web-based training, and face-to-face training curricula; proactive consultation with subject matter experts to identify and obtain training objectives and content; draft storyboards and mock-ups, and write and develop content as needed. Often works on multiple projects concurrently, and must be able to create project plans and deliver timely results. Minimum requirements typically include Bachelor's degree in education, education technology, instructional design or related field, with 3 - 5 years of progressively advanced online instructional design or equivalent experience.
406140	Head, Campus Educational Media Services	Responsible for providing audio-visual/media services and equipment in support of the institution's instruction/learning process, research and public service programs.
407100	Head, Executive Education	Reporting to the Dean, the Executive Director articulates and operationalizes an entrepreneurial vision for state of the art executive education programs. This position leads a team of business development staff, educational designers, and instructors who deliver custom training, open enrollment classes, certificate curricula, online learning, consulting, and related research. Identifies and cultivates key client/stakeholder groups to be served, develops and maintains a network of relationships to build understanding of the major forces shaping the needs, positions, and actions of key client/stakeholder groups. Develops and executes a business plan that supports the strategic priorities of the program and the needs of key client stakeholders. Secures professional development contracts with major corporations, nonprofits, and government entities. May work with an advisory board. Qualifications typically include 10+ years of experience, with a master's degree mandatory and a PhD preferred.
407140	Head, Tutoring Program	Responsible for fostering student learning and development by providing vision, leadership, best practices, and assessment for the tutoring program. The position works closely with other staff on campus (e.g., in Student Affairs), and with faculty from all schools to improve campus-wide tutoring on a continual basis.
407160	Head, Intensive English Program	Oversees a program to provide international students with the language and cultural skills needed to be successful at an American university. The director's functions include placing students; planning courses; selecting and training teachers; selecting texts and materials; supervising testing and evaluation. In addition, the Director and the IEP contribute to the integration of international students into all aspects of campus life, and collaborates with faculty, staff and students across campus toward creating a successful academic experience for all international students.
408000 NEW for 2019	Performing/ Creative Arts Professional	Professionals in the performing/creative arts without faculty rank, including performance artists, teachers, musicians, and creative designers. Includes artists in residence.
408200	Head, Theater/Performing Arts Center	Works with senior management to create a vision and strategy for performing arts. Plans, directs and markets theater/performing arts center programs. Responsible for all administrative activities and the day-to-day operations of the theater, including working with students, faculty and rental clients, hiring and scheduling of staff, managing revenue targets, payroll and budget management, program development, overseeing new productions, marketing, public relations, and developing community related performing arts programs, such as festivals and concert series. Integrating the theater more into student and community life is always a focus, including managing the relationships between the Center and other academic and administrative departments.
409000 NEW for 2019	Faculty Affairs Professional	Manages institution-wide faculty affairs including--but not limited to--hiring, promotion and tenure, grievances, and awards.
406055- 409100	Faculty Development Professional	Coaches instructors on effective classroom teaching. Develops faculty, graduate teaching assistants, and postdocs in evaluating and refining teaching skills and practices. Promotes conversations and develops workshops on teaching and learning.
Student Affairs: Services, Admissions, & Career Counseling Professionals; 410110 - 412150		
410110	Head, Minority/ Multicultural Student Affairs	Includes those heading general multicultural student affairs or a specific race/ethnicity (e.g., Asian, Black, Hispanic/ Latino, Indian). Responsible for direction of counseling programs, cultural affairs, and remedial and support programs. Also invites minority speakers to campus. May be responsible for minority housing and cultural/intercultural centers.
410115	Head, LGBTQ Student Affairs	Coordinates and administers counseling programs, awareness efforts, and support programs for the campus LGBTQ community. May be responsible for inviting LGBTQ speakers to campus, or coordinating housing or other services for LGBTQ students.
410120	Head, Cooperative Education	Coordinates and administers a cooperative education program. Serves as the college or university representative on off-campus visits for the solicitation of cooperative jobs and scholarships from local and national firms and organizations. Interprets policies and procedures of cooperative programs for students and industry, interviews student applicants, and matches job/company to student. Requires a bachelor's degree or equivalent plus 2-3 years' experience.
410130	Head, Campus Ministries/ Religious Affairs	Plans, coordinates, and directs the pastoral ministry and religious activities of the campus; advises on policies and issues affecting the well-being of the campus community.
410135	Head, International Student Affairs	Delivers support services to foster the education and development of international students and scholars. Provides advice, counseling, and advocacy regarding immigration, cross-cultural, and personal matters. Supports an environment conducive to international education and intercultural awareness via educational, social, and cross-cultural programs.
410140	Head, Women's Center	Responsible for helping women achieve their full potential in the college and university setting. Facilitates women-focused educational programs, provides resources on women's issues, and a safe environment for discussion of women's concerns. Advocate for women students to other administrators on creating policies and a campus climate responsive to women's needs.
410150	Campus Chaplain	Initiates and participates in community building and religious programming. Assesses the spiritual needs of students. Master's degree preferred.
411100	Deputy Head, Student Admissions	Responsible for one or several areas of student admissions. Reports to the Chief Student Admissions Officer.
411110	Student Admissions Counselor	Recruits freshmen and transfer students from high schools and community colleges. Makes presentations to student groups. Counsels students and parents regarding the admissions process. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.
411115	Graduate Program Admissions Coordinator	Coordinates admissions process for an individual graduate school/program (e.g., law, business, medicine, etc.). Receives and evaluates application materials and makes admissions recommendations. Coordinates communications and interactions between the program and applicants. Notifies applicants of admissions decisions. Coordinates with graduate school, main campus admissions, registrar, and financial aid offices.
411120	Head, Campus Graduate Admissions	Responsible for all aspects of graduate recruitment and for developing and implementing programmatic marketing/recruitment strategies that result in increasing both the quantity and quality of graduate students entering the institution. The Director oversees the processing of graduate applications.

412100	Student Career Counselor	Advises and counsels students concerning employment opportunities and careers. Encourages employers to recruit campus graduates. Conducts individual and group sessions to inform students of services, policies, and procedures and to provide assistance in resume preparation and interviewing techniques. Serves as liaison between employers and students; administers and coordinates activities associated with the campus interview program. Coordinates production of job opportunities bulletin and refers students to prospective employers. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Exclude instructional faculty.
412120	Head, First Year Experience	Responsible for leading the design and implementation of activities and initiatives that advance the institution's priorities for improved student persistence by providing a coordinated first year experience that aligns with the institution's strategic retention goals. The incumbent will work in partnership with faculty to connect existing institutional FYEs while making recommendations for new universal first year programs. The Director will lead in the establishment of a coordinated, comprehensive approach that brings together the institution's diverse and distinctive portfolio of first year programs.
412130	Student Success Professional	Provides direct service and support to students through comprehensive academic and career planning from the point of admission to graduation. Provides learning strategy support, graduation planning, and monitoring student progress toward degree. Specific responsibilities include the provision of guidance and mentoring to optimize the student experience and, in turn, improve student retention and success. Provides services related to orientation, registration, assessment of learning, referral, and facilitates student engagement in academic and career planning activities and the life of the university.
412135 NEW for 2019	Head, Student Success	Provides leadership and vision, planning, coordination, supervision, and evaluation of student success and related student support services, including but not limited to academic counseling and advising, personal counseling, tutoring, testing, and disability services. Also serves an integral role in campus retention efforts.
412140	Coordinator, Student Conduct	Adjudicates and investigates student conduct cases. Holds administrative hearings and determines sanctions as necessary. Creates and provides workshops for students, faculty, and staff integrating civility, student engagement, and student success. Assists with programs and activities to promote student engagement and increase awareness regarding campus civility and code of conduct. Educates faculty and staff about student/faculty rights, campus resources, classroom behavior management techniques, and informal/formal channels of conflict resolution. Consults with faculty/staff about individual student situations.
412150	Coordinator, Clinical Experiences and Internships	Position is responsible for assigning students to practical experience sites, monitoring students' performance during practicum, and working closely with practicum site administrator(s) and liaison(s). Responsible for establishing internship sites and supervising those relationships with community partners, as well as tracking hours toward completion for students and evaluating the student's internship success based upon ongoing supervision from the internship site interviews.
Student Affairs: Financial Aid & Housing Professionals; 413100 - 414140		
413100	Deputy Head, Student Financial Aid	Responsible for one or several areas of student financial aid. Reports to the Director of Financial Aid.
413110	Student Financial Aid Counselor	Provides personal and financial aid application counseling to students and parents. Assists in the administration of the financial aid program. Makes decisions to award funds to students eligible for scholarships, grants, and college work-study. Responsible for auditing and reconciling financial aid accounts and packaging financial aid awards. Requires a bachelor's degree or equivalent plus 2-3 years' financial aid program experience and familiarity with relevant federal/state regulations.
414100	Deputy Head, Student Housing	Responsible for one or several areas of residence hall operations for students. If housing (room and board) is provided and is reported as taxable income, add its value to the reported salary data for this position. Report 12-month, full-time equivalent salary. Reports to the Director of Student Housing.
414110	Student Housing, Administrative Operations Officer	Responsible for all administrative and fiscal functions in student housing. If housing (room and board) is provided and is reported as taxable income, add its value to the reported salary data for this position. Report 12-month, full-time equivalent salary.
414120	Student Housing, Residence Life Officer	Responsible for the supervision and direction of residence life, staff, and student housing. If housing (room and board) is provided and is reported as taxable income, add its value to the reported salary data for this position. Report 12-month, full-time equivalent salary.
414130	Student Residence Hall Manager (R&B incl)	Supervises and administers activities of a residence hall. Manager is given room and board at the residence hall as part of the employment package. Duties include oversight of maintenance and renovation, purchase and inventory of supplies, assignment of rooms and summer housing, housekeeping functions, and management of student conduct and discipline. Requires bachelor's degree or equivalent plus 4-5 years' related experience. Excludes Director of Housing and/or Student Residence. Report base salary only. Room and board included in employment package; report 12-month FTE salary, exclude students.
414140	Student Residence Hall Manager (R&B not incl)	Supervises and administers activities of a residence hall. Manager is not given room and board as part of the employment package. Duties include oversight of maintenance and renovation, purchase and inventory of supplies, assignment of rooms and summer housing, housekeeping functions, and management of student conduct and discipline. Requires bachelor's degree or equivalent plus 4-5 years' related experience. Excludes Director of Housing and/or Student Residence. Room and board NOT included in employment package; report 12-month FTE salary, exclude students.
Student Affairs: Student Activities, Counseling, & Registration Professionals; 415110 - 418110		
415110	Deputy Head, Student Activities	Responsible for one or several areas of coordinating all campus student activities, including special events, student organizations, publications, and student government activities. Reports to the Director of Student Activities.
415120	Head, Campus Recreation/ Intramurals	Directs operational aspects of all non-varsity and club (intramural) sports. Responsible for planning and coordination of programs, scheduling (both times and locations) and budget administration and monitoring. May also have responsibility for some recreational facilities. Typically requires: Bachelors degree; 3 or more year related experience.
415130	Student Activities Officer	Under supervision of the office of Dean of Students, assists in the organization of student activities, which may include social events, Greek programs, student government/committees, newspaper, clubs, and organizations. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.
415140	Deputy Head, Campus Recreation/ Intramurals	Assists the Director in the day-to-day administration of all non-varsity and club (intramural)sports, as well as in the organization, development, planning, promotion and assessment of the recreation, intramural and wellness programs (if applicable), including supervision of student staff. Typically requires: Bachelor's degree, preferably in physical education, recreation, wellness or related field preferred; 1 -2 years experience at the collegiate level in the organization and administration of intramural and/or wellness programs.
415150	Deputy Head, Campus Student Union	Responsible for one or several areas relative to the operation of the student union building and related student activities. Reports to the Director of the Student Union.
415160	Campus Recreation/ Intramural Coordinator	Assists in planning and directing a comprehensive recreation program for students, faculty, and staff, including intramural and sports clubs. Responsible for some facilities management. Requires a bachelor's degree in recreation or related field or equivalent plus 2-3 years' related experience.
416100	Deputy Head, Student Counseling	Responsible for one or several areas of student counseling services. Reports to the Chief Campus Student Counseling Center Administrator.
416110	Student Counseling Psychologist	Provides psychological and counseling services of a remedial, preventive, and developmental nature through direct and indirect (consultation) contacts with students, faculty, and staff (individually and in groups). Requires a Ph.D. in clinical/counseling psychology or a master's degree in clinical/counseling psychology plus 4-5 years' experience as a professional psychologist. Meets state licensing requirements. Report 12-month FTE salary.
416115	Student Health Coordinator	Designs, implements, and evaluates programs and activities to support the personal and professional health and well-being of students. Collaborates with academic counselors and psychologist/learning support specialists to coordinate and deliver longitudinal workshops and/or other student training sessions to promote student success. Collaborates with student activities coordinators in developing, implementing, and evaluating programs that promote student health and wellness, including service programs, leadership development programs, volunteerism, and other related activities; maintains records as appropriate for these activities.

416120	Student Counselor	Provides professional counseling to students on academic, financial, and personal matters. Provides individual and group therapy and counseling. Responsible for vocational testing and assessment, program development and evaluation, and outreach activities. Consults with academic departments and student affairs organizations. Requires a master's degree in counseling psychology or related field plus 4-5 years' experience. Report Academic Advisor/Counselor as code 401130.
418100	Associate Registrar	Responsible for one or several areas of student registration and records. Reports to the Registrar.
418110	Assistant Registrar	Responsible for a specific area of student registration (e.g., military/VA registration or international registration). Reports to the Associate Registrar or Registrar.
Institutional Affairs: Legal & Human Resource Professionals; 420000 - 422240		
420000	Staff Attorney	Responsible for providing day-to-day advice and guidance to all elements of the institution, under supervision of the General Counsel.
421100	Ombudsperson	A designated impartial, neutral, unaligned third party who serves as a confidential resource and sounding board for students, faculty, staff, and/or administrators in working through problems, concerns or disputes via informal means. Develops and maintains confidential notes and statistical data for purposes of identifying trends in complaints and concerns; identifies problem areas in university policies and practices; may recommend development and revisions of policies. To support actual and perceived neutrality, typically reports directly to the Chancellor or other top institutional executive with for the population being served (e.g., Provost for a faculty ombudsperson, or chief student affairs officer for a student ombudsperson).
422100	HR Generalist	(Previously Personnel Analyst). Performs a variety of analytical activities in human resource administration. Administers policies and programs covering several or all of the following: recruiting, compensation, benefits, training, employee and/or labor relations, safety, and personnel research. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Excludes entry-level analysts.
422110	HR Generalist, Senior	Performs activities in various areas of human resources. May be expert in a particular field. Screens resumes and applications and may interview applicants. Counsels employees concerning work-related problems; maintains records for EEO/AAP reporting requirements. May write position descriptions, benefits brochures, and/or employee handbooks. Conducts research and analyzes data on assigned projects. May assist in the formulation of staffing plans and personnel policies and procedures. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.
422120	HR Classification & Compensation Specialist	(Previously Compensation Analyst). Performs activities in support of wage and salary programs. Conducts position audits, analyzes and evaluates jobs using established evaluation system, and recommends action concerning appropriate classification and pay level. May develop and revise job descriptions. Conducts wage and salary surveys and market analyses. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes entry-level analysts.
422130	HR Classification & Compensation Specialist, Senior	(Previously Compensation Specialist, Senior). Performs staff support activities to develop, implement, and administer compensation policies and programs. Formulates recommendations regarding development and updating of salary structure's, FLSA exemptions, job revisions, organizational structures, etc. May prepare special studies in a given compensation area, such as incentive compensation. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.
422140	HR Classification & Compensation Unit Supervisor	Supervises the development, implementation, and maintenance of compensation/classification policies and programs. Prepares job descriptions and conducts job evaluations and salary surveys. Prepares policies and procedures to ensure the achievement of equitable and competitive employee compensation and classification. Maintains knowledge of federal and state legislation that may affect compensation and classification policies. Requires a bachelor's degree or equivalent plus 5-8 years' related experience. Supervisory experience preferred.
422150	HR Benefits Specialist	Counsels employees regarding routine benefits programs, including pre-retirement planning, insurance programs, death benefits, and workers' compensation. Publicizes benefits programs; conducts individual orientation sessions and group benefits reviews. Maintains benefits records and prepares necessary documents for implementing coverage. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes entry-level analysts.
422160	HR Benefits Specialist, Senior	Responsible for the administration of complex benefits programs with regard to plan options, policy features, enrollment, and other requirements. May assist with planning, developing, and redesigning benefits and typically evaluates benefits costs. Ensures compliance with federal and state laws. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.
422170	HR Benefits Unit Supervisor	Supervises the development, implementation, and maintenance of benefits programs, including vacation, holiday, time off, sick pay, unemployment, service awards, group health/medical/dental coverage, and life insurance. Ensures programs are current with regard to trends, practices, and costs. May supervise workers' compensation. May negotiate coverage, services, and costs with carriers. Requires a bachelor's degree or equivalent plus 5-8 years' experience.
422180	HR Employment Specialist	(Previously Employment Analyst). Performs activities supporting the recruitment, screening, and referral of exempt and nonexempt applicants for the university or college. Establishes and maintains liaison with external agencies and recruiting sources. Oversees the activities of the employee transfer process. Coordinates the placement of advertisements. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.
422190	HR Employment Specialist, Senior	(Previously Employment Analyst, Senior). Responsibilities include developing, implementing, and/or maintaining employment programs. Interviews and screens applicants. Conducts reference checks. Develops and administers advertising campaigns and programs. Conducts research and analyzes data on assigned projects. Requires a bachelor's degree or equivalent plus 4-5 years' experience.
422195	HR International Employment Specialist	Responsible for a college/university's employment practices, policies and programs relating to immigration and/or international taxation. May be responsible for providing recommendations and coordination of immigration matters and permanent residency procedures; employment practices, policies and training relating to immigration and international assignments, and ensuring compliance with and interpretation of prevailing tax laws pertaining to foreign nationals. May assign and/or supervise the work of others.
422200	HR Employment Unit Supervisor	Supervises the personnel staffing and planning functions. Ensures staffing requirements are met in accordance with governmental requirements. Oversees recruiters and employment analysts in staffing activities. May search for and identify candidates for highly specialized and difficult-to-attract positions. Maintains workforce planning system and provides guidance to management on union matters and/or affirmative action plans. Requires a bachelor's degree or equivalent plus 5-8 years' experience.
422210	HR Employee Relations Specialist	(Previously Employee Relations Analyst). Performs activities supporting the administration of employee relations programs, including those for professional and management positions. Activities may include drafting policies for review and approval, providing consultation, and performing analyses. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.
422220	HR Employee Relations Specialist, Senior	(Previously Employee Relations Analyst, Senior). Responsible for the development, implementation, and administration of employee relations programs and policies. Advises and assists staff and/or faculty regarding human resource policies and procedures, such as grievance and disciplinary action. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.
422230	HR Employee Relations Unit Supervisor	Supervises the development and implementation of employee relations policies and programs. Advises employees, supervisors, and managers regarding policy interpretation and ensures proper and consistent application of policies. Provides advice, counsel, and guidance to employees, supervisors, and managers regarding employee relations issues. Requires a bachelor's degree or equivalent plus 5-8 years' related experience. Supervisory experience preferred.
422240	Head, Campus Labor Relations	Advises management, faculty, and staff on administration of labor union contracts. Negotiates and interprets union contracts, resolves grievances, and recommends policies.
Institutional Affairs: Equal Opportunity/ Diversity Professionals; 423100 - 423155		
423100	Head, Campus Disability Services	Directs daily operations of the Office of Disability Services to ensure equal access for students and staff with disabilities to all aspects of campus life (programs, services and activities) as outlined by the Americans with Disabilities Act. Responsibilities include reviewing and maintaining medical documentation, determining reasonable accommodations, implementing accommodations, organizing and arranging awareness activities, supervising staff, advising other departments, researching and purchasing assistive technology, and maintaining a budget. As the primary contact for university administrators, faculty, staff and students, serves as the compliance officer for the ADA in academic, physical, and employment areas.
423110	Disability Services Coordinator	Plans, directs, and oversees the administration of all programs and services ensuring compliance with ADA and provides leadership and consultation in promoting access and equity for persons with disabilities.
423115	Disability Services Advisor	Responsible for assuring equal access for persons with mental health and other disabilities to all educational and vocational programs. Identifies and provides reasonable accommodations at institution to ensure equal educational opportunities for individuals with disabilities.
423120	Deputy Head, Campus AA/EEO Office	Responsible for one or several areas of institution-wide programs designed to ensure equality of employment opportunity. Reports to the Director of Affirmative Action/Equal Employment.

423130	Affirmative Action/EEO Specialist	Responsible for implementing and maintaining equal opportunity and affirmative action programs. Investigates formal discrimination charges and develops responses. Requires a bachelor's degree in a related field or equivalent and 2-3 years' experience in personnel administration with 1 year in the area of EEO/Affirmative Action.
423140	Head, Title III Program	Creates and implements all new government-funded programs that promote the admission and retention of students from low-income and disadvantaged backgrounds; audits current programs and consistently works to improve the institution's offerings; completes all reporting required by the Department of Education.
423150	Title IX Coordinator	Responsible for coordinating the institution's compliance with federal and state discrimination and sexual harassment laws. Responsibilities may include providing educational programs regarding discrimination and sexual harassment prevention; responding to, investigating and seeking resolution to allegations of discrimination and sexual harassment; selecting and overseeing sexual harassment advisors who serve as additional information resources on issues of sexual harassment; training student peer educators to facilitate discussions with other students on sexual harassment. With regard to the OCR letter of April 4, 2011 expanding upon Title IX sexual harassment and violence guidelines, also oversees all Title IX complaints and reports student sexual harassment, sexual violence and related allegations of misconduct. Identifies and addresses any systemic problems relating to complaints and works with other departments to ensure Title IX policies communicated to all constituencies. Assists law enforcement personnel in handling reports and complaints of sexual violence and related misconduct.
423155 NEW for 2019	Deputy Title IX Coordinator	Responsible for one or several areas of Title IX coordination. Reports to the Title IX Coordinator.
Institutional Affairs: Other; 424100 - 429100		
424100	Training/ Organizational Development Specialist	Responsible for the design, modeling, testing, delivery, and evaluation of training programs of a highly technical or sophisticated nature and coordination of organizational and career consultation services. Requires a bachelor's degree or equivalent with major course work in instructional design, organizational behavior, human resource management, or related field plus 4-5 years' related experience in field of assignment.
425000	Business Continuity/ Emergency Planning Professional	Responsible for the development, administration, and maintenance for a college or university's business continuity program that supports the continuance of critical functions before, during, or after a disaster. Reviews and evaluates risk assessment, business impact analysis plans and planning proposals, and materials. Designs, directs, and oversees campus-wide disaster exercises in accordance with the Federal Emergency Management Agency (FEMA) requirements. May serve as liaison with federal, state, and local agencies to coordinate continuity and restoration activities, emergency management plans, or services. May assign and/or supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.
426000 NEW for 2019	Business Analyst, Non-IT	Responsible for creating, enhancing, and documenting maintainable analytical solutions in solving strategic problems for a business unit, department, or school. May lead or assist in gathering stakeholder requirements, translating those requirements to technical solutions, and providing support for application enhancements and products. May work with outside vendors in developing solutions. Collaborates with stakeholders in communicating solutions and iterating on project efficacy. Adept at prioritizing and juggling multiple projects, as well as setting and meeting timelines. Must have excellent communication skills and experience with the software or technical systems applicable to the business unit. May require experience with budgeting.
427000 NEW for 2019	Compliance Specialist	Reviews security standards risk assessment results for areas that may include one or more of the following: athletics, copyright/intellectual property, PCI, protection of minors, etc. Creates action plans to address issues, monitors performance of action plans, and elevates exceptions to the standard for resolution.
430100 427010	Compliance Officer	Plans, develops, and manages an overarching institutional compliance function, which serves in a compliance oversight and monitoring role to ensure institutional compliance with an array of applicable legal, regulatory, and accreditation-related obligations. Serves as a catalyst for the achievement and documentation of institutional best practices in compliance related subject matter areas; serves as the primary resource to establish an institution-wide policy development and review schedule; may be responsible for both initiation and approval of institutionally-drafted regulations, rules, procedures and training. May assign and/or supervise the work of others. Collaborates with subject matter experts in other campus offices to help ensure institutional compliance in areas ranging from academic programs/accreditation to admissions/financial aid; from athletics to campus safety; from equal employment opportunity to ethics/conflicts of interest, to export controls; from fundraising to grants management; from immigration to intellectual property to clinical research protocols.
427200	Institutional Review Board (IRB) Coordinator	Responsible for support of the Institutional Review Board (IRB) in managing protocols, applications, approvals, and records. May be responsible for scheduling IRB meetings, helping to select board members, contacting board members, and/or communicating with researchers about the IRB process. The IRB reviews applications involving research with human subjects to ensure that the rights of human participants are protected.
428100	Deputy Head, Institutional Research	Conducts research and studies on the institution under the supervision of the IR Director. Responsibilities typically include the design of studies, data collection, analyses, and reporting.
428200 NEW for 2019	Institutional Research Analyst	Organizes and performs research projects related to strategic planning, including preparing statistical reports, analyzing quantitative measurements, developing assessment tools, and administering/processing survey results. Additional duties include analyzing data utilizing standard statistical methods; reporting for external agencies and guidebook publishers; and preparing other reports and surveys as necessary.
429000	Institutional/ Academic Assessment Professional	Develops and conducts research in areas that may include student retention and attrition; student goal attainment; financial optimization analysis; enrollment management modeling and forecasting; resource utilization, institutional costs, and productivity; access and equity studies; and functional benchmarking specific to higher education. Responsible for identification and analysis of patterns in institutional data, making critical observations of policy impact, and recommending strategies and actions. May select and adapt quantitative methods, practices, and theories to perform forecasting and analysis, interpret results, document findings, and organize and implement research projects, identifying ways to improve research design and data validity.
429100 NEW for 2019	Head, Institutional/ Academic Assessment	Oversees academic and/or institutional assessment. Collaborates with faculty, staff, and administrators in establishing and refining an academic/institutional assessment framework directed at improving student learning and achievement or institutional quality. Shares best assessment practices and serves as a resource to faculty and staff. Works with accreditation staff and administrators to ensure alignment of assessment with accreditation efforts. May supervise staff who work in improving learning outcomes, retention, or institutional quality.
Fiscal Affairs: Accounting Professionals; 430100 - 430170		
430100	Deputy Controller	Responsible for one or several areas of accounting, payroll, cashing, and related functions. Reports to the Controller.
430110	Deputy Bursar	Responsible for one or several areas of institutional funds. Reports to the Bursar.
430120	Accountant	Applies generally accepted accounting principles and procedures in working with specialized accounting records and reports. Assembles and analyzes data and transactions, prepares statements and reports relating to an assigned area of responsibility. Requires a bachelor's degree or equivalent plus 2-3 years' experience in accounting procedures.
430130	Accountant, Senior	Performs professional accounting work of a complex nature. Thoroughly understands institutional, state, and federal policies, procedures, and restrictions. Ensures compliance with generally accepted accounting principles in executing, analyzing, verifying, and reporting transactions of a fiscal nature. Advises management regarding the effective use of resources and methods to maximize earnings. Monitors records of past and present operations. May serve as a project leader on special projects. Requires a bachelor's degree in accounting, finance, or related field or equivalent plus 4-5 years' accounting experience.
430135	Head, Accounting	Report only if there is no Chief Accounting Officer. Responsible for the daily operation of institution's budgetary accounting system. Report the Chief Accounting Officer/Controller in 161000 of the Administrators' Survey.
430150	Student Account Receivables Manager	Supervises and coordinates activities of workers engaged in collection of overdue loan payments from students. Reviews delinquent accounts to determine which individuals should be contacted. Discusses and consults with students regarding loan repayment schedules. Typically requires a bachelor's degree in business or related field or equivalent plus 2-3 years' related experience. Former title: Collections Supervisor.

430160	Accounting Unit Supervisor	Supervises accounting and clerical staff performing specialized or general accounting, statistical, or finance-oriented functions. Provides training and development of newly assigned or less experienced personnel. Provides for the accumulation of data and the preparation of financial reports, special projects, and analyses as needed. Advises management regarding the effective use of resources and methods to maximize earnings. Requires a bachelor's degree in accounting, finance, or related field or equivalent plus 5-8 years' experience in an accounting function. Supervisory experience preferred. Excludes controllers.
430170	Head Cashier	May supervise and coordinate activities of subordinates engaged in receiving and paying out of money. Keeps detailed records of these transactions. Prepares financial reports. Safeguards funds and arranges transfer of funds to and from the bank. Typically requires a bachelor's degree in accounting or related field or equivalent plus 2-3 years' related experience. Exclude cash register operators.
Fiscal Affairs: Audit and Finance/Budget Professionals; 431100 - 433130		
431100	Auditor	Performs financial, operational and compliance audits of institutional risk, governance and control processes in accordance with internal auditing policies and standards. May also perform work to accomplish investigative and/or advisory services. Tasks are varied. Analyzes records, systems and processes. Interviews personnel and lower to mid level management. Prepares written documentation of work performed. Develops knowledge of auditing concepts, practices and procedures, as well as experience and judgment to plan and accomplish goals. Degree of work complexity, creativity and latitude are low. Competent verbal and written communication skills are expected. Requires day-to-day supervision. Reports to audit manager or above. Requires a bachelor degree in business or related field or equivalent. Audit-related certification or commitment to obtain may be required. Possesses 0-3 years audit experience.
431110	Auditor, Senior	Performs financial, operational and compliance audits of institutional risk, governance and control processes in accordance with internal auditing policies and standards. May also perform work to accomplish investigative and/or advisory services. Tasks are varied. Plans, assigns and reviews work product of other auditors assigned. Analyzes records, systems and processes. Prepares written documentation of work performed and develops reports. Interviews and advises personnel and lower to upper level management concerning the work and to convey results. Possesses and applies a moderate level of knowledge of auditing concepts, practices and procedures, as well as experience and judgment to plan and accomplish goals. Able to handle a moderate degree of work complexity and granted a similar degree of creativity and latitude. Competent verbal and written communication skills are expected. Requires only general supervision. Reports to audit manager or above. Requires a bachelor degree in business or related field or equivalent. Audit-related certification or commitment to obtain may be required. Possesses 4-5 years audit experience.
432000	Investment Analyst/ Officer	Performs regular reviews of the institution's investment portfolio, including analysis of the portfolio's performance and risk characteristics. Monitors, updates, and creates reports on investment performance, exposures, and holdings. Maintains knowledge of markets and industry trends. Sources and conducts due diligence on prospective money managers; monitors and analyzes current money managers. Prepares quarterly and annual reports to Board and Investment Committee.
432100	Budget Analyst	Provides analytical support for routine budget projects. Advises administration and staff regarding available options and budgetary implications. Assists in preparation of operational budgets for departments; reviews expenditures to ensure conformance with budgetary provisions. Compiles data and prepares reports. Requires a bachelor's degree in accounting or finance or equivalent plus 2-3 years' financial and/or budgetary experience.
432110	Budget Analyst, Senior	Provides analytical support for more complex budget projects. Prepares operational budgets for departments. Recommends changes to systems and procedures to ensure conformance with budgetary provisions. Requires a bachelor's degree in accounting or finance or equivalent plus 4-5 years' financial or budgetary experience.
432120	Budget Unit Supervisor/ Manager	Supervises day-to-day budget unit activities. Oversees and participates in the most complex budget projects and deals directly with major department managers. Provides training and development of newly assigned or less experienced personnel. Provides for the preparation of budgetary reports, special projects, and analyses as needed. Requires a bachelor's degree in accounting or finance or equivalent plus 5-8 years' experience in an accounting function. Supervisory experience preferred.
432130	Deputy Head, Budget	Responsible for one or several areas of current budgetary operations.
433110	Contract and Grants Specialist	Responsible for the coordination of pre-award and/or post-award activities relating to grant and contract proposals. Pre-award activities include assisting departmental faculty in the development, preparation, and submission of grant and contract proposals. Also ensures that all applications meet agency and university guidelines and published time tables and deadlines. Post-award activities include establishment of accounts in the financial accounting system, re-budgeting of funds, and making of changes to the award or expenditures. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.
433120	Restricted Funds Accountant, Sponsored Contracts	Coordinates the budget portion of the pre-award cycle and manages the post-award cycle of sponsored projects, grants, contracts, and special funds. Position often reports to the Comptroller.
433130	Grant Writer, Sponsored Contracts/ Grants Administration	Assists the Principal Investigator (PI) with the development or completion of non-technical aspects of grant proposals. Typically responsible for editing, formatting, and the submission of grant proposals. May also research sources for grant opportunities for the principle investigators. Can assist with fundamental budget preparation for grant proposals.
Fiscal Affairs: Materials Management & Business Operations Professionals; 434100 - 435140		
434100	Deputy Head, Purchasing/ Materials Mgmt	Responsible for one or several areas of purchasing/materials management. Reports to the Director of Purchasing/Materials Management.
434110	Materials Management Buyer	Responsible for the procurement of supplies, materials, equipment, and services for campus departments. Reviews and processes requisitions. Determines vendor sources and product availability. Maintains contact with vendors and ensures compliance with contracts. Requires a bachelor's degree or equivalent plus 2-3 years' experience. This is not an entry-level position.
434120	Materials Management Buyer, Senior	Prepares complex bid investigations, evaluates bid proposals, and issues purchase orders. Confers with university departments regarding requirements, specifications, and deliveries. Advises departments on purchasing policies and procedures and provides vendor sources. May supervise technical/clerical support staff and/or provide lead supervision to lower-level buyers. Requires a bachelor's degree or equivalent plus 4-5 years' experience. Most senior level should be matched here.
434140	Print Shop Supervisor	Supervises the institution's more difficult offset printing operations. Printing materials are produced by state-of-the-art multicolor printing presses. Schedules work to meet specified deadlines. Requires 5-8 years' experience, including supervision and/or management of a print shop. Excludes directors of hard cover text printing operations, university presses, and book binderies.
434150	Inventory Manager	Responsible for the inventory records of all moveable university property, and operation of the university warehouse. Work is both administrative and managerial, with some degree of physical labor involved.
435100	Deputy Head, Bookstore	Responsible for one or several areas of bookstore operations. Reports to the Director.
435110	Department Business Manager (Small Unit)	Administers the business affairs of a small department. Develops and evaluates operating policies and procedures. Develops budgetary controls and prepares financial reports. Establishes priorities for major purchases. Requires a bachelor's degree in accounting, business administration or related field or equivalent plus 5-8 years' budgeting and accounting experience.
435120	Department Business Manager (Large Unit)	Administers business affairs of a large division. Prepares operating and project budget drafts. Directs control of board-approved budget, including collection, custody, disbursement, accounting, and auditing of all college funds. Monitors division/departamental budgets and reports any significant deviations from approved budgets. Responsible for supervising business support personnel. Requires a bachelor's degree in accounting or business administration or equivalent plus 5-8 years' related experience.
435140	Ticket Manager	Manages special event ticket operations and provides ticket services to those sponsoring and attending activities. Responsibilities include hiring and training personnel, conferring with event sponsors concerning ticket needs, preparing and supervising the mailing of ticket information, solving problems, maintaining control of money and tickets, and preparing audit statements. Typical requires: Bachelor's degree in business or equivalent; 3 - 5 years of related experience.
External Affairs: Development/Fundraising Professionals; 437100 - 437160		
437100	Head of Development, College/Division	Responsible for fund-raising efforts within schools, colleges and units of the institution. Also referred to as constituency-based giving.

437110	Annual Giving Officer, Entry	Under supervision, assists in the administration and implementation of annual giving programs. Develops, oversees, and evaluates assigned area of the campaign; researches, visits, cultivates, solicits, and thanks prospective donors to annual fund; monitors content and substance of mailings to constituents and analyzes past responses; coordinates staff reunion development committees. Requires a bachelor's degree.
437115	Annual Giving Officer – Senior	Under supervision of the Director, Annual Giving, Assists in the administration and implementation of annual giving programs. Develops, oversees, and evaluates assigned area of the campaign; researches, visits, cultivates, solicits, and thanks prospective donors to annual fund; monitors content and substance of mailings to constituents and analyzes past responses; coordinates staff reunion development committees. May supervise support staff and/or a group of volunteers. Requires a bachelor's degree and typically 2-3 years' of fundraising experience.
437120	Major Gift Officer, Entry	Under supervision, assists in identifying, cultivating and soliciting of alumnae, parents, and friends of the institution capable of making gifts of \$50,000 or more. Requires a bachelor's degree.
437130-437125	Major Gift Officer, Senior	Responsible for the identification, cultivation and solicitation of alumnae, parents, and friends of the institution capable of making gifts of \$50,000 or more. Requires a bachelor's degree and typically 2-3 years' of related experience.
437130 NEW for 2019	Principal Gifts Officer	Responsible for nurturing top donor prospects and securing the institution's largest gifts (typically in the \$2M-\$5M range). Works closely with the chief development/advancement officer, institutional executive officers, and academic deans to solicit principal top gift prospects and to secure and maintain top donor relations.
437135	Planned Giving Officer, Entry	Under supervision, assists in identifying, cultivating and motivating donors to make significant gifts. Also assist donors with gift planning strategies, financial and estate planning, tax law and real estate. Collaborates with all divisions/schools in the institution. Requires a bachelor's degree.
437140	Planned Giving Officer, Senior	Identifies, cultivates and motivates donors to make significant gifts assisting them with gift planning strategies, financial and estate planning, tax law and real estate. Collaborates with all divisions/schools in the institution. Requires a bachelor's degree and typically 2-3 years of experience in planned giving/development and/or a related field.
437160 NEW for 2019	Donor Relations/ Stewardship Professional	Implements and coordinates a broad-based strategy of donor recognition, stewardship, and donor communications. Publishes and distributes stewardship reports on endowed funds. Manages donor gift acknowledgements and proactively identifies opportunities to communicate with donors and alumni. Plans and executes cultivation and stewardship events on campus and around the country. Manages communication between development staff and academic departments, interdisciplinary programs, and research centers.
External Affairs: Alumni Relations, Advancement Services, and Communications/ Marketing Professionals; 438100 - 443170		
438100	Alumni Relations Officer, Entry Level	Under supervision, assists in cultivating and broadening alumni interest in and financial support of the university, in developing, strengthening and implementing both campus and regional alumni programs and in planning and implementing major homecoming and reunion events. Requires a bachelor's degree.
438110	Alumni Relations Officer, Senior Level	Under supervision of the Director, Alumni Relations, Assists in cultivating and broadening alumni interest in and financial support of the university. Develops, strengthens, and implements both campus and regional alumni programs; plans and implements major homecoming and reunion events. May supervise support staff and/or a group of volunteers. Requires a bachelor's degree and typically 2-3 years of related experience.
439100	Head, Church Relations	Senior administrative official responsible for relationships between the institution and the ministers and laypersons of support church(es). Does not include Chaplain.
441150	Public Policy Analyst, Entry	Conducts research, analyzes proposed policies, evaluates the effects of existing policies, and reports findings. Entry-level professional. Applies general level knowledge and principles to solve problems requiring the identification and analysis of non-routine factors. Bachelors degree, and 0 - 2 years of experience. Recent college graduate. Operates under close supervision.
441160	Public Policy Analyst, Senior	Conducts highest level policy analysis in a specific field. Research methods may include collecting and analyzing data to identify underlying social and economic problems and evaluating the effects of existing policies and government programs. Master's degree required, Doctoral preferred, 6-8 years of related experience. Operates under minimal supervision.
442120	Advancement Services, Prospect Researcher	Organizes and oversees the institution's records relating to current and prospective donors, conducts research to discover prospects for gifts, and documents the association of these prospects with the college or university.
443100	Public Information Specialist	Writes brochures and articles for publication. Prepares and disseminates information to the internal college and university community as well as to local and state media. Promotes and publicizes institutional activities and programs. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes sports information positions.
443110	Communications/ Marketing Professional, Editor	Edits the production of a variety of printed material or electronic media. Prepare, rewrite and edit copy to improve readability to detect and correct errors in spelling, punctuation, and syntax. Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements. Verify facts, dates, and statistics, using standard reference sources. May assign and/or supervise the work of others.
443115 NEW for 2019	Communications/ Marketing Specialist	Responsible for developing, designing, and carrying out marketing strategies. Provides creative direction through production and directorial efforts involving all collateral that supports enrollment, advancement, and marketing initiatives. Responsible for integrating the college community into a cohesive brand through media and technologies.
443125	Head, College/University Press	Directs the activities of the college/university press including editorial, production, marketing, sales, order fulfillment, warehousing, and accounting operations.
443130	Deputy Head, Campus Publications	Second senior administrative official responsible for institutional publications.
443140	Head, Campus Information Office	Responsible for providing information about the institution to students, faculty, and the public. Functions typically include news media relations; preparation or review of news releases and photographs; and preparation and distribution of newsletters, magazines, and other publications.
443150	Trademark Licensing Specialist	Ensures that institution's brand identity is properly represented on goods and services. Protects and controls the use of institution's name and marks on merchandise. Distributes and approves logo artwork; promotes products and designs consistent with the goals and image of the institution. Approves licenses, establishes/maintains cooperative relationships, and oversees royalty revenues. Manages market share of products in retail venues.
406400-443160	Web Content Developer	Responsible for the content on one or more web sites. Works with other departments to create web page content. Responsible for development, maintenance, and documentation of program code and security of Internet-based applications. Uses programming languages such as HTML, .NET, and XML. Report those who work primarily in a communications function here. Those who serve a primarily IT function should be reported under IT.
406405-443170	Web Graphics Designer	Sets graphical and style standards for web sites. Works with other departments to design graphics and layout. Executes web page design using WYSIWYG tools and has basic knowledge of underlying code.
External Affairs: Media/Public Relations & Event/Conference Management Professionals; 444110 - 449110		
444110	Head, Campus News Bureau/Service	Prepares and writes news and publicity releases and writes feature stories about institutional events and programs.
444120	Television Producer/Director	Plans and develops programs and specials for broadcast presentation. Determines format, researches information, and prepares scripts. Directs the preparation of sets and equipment; schedules and contacts talent and special guests. Directs filming or broadcast sessions. Requires a bachelor's degree in broadcasting or equivalent plus 5-8 years' experience as a junior Producer/Director. Excludes general station managers.
444130	Television Program Manager	Supervises the selection of on-air programming consistent with audience, station, and educational objectives. Organizes the station program schedule. Researches and analyzes audience ratings. Approves the selection and purchase of regular and special programs for on-air broadcasting. Requires a bachelor's degree in radio and television communication or equivalent plus 4-5 years' experience in broadcasting.
444140	Television Engineer, Senior	Designs, modifies, repairs, and installs a variety of broadcasting equipment to ensure the quality of on-air operations. Ensures broadcasting equipment functions within FCC regulations. Requires an associate's degree in radio and television or electronics and FCC First Class license plus 4-5 years' experience in the maintenance and repair of broadcast equipment.
444150	FM Radio Station Manager	Manages FM radio station operations, including programming, on-air functions, program production, broadcast negotiations, and studio equipment supervision. Requires a bachelor's degree and 5-8 years' related experience.

444160	TV Station Manager	Manages TV station operations, including programming, on-air functions, program production, broadcast negotiations, and studio equipment supervision. Requires a bachelor's degree and 5-8 years' related experience.
449010 NEW for 2019	Head, Campus Events	Responsible for planning and oversight of operations for public events held by the campus. Oversight may include management of athletic or performing arts facilities.
449100	Head, Campus Conferences	Responsible for development, promotion, and implementation of institutional (on- and off-campus) noncredit conferences and seminars.
449110	Event Coordinator	Responsible for planning, coordinating, publicizing, and implementing special events, including social events, employee recognition celebrations, conferences, and meetings. Facilitates production of events by coordinating with performing groups, arranging publicity, etc. Responsibilities include coordinating electrical, air conditioning, custodial, stage set-up, lighting, sound equipment, concessions, safety, security, medical, and personnel needs for each event. Approves expenditures. Requires a bachelor's degree plus 2-3 years' related experience.
Facilities: Services, Maintenance, Design, and Construction Professionals; 301010 - 452100		
301010	Head, Campus Printing Services	Responsible for operation of campus printing services, including offset printing and bulk xerographic reproduction/copying.
301020	Head, Campus Mail Services	Responsible for ensuring the timely and accurate handling, distribution and processing of messenger and U.S. Mail throughout the institution, and for keeping faculty and staff informed regarding changes in mailing rates, requirements and regulations.
315020	Head, Campus Landscape & Groundskeeping	Responsible for administration of the institution's landscape and grounds programs. Reevaluates and redesigns existing landscaping.
315040	Head, Campus Construction	Responsible for the planning, coordination, and control of building / renovation construction projects from inception to completion. Ensures that client's needs for project functionality and standards are met. Manages project timeline, adjusts for construction delays and emergencies. Supervises hiring and work of employees / trade contractors. Oversees materials, construction tools and equipment; obtains necessary permits, etc.
315050	Head, Campus Skilled Trades	Manages operation of the technical trade areas, which usually include plumbing, heating, electrical, refrigeration, and air conditioning, preventative maintenance, and water plant functions.
315060	Head, Campus Custodial Services	Responsible for the management of institutional custodial services. Report managerial-level position.
450100	Head, Campus Power Plant	Directs operation and maintenance of high-pressure steam and electrical generating plants and central refrigeration plants and all utility distribution systems.
450110	Head, Building Maintenance Trades	Manages operation of building craft areas, which usually include carpentry, locksmith, painting, sheet metal, welding, masonry, and roof and road functions.
450120 NEW for 2019	Facilities Manager, College/Division	Oversees facilities management and maintenance for an individual college/division or other major campus facility. Areas of responsibility may include infrastructure maintenance and repair, building safety, and groundskeeping.
451100	Facilities Utilization Planner	Assists in planning and coordinating campus-wide use of space and physical facilities. Maintains current floor plans and data on campus facilities. Receives and analyzes requests for space. Develops plans to maximize facility use. Makes space allocation recommendations to administration. May develop analytical studies in support of space or physical facility changes. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.
452000	Architect	Performs architectural design, development, and management duties for a variety of construction renovation projects. Plans layout of project and integrates related engineering elements for the development of construction documents. Develops specifications, conducts materials research, and selects materials required for renovations and alterations. Reviews drawings and documents to ensure compliance with specifications and standards. Requires bachelor's degree in architectural engineering or equivalent plus 4-5 years' experience and appropriate certification or licensure.
452100	Landscape Architect	Licensed professional who plans and designs landscape layouts, develops site models, performs cost estimates, oversees construction of site and landscaping within the natural environment.
Facilities: Engineers; 453100 - 453170		
453100	Engineer, Construction Projects Coordinator	Coordinates projects involving major renovations and/or alterations to campus buildings. Serves as liaison among physical plant shops, campus departments, and external contractors for coordinating and scheduling construction projects (excludes new construction). Visits work site to determine necessary resources. Inspects projects to ensure compliance with specifications and standards. Typically requires a bachelor's degree in engineering or construction or equivalent plus 4-5 years' experience.
453110	Engineer, Facilities Mechanical Systems	Assists in the design and retrofit of mechanical systems for campus buildings. Advises on mechanical problems and recommends solutions. May design new mechanical systems. Develops specifications and prepares cost estimates for the selection, application, and installation of mechanical equipment. Reviews mechanical plans submitted by outside consultants or architects. Ensures that mechanical systems comply with building codes, insurance stipulations, and OSHA requirements. Coordinates with contractors or installers of mechanical systems. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Responsible for buildings' mechanical systems; not a custodial position.
453120	Engineer, Electrical/Electronic	Conducts research and development activities related to the design, development, manufacture, modification, installation, and/or testing of electrical/electronic parts, components, equipment, and systems and the application of equipment and systems to new uses. Determines design approaches and parameters, conducts tests, and evaluates results. Requires a bachelor's degree in electrical engineering plus 2-3 years' related experience.
453130	Engineer, Mechanical	Designs, modifies, tests, evaluates, manufactures, and installs mechanical parts, components, and equipment. Identifies operating and installation problems and recommends solutions. Prepares cost estimates and develops specifications for the selection, application, and installation of mechanical equipment. Requires a bachelor's degree in mechanical engineering plus 2-3 years' professional engineering experience.
453140	Engineer, Research Projects Instrumentation	With direction from a designated supervisor, designs, develops, and maintains scientific research and teaching instrumentation. Builds sophisticated scientific equipment, provides technical advice, administers related budgets, and prepares protocols and reports. Requires a bachelor's degree in electrical or mechanical engineering or related field and 3 years' related experience.
453150	Engineer, Electrical/Electronic, Senior	Conducts research and development activities related to the design, development, manufacture, modification, installation, and/or testing of state-of-the-art electrical/electronic parts, components, equipment, and systems involved in cutting-edge scientific research and/or acts as a project leader in the engineering phase of a project, providing professional direction to and coordination of other engineers and technicians. Requires a bachelor's or master's degree in electrical engineering plus 4-5 years' professional engineering experience.
453160	Engineer, Mechanical, Senior	Provides professional direction to and coordination of other engineers, technicians, and skilled trade employees in the design, testing, manufacture, installation, and repair of mechanical parts, components, and equipment. Identifies complex operating and installation problems and recommends and/or implements solutions. Requires a bachelor's or master's degree in mechanical engineering plus 4-5 years' professional engineering experience.
453170	Engineer, Utilities	Designs and consults on utility systems with engineering, project management, and architects. Primary focus is utility infrastructure design, energy use, maintenance of utilities equipment, and construction associated with projects undertaken.
Facilities: Environmental Safety/Risk Management, Facility Operation, and Retail Operation Professionals; 455100 - 458220		
455100	Environmental Health and Safety Specialist	Coordinates comprehensive program of disposal of hazardous chemical waste materials or radiation safety. Conducts inspections of laboratories and facilities to ensure compliance with regulations and procedures. Provides training concerning hazardous materials and chemicals to faculty, staff, and students. Provides for the collection, storage, transportation, and shipping of hazardous waste. Requires a bachelor's degree in an appropriate scientific or engineering field or equivalent plus 4-5 years' related experience. Excludes health and safety or industrial hygienist positions.

455110	Safety Officer	Coordinates functions of a health and safety program, which may include workers' compensation and fire prevention. Activities include safety education, promotion of safety/health concerns, purchase and design of safety equipment, safety engineering, and accident reporting. Performs technical investigations and evaluations and provides regulations and technical consultation regarding health and safety issues to faculty and staff. Requires a bachelor's degree in appropriate scientific, engineering, or public health field or equivalent plus 4-5 years' experience.
455120	Risk Management Claims Specialist	Coordinates, prepares, and processes payment of insurance claims for the institution. Obtains claims information and verifies that applications are complete and accurate; maintains files on claims and prepares related reports. May investigate claims, determine compensability, and negotiate and settle claims.
457120	Head, Campus Child Care Site	Responsible for the direction and supervision of child/day care center activities. Performs a variety of professional and administrative duties, including program administration and management of budgets, facilities, personnel, and special projects for a single site. Coordinates the child care support services program with day care center teachers and other staff. Must meet state license requirements. May require a master's degree in early childhood education or related field. Requires 5-8 years' experience with child development programs.
457125	Child Care Center Teacher	Degreed, professional teacher. Plans and implements a developmentally appropriate curricula and activities for children and families enrolled at a campus child care center or early childhood development program. Using observation and developmental profiles/checklists, maintains appropriate records of children's progress. Supervises personnel assigned to assist with classroom activities (including students, assistants, and volunteers).
457130	Farm Manager	Directs and coordinates all activities required for successful operation of the institution's farm; supervises professional farm staff and student workers. Responsible for livestock and crops; oversees crop production, planting, harvesting, marketing, and maintaining compliance with local, state and federal regulations where applicable. Responsible for selecting, purchasing and maintaining all farm equipment, and for training and assuring its safe operation. Responsible for maintaining all farm property and buildings, and for the farm's overall appearance. Assists in carrying out faculty plans for teaching, research and service on the farm. Maintains a farm enterprise accounting system; runs the farm as a business while operating within the institution's budget. Position may also involve maintaining close relations with the local agricultural community. Minimum requirements are a B.S. in Agriculture or a related field and 5 years experience.
458100	Textbook Manager	Manages and coordinates activities of the textbook section of the bookstore. Buys textbooks required for academic classes and displays them for purchase by students. Assists in the formulation of policies and develops procedures regarding pricing, inventory, and sale of textbook and trade book items. Supervises the preparation and return of overstock and defective books and the valuation and repurchase of used books. Requires a bachelor's degree or equivalent plus 5-8 years' related experience.
458200	Deputy Chief Campus Food/ Dining Services Administrator	For operations managed in-house, rather than outsourced: Generally second-in-command to the chief campus food/dining services administrator. Responsible for one or several areas of institutional food/dining services or facilities. Administers all institutional food/ dining services, whether directly managed and operated or catered.
458210	Chef	Responsible for all or some of the following: ordering food; preparing food; planning menus; checking freshness of food and ingredients; developing recipes; inspecting supplies, equipment, and work areas. May hire or supervise other food preparation workers.
458220 NEW for 2019	Food Service Unit Manager	General manager of an individual food service unit on campus.
Information Technology: IT Professionals; 460120 - 460190		
460120	Deputy Head, IT Academic Computing	Assists the Director in managing the institution's academic/research computing activities and labs for faculty, staff, and students.
460130	Deputy Head, IT Administrative Computing	Assists the Director in managing the institution's administrative computing activities.
460140	Head, IT Enterprise Data Center	Directs the strategic and day-to-day operations of the institution's data center, including hardware acquisition, server operating system management, server configurations, tuning, and performance, and center power and environment management. Often responsible for server standards for the enterprise.
460150	Head, IT User Services	Directs IT training and help desk services. Previous title: Director, IT User Services.
460160	Head, IT Information Management	Responsible for enterprise data warehousing, information management, business analytics/intelligence, corporate reporting, authority control (taxonomy, search engines), workflow, and data management. Previous title: Director, IT Information Management.
460180	IT Principal Systems Analyst	Senior person responsible for designing and structuring the appropriate flow of complex computer systems requiring considerable independent judgment. Position involves no programming responsibility.
460190	IT Architect	Administers the integration of the IT department's various computer applications and provides direction of the IT architecture. Based on overall enterprise plans, the IT Architect proposes the architecture and integration for all infrastructure; including storage, servers, networking, data center, and various software based systems.
Information Technology: IT Applications Professionals; 461100 - 461180		
461100	IT Auditor	Performs audits of institutional information technology risk, governance and control processes in accordance with internal auditing policies and standards. May also perform work to accomplish investigative and/or advisory services. Tasks are varied. Plans, assigns and reviews work product of other auditors assigned. Analyzes records, systems and processes. Prepares written documentation of work performed and develops reports. Interviews and advises personnel and lower to upper level management concerning the work and to convey results. Possesses and applies a moderate level of knowledge of information technology auditing concepts, practices and procedures, as well as experience and judgment to plan and accomplish goals. Able to handle a moderate degree of work complexity and granted a similar degree of creativity and latitude. Competent verbal and written communication skills are expected. Requires only general supervision. Reports to audit manager or above. Requires a bachelor degree in information technology or related field or equivalent. Audit-related certification or commitment to obtain may be required. Generally, 1-2 years of information systems auditing and/or related work experience.
461105	IT Auditor, Senior	Performs audits of institutional information technology risk, governance and control processes in accordance with internal auditing policies and standards. May also perform work to accomplish investigative and/or advisory services. Tasks are varied. Plans, assigns and reviews work product of other auditors assigned. Analyzes records, systems and processes. Prepares written documentation of work performed and develops reports. Interviews and advises personnel and lower to upper level management concerning the work and to convey results. Possesses and applies a moderate level of knowledge of information technology auditing concepts, practices and procedures, as well as experience and judgment to plan and accomplish goals. Able to handle a moderate degree of work complexity and granted a similar degree of creativity and latitude. Competent verbal and written communication skills are expected. Requires only general supervision. Reports to audit manager or above. Requires a bachelor degree in information technology or related field or equivalent. Audit-related certification or commitment to obtain may be required. Generally, 3- 5 years of information systems auditing and/or related work experience.
461120	IT Programmer Analyst	Designs data retrieval and management systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new systems. Requires a bachelor's degree in computer science or equivalent plus 2-3 years' direct programming experience. This is not an entry-level position.
461130	IT Programmer Analyst, Senior	Designs data retrieval, reporting and management systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new systems. May serve as a project leader or be assigned to the more complex projects. Requires a bachelor's degree in computer science or equivalent plus 4-5 years' direct programming experience. This is the highest non-supervisory level position.

461140	IT Programmer Analyst, Supervisor	Supervises a unit of Programmer Analysts and/or Senior Programmer Analysts in the design of data retrieval and management systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new systems. Requires a bachelor's degree in computer science or equivalent plus 5-8 years' direct programming and 1-2 years' supervisory experience.
461150	IT Campus Web Master	Responsible for development and maintenance of the institution's Web site and creation and management of the site's content. Also responsible for selection and implementation of Web tools and resolution of performance issues such as speed of access. Monitors Web site use and trends.
461162	IT Web Designer	Responsible for designing the user interface and overall customer experience for websites and applications. This includes overall navigation flow, layout of specific pages, and creation of individual graphic elements; ensure that all design elements, templates and finished solutions work within a variety of browser types and screen settings along with the constraints set by development and design, and provide design maintenance of all websites and other electronic publications and applications. May assign and/or supervise the work of others.
461164	IT Web Developer	Responsible for the design, layout and coding of a website to meet the needs of functional users. Involved with the technical and graphical aspects of a website - how the site works and how it looks - based on relevant website coding scripts. Can also be involved with the maintenance and update of an existing site, such as modifying existing applications to improve functionality and process flow. Generally requires a bachelor's Degree in Computer Science or advanced degree in Information Sciences and 3-5 years web technology work experience.
461170	IT Project Manager	Works with user departments, programmers, and programmer analysts to develop, monitor, and manage large-scale IT projects.
461175 NEW for 2019	IT Consultant	Provides support to project team(s), which may include gathering user requirements, facilitating meetings between customers and technical staff, conducting research and data analysis, testing, and supporting project managers. May focus skills in a specific area of IT.
461180	IT Applications Quality Assurance Analyst	Reviews customer requirements, creates test cases, executes testing plan using testing tools and automation, and tests applications developed against the test cases to ensure there are no bugs and requirements are met.
Information Technology III: IT Database, Client Support, and Network Support Professionals; 462100 - 464120		
462100	Database Administrator	Maintains effective and efficient operation of a computer database. Ensures database runs properly, keeps database current, makes access readily available and timely, and formulates and designs new database applications. Makes decisions regarding procedures for set up of, access to, and operation of database. Refers decisions relating to major policy changes or the purchase of new software to supervisor. Requires a bachelor's degree in computer science or equivalent plus 2-3 years' related experience.
462110	Data Administrator	Establishes the data administration function, including designing data models, data definitions, and policies governing administrative data systems. Participates in and oversees data integration strategy, including planning, development and implementation. Identifies common data and associated relationships, resolves data definition and ownership issues, and ensures data integrity. Coordinates process to develop data standards policy to improve data accuracy, integration, access and integrity.
462120	Principal Database Administrator	Senior person responsible for developing and implementing standards, procedures, and controls that ensures the security, reliability, and availability of databases.
463110	IT Client Support Specialist	Specific title will vary. Responsible for supporting, maintaining, monitoring, updating, troubleshooting and repairing one or more of the following – computer systems (including servers and workstations), network components, software and applications. Requires a bachelor's degree in computer science or equivalent related experience.
463120	IT Help Desk Specialist/Tech	Responsible for front line support of institutional users of enterprise applications, desktops, networks, and information resources.
463130	IT Help Desk Manager	Responsible for development and implementation of technical support processes and procedures, evaluation and recommendation of Help Desk tools, development of Help Desk scripts, creation and publication of Help Desk materials and documentation, and design and implementation of reports to measure performance of Help Desk staff.
463140	Email Administrator	Responsible for setup, configuration, administration, and security of email server(s) and software. Also responsible for setting appropriate email policy within the organization.
463150	IT Business Analyst	Provides support for system and/or software development team activities by ensuring project requirements properly capture and convey the needs of users. Analyzes business and/or user needs to create software.
463160	IT Relationship Manager	Oversees customer portfolio of application requests and acts as liaison between technicians and customer. Calls on customer leaders regularly to report on work status and listen for upcoming needs. Serves as point of escalation for customer issues and funnel for all work that doesn't fit into standard operating processes. Works with customers to shepherd projects through governance processes.
463170 NEW for 2019	Systems Manager/ Reporter	Manages systems and related procedures, documentation, security, and reports. Configures or modifies business processes and develops appropriate documentation for process and integration design, implementation, and test activities. Pulls recurring and ad hoc reports.
464100	IT Network Engineer	Responsible for deploying physical and logical networks, including cable plant and electronics, and for monitoring and managing their performance.
464110	IT Network Administrator	Responsible for network connectivity, setup, and maintenance, and for remote VPN connections, network security (firewall protection), as well as WI-FI connectivity.
464120	IT Network Operations Manager	Manages staff and operations of distance education network. Manages support and services for instructional activities such as classroom instruction, capture and delivery of instruction, supporting interactivity (web, phone, and other audio/visual conferencing) and delivery of e-Learning Systems. Plans, designs, analyzes and installs instructional systems in classrooms based on department instructional needs. Provides specific technical expertise to faculty, staff and students in areas such as instructional operations and e-Learning services. Minimum requirements typically include Bachelor's degree, knowledge of distance learning instructional systems, operations and technologies, with 3 or more years of relevant experience.
Information Technology: IT Systems Support, Security, and Telecommunications Professionals; 465130 - 467100		
465130	IT Systems Programmer	Provides technical expertise on in-house operating system and equipment configurations, assists in development of hardware and software performance evaluations, recommends optimum equipment configurations, and implements and maintains the installation's in-house operating system and other system software. Audits the performance of in-house data processing systems activities. Requires a bachelor's degree in computer science or related field or equivalent plus 2-3 years' programmer analyst and computer operations experience.
465140	IT Systems Programmer, Senior	Provides technical guidance with regard to proper data processing methods and performance standards. Audits performance of in-house data processing system activities and provides means to improve performance. Evaluates software requirements, analyzes equipment capabilities, recommends optimum equipment configurations, and evaluates recommendations from lower-level system programmers. Implements and maintains the installation's in-house operating system. May assist in education and/or instruction of programmers; may serve as a project leader or be assigned to more complex projects. Requires a bachelor's degree in computer science or related field or equivalent plus 4-5 years' programmer analyst and computer operations experience, of which 3 years should be as a systems programmer.
465150	IT Systems Programmer, Supervisor	Supervises a unit of Systems Programmers and/or Senior Systems Programmers providing technical guidance with regard to proper data processing methods and performance standards. Audits performance of in-house data processing system activities and provides means to improve performance. Evaluates software requirements, analyzes equipment capabilities, recommends optimum equipment configurations, and evaluates recommendations from lower-level systems programmers. Implements and maintains the installation's in-house operating system. Educates and/or instructs lower-level systems programmers. Requires a bachelor's degree in computer science or equivalent plus 5-8 years' programmer analyst and computer operations experience, of which 5 years should be as a systems programmer, and 1-2 years' supervisory experience.
465160	IT Systems Administrator	Installs, configures monitors and maintains systems, including email and web servers. Monitors data integrity and system security.
465170	IT Storage Administrator	Implements and manages storage systems and infrastructure components for computing environments. Provides support for storage administration, performance tuning, monitoring, and capacity planning. Builds storage infrastructure to support the business environment. Recommends, develops, and enforces policies and procedures for maintaining the security and integrity of data.
465200	IT Research Computer Specialist	With general supervision from faculty members, provides high-level consultation for and expertise with computer applications to scientific research problems. Consults with researchers to determine needs; performs computerized data processing operations and statistical analyses of research data; performs computing programming, debugging, and documentation; assists in interpretation and reporting of results. May supervise students. Requires a bachelor's degree in computer science or related field and 2-3 years' computer/research experience.

466100	IT Security Analyst/Engineer	Responsible for day-to-day monitoring of institutional systems for intrusion, identification and management of day-to-day IT security vulnerabilities and threats, implementation of tools for managing spam, patching software, and enforcing day-to-day IT security policy.
466110	IT Security Analyst/Engineer, Senior	Responsible for day-to-day monitoring of institutional systems for intrusion, identification and management of day-to-day IT security vulnerabilities and threats, implementation of tools for managing spam, patching software, and enforcing day-to-day IT security policy. Provides technical guidance and support to more junior analyst as required.
467100	IT Tele-communications Manager	Responsible for overseeing the implementation and administration of the institution's telecommunications system. Reports to Director, Telecommunications/Networking.
Research Professionals: Descriptions		
Research Assistant supports the execution of certain aspects of a research project (after the research design is established), with minimal supervision. Requires a minimum of Bachelor's degree (or equivalent degree from a non-US institution), with preference for a Master's		
Research Associate independently performs components of a research program as directed by a senior member of the research team. A Research Associate may be involved in designing certain aspects of research projects and independently conducts work complementary to		
Research Scholar serves as an independent researcher, or a collaborator on a multi-scholar research initiative, and may have lead responsibility for discrete components of a larger project under the general direction of a senior or principal researcher. Requires a minimum of		
Senior Research Scholar is an accomplished and experienced professional researcher who conducts significant original research, or serves as a senior collaborator on a multi-scholar research initiative, typically leading substantive aspects of the overall project under the general		
Principal Research Scholar leads a highly specialized or multifaceted research program and directs the work of other research scholars and associates. Individuals at this level may lead the submission of proposals for external sponsored funding and may serve as principal		
Research Professionals: Physical and Social Sciences; 470290 - 470446		
470290	Physical Sciences, Research Assistant	
470300	Physical Sciences, Research Associate	
470390	Physical Sciences, Research Scholar	
470395	Physical Sciences, Senior Research Scholar	
470396	Physical Sciences, Principal Research Scholar	
470425	Social Sciences, Research Assistant	
470430	Social Sciences, Research Associate	
470440	Social Sciences, Research Scholar	
470445	Social Sciences, Senior Research Scholar	
470446	Social Sciences, Principal Research Scholar	
Research Professionals: Medical and Life Sciences; 470600 - 470740		
470600	Clinical Research Coordinator, Non-R.N. NEW for 2019	Coordinates routine activities of clinical studies, including data maintenance, grant expenditure adherence, project evaluation, meeting scheduling, and research subject interfacing.
470650	Medical Sciences, Research Assistant	
470660	Medical Sciences, Research Associate	
470670	Medical Sciences, Research Scholar	
470680	Medical Sciences, Senior Research Scholar	
470690	Medical Sciences, Principal Research Scholar	
470700	Life Sciences, Research Assistant	
470710	Life Sciences, Research Associate	
470720	Life Sciences, Research Scholar	
470730	Life Sciences, Senior Research Scholar	
470740	Life Sciences, Principal Research Scholar	
Research Professionals: Laboratory Coordinators; 471450 - 471470		
Coordinates operational activities in a research laboratory, providing support services to researchers and technicians. Develops and implements policies, procedures, and standards for lab operations to ensure the efficiency, effectiveness, and quality control of the laboratory and compliance with federal, state, and university regulations and standards. Coordinates the ordering, inventory, storage, and maintenance of supplies, lab ware, and instruments essential to the operation of the lab. Requires a bachelor's degree in a physical science discipline or equivalent plus 2-3 years' technical/administrative experience in laboratory operations. Coordinates activities in a research lab; exclude instructional lab coordinators.		
471450	Lab Coordinator - Physical Sciences	
471460	Lab Coordinator - Life Sciences	
471470	Lab Coordinator - Medical Sciences	

		Research Support Professionals; 471700 - 476110
471700 NEW for 2019	Research Coordinator, Non-Clinical	Coordinate routine activities of research studies including data maintenance, project evaluation, meeting scheduling, and research subject interfacing. Adhere to study protocols, and applicable regulations. Track and review reports and regulatory documents to generate reports. May serve as project liaisons to other departments, outside organizations, and government agencies.
476110	Senior Technology Licensing Officer	Responsible for managing licensing projects and cases, including identifying and evaluating technologies with commercial potential and licensees for the technologies. Prepares invention summaries for marketing purposes and develops and implements marketing strategies for each technology. Drafts and negotiates licenses and other types of agreements, including material transfer, collaboration, and nondisclosure agreements.
		Extension Programs; 472010 - 472100
472010	Agricultural Extension/ Engagement/ Public Service Professional	Provide the direct delivery of scholarship and research to public audiences and clients and/or to direct staff or programs in the development and administration of such programs, which focus or extend the academic resources and/or research products of the institution on addressing community and regional issues and incorporate community needs in the institution's academic and research programs. Responsible for planning, executing, and evaluating effective and comprehensive cooperative extension programs that will meet the needs of the county population. Determine clientele need and impact by assessing and evaluating the programs and services on a regular basis. May market programs and services to the community using various media. May assign and/or supervise the work of others.
472020	Industrial Extension/ Engagement/ Public Service Professional	Provide the direct delivery of scholarship and research to public audiences and clients and/or to direct staff or programs in the development and administration of such programs, which focus or extend the academic resources and/or research products of the institution on addressing community and regional issues and incorporate community needs in the institution's academic and research programs. Responsible for planning, executing, and evaluating effective and comprehensive industrial-based programs or services that will meet the needs of industry stakeholders or clients. Determine need and impact by assessing and evaluating the programs and services on a regular basis. May market programs and services to industry using various media. May assign and/or supervise the work of others.
472100	Head, Community Services	Directs or coordinates the conduct of special (usually noncredit) educational, cultural, and recreational services to the community.
		Other Education Professionals; 477100 - 477160
477100	Biostatistician	Collaborates with clinical investigators to determine study design, contributes to protocol development, writes statistical analysis plans, performs statistical analysis and inference and writes and presents reports summarizing findings including publications in peer-reviewed journals. Develops systems for monitoring the quality of clinical data. Ensures high-quality statistical support is provided for clinical trials, registries and basic research through the use of advanced statistical skills and knowledge of clinical research. Maintains expertise in state-of-the-art data manipulation and statistical methodology. Masters/PhD in biostatistics or Masters/PhD in statistics with clinical research experience. Demonstrated proficiency with statistical methods and applications in clinical research. Competent in SAS programming language.
477110	Statistician	Uses statistical methods to collect, summarize, analyze, and interpret data. Applies statistical theories to solve problems for the unit or institution. May design surveys, experiments, or opinion polls. May be involved in various forms of reporting or publication of results.
477150	Data Scientist	Responsible for analyzing complex data and providing data-driven advice for their unit. Manages statistical data and creates predictive models based on their unit's needs. Possesses advanced analytical skills, as well as oral and written communication abilities. Processes research information for easier consumption and transforms it into actionable plans. Provides value to their unit through findings and thoughtful insights. Typically requires a graduate degree and/or many years of experience.
477160	Data Analyst	Performs analytical and reporting responsibilities for unit or institutional data. Projects may include building dashboards or reporting systems for end users, performing ad-hoc analyses and reporting to inform decision-making, and designing predictive modeling or other data mining capabilities. Less advanced than Data Scientist.
		Health Science & Environmental Sustainability Professionals; 479100 - 495100
479100	Staff Physician	With direction from a supervising physician, delivers health care, including direct patient care, consultation, and research. Assists with administrative activities; may participate in clinical research; may serve as athletic team physician. Supervises physician assistants, health profession students, and support staff. Requires an MD or DO degree, eligibility for state licensure, residency training, and/or 1-2 years' college health or private practice experience. Provides direct patient care.
481100	Nurse Practitioner	Provides primary health care and nursing services in a student health center. Assesses, diagnoses, and treats minor illnesses and manages chronic health problems. Demonstrates evaluation and observation skills relied on by physicians in development and modification of treatment. Evaluates concepts, procedures, and program effectiveness. Requires a bachelor's degree, 4-5 years' related experience, and current state certification. (Senior Specialist) Provides primary care in student health center.
481110	Staff Nurse	With supervision from a nursing supervisor, provides out-patient general medical/surgical nursing care to students and personnel. Interviews and evaluates patients, makes judgments regarding patient assessment, provides for comprehensive patient education when treating patients, and participates in outreach programs. Requires a bachelor's degree in nursing and a current state RN license. Provides outpatient care to students and personnel.
481120	Clinical Research Nurse	With general supervision from a research director, administers and monitors treatment or research protocols. Instructs and counsels patients in research procedures, administers treatment procedures, monitors patients during procedures and records and analyzes data. Requires an RN license and 3 years' nursing experience in the designated study area.
484100	Pharmacist, Student Health	Manages the on-campus pharmacy located in a student health center. Organizes dispensing and internal control procedures for all medications and drugs. Maintains full inventory. Orders, dispenses, and maintains control and security of narcotic drugs. Ensures compliance with government regulations concerning records, dispensing, and compounding. Provides drug information to physicians; tests drugs and advises on drug use. Approves financial transactions and sets prices. Requires a degree in pharmacy, 4-5 years' related experience, and current state license. Manages on-campus pharmacy located in student health center.
491000	Veterinarian	Provides professional veterinary services in support of researchers in the health, care, and breeding of animals and the administration of surgical procedures/methods to animals. Prescribes medications, establishes treatment modalities, and performs complex surgeries on animals. Reviews and approves animal care and experimentation protocols to ensure compliance with veterinary standards and statutory requirements. Requires doctorate in veterinary sciences plus 5-8 years' experience in providing veterinary services to a variety of animals. Provides veterinary services in support of researchers; requires DVM degree.
492100	Animal Care Manager	Responsible for directing the activities of the animal care unit. Assists in surgery and performs pre- and post-operative care as directed. Ensures maintenance of and adherence to standard operating procedures and protocols. Trains employees in proper lab techniques. Maintains quality checks on cleanliness of labs and animal rooms. Ensures care and maintenance of animals in the facility according to GLPs. Supervises animal technicians and support personnel. Requires bachelor's degree in animal science or veterinary sciences plus 5-8 years' experience with animal care and surgical techniques. Directs the activities of the animal care unit.
493000	Dietetic/ Nutrition Professional	Dietitians / nutrition specialists who consult on proper nutritional and dietary standards, design diets for populations of patients, students, or other client groups; may analyze food content, develop specialized diets, ensure food safety, and related.
495100	Head, Environmental Sustainability	Provide leadership and coordination to the many distinct sustainability efforts on campus. In this role, develops a coherent, campus-wide sustainability program by coordinating academic, research, operations, and student sustainability activities. Fosters a culture of sustainability among students, faculty, and staff; identifies and prioritizes areas for institutional sustainability efforts; plans and develops long- and short-range programs; and engages with institutional leaders to foster sustainability broadly across campus units. Coordinates with the academic community to integrate sustainability into the curriculum. Serves as a point-person for all sustainability activities on campus.
		Athletic Affairs: Athletics Professionals and Trainers; 400170 - 469110
400170	Head, Athletics Academic Affairs	Responsible for developing, implementing, supervising and evaluating the overall academic services offered to student athletes to insure they strive to achieve their full academic potential. Also responsible for monitoring institutional compliance with NCAA/conference academic eligibility regulations for student-athletes in all sports. Typically requires: Bachelors degree and 3-5 years of related administrative experience.

427100	Head, Athletics Compliance	Responsible for developing, administering and monitoring the compliance system for maintaining institutional control for the school's athletics program. Responsible for the comprehensive administration of all athletic compliance functions of the institution to ensure compliance with NCAA and other league rules and regulations, as well as pertinent governmental regulations. Responsibilities include, but are not limited to, monitoring recruiting activities, initial eligibility certification, continuing eligibility certification, financial aid administration, self reporting and rules education. Typically requires: Bachelors degree and 2 - 4 years of NCAA Compliance experience at an institution of higher learning.
432150	Head, Athletics Finance & Business	Responsible for management and administration of all aspects of the business office for the Athletic Department. Oversees the finance and business activities of the department. Responsibilities include for day-to-day operations, budget planning and reporting, contracts, human resources and information technology. Typically requires: Bachelors degree, preferably in accounting; 5 years of administrative experience in a collegiate athletics programs, including three years of supervisory experience.
437150	Head, Athletics Development	Responsible for all fund raising for athletic programs, including major gift cultivation and solicitation, capital campaigns, athletic club, premium seating programs, private suites, etc. Typically requires: Bachelors degree, 3- 5 or more years of college or university athletic fund-raising experience.
457110	Head, Athletics Operations	Directs use, operation, and maintenance of all Institution athletic facilities and fields including stadiums, arenas, gymnasiums, pools, rinks and boathouses. Oversees administration of all events and establishes facilities revenue goals. Establishes long-range planning for facilities, identifies, assesses and addresses short- and long-term program needs in conjunction with staff members and coaches, and plans for and recommends technology improvements. Typically requires: Bachelor degree, with Master degree preferred; 8 or more years experience in facility and operation management; preferably athletic facility administration and operations experience desired.
468100	Head, Athletics External Affairs	Responsible for advising the Athletic Director on all external affairs and overseeing the external relations program which includes advertising, promotions, marketing, communications, ticketing and public affairs for the entire department. Oversees all marketing and promotions fulfillment as well as game day operations and all media resources (television, radio, internet, etc.). Serves as liaison with sponsors and negotiate contracts between various marketing, promotion and advertising entities. Typically requires: Bachelors degree in related field; 5 years of management experience in a college or university athletic department; experience in developing and implementing strategies related to external affairs preferred.
468110	Head, Sports Information/ Athletics Communications	institutional representative to the media for all athletic activities. Manages preparation and dissemination of news releases, articles, videos, WEB updates and other communications about the institutions sports programs, including games and other events. Typically requires: Bachelors in journalism, public relations, marketing or related field; 3- 5 years of experience in sports journalism.
468120	Head, Men's Athletics Programs	Directs intercollegiate and intramural athletic programs for men only. Responsible for scheduling and contracting for athletic events, employment and direction of athletic coaches, publicity, ticket sales, and equipment and facilities maintenance. Typically requires: Bachelor's degree and 3-5 years of management experience in intercollegiate athletics.
468130	Head, Women's Athletics Programs	Oversees all aspects of women's athletic programs. Responsibilities typically include budget planning, resource allocation, scheduling and contracting for athletic events, coordination and/or administrative support for coaches of all women's sports. Also provides academic support to all women student-athletes, to include monitoring of academic performance and attendance, tutoring, advising or referring to appropriate resources. In charge of gender equity within the Athletic Department and advises the director on all matters concerning Women's Athletics and gender related issues. Typically requires: Bachelor's degree and 4-7 years of experience in athletic department administration, coaching, counseling or related field.
468150	Sports Statistician	Supports coaches' decision-making by organizing, analyzing, and presenting information. Attends sporting events and records data in real time. Audits and compiles official statistics and prepares reports for media. May be involved in resolution of disputed calls. Analyzes player performance and team strategy. Requires a bachelor's degree in mathematics, statistical analysis, or computer science.
469100	Head Athletics Training Programs	Directs the athletic training program for intercollegiate athletics and supervises the training room. Collaborates with coaching staff in developing conditioning, weight training and nutrition programs for athletes. Coordinates medical coverage for athletic events. Supervises Assistant Athletic Trainers/ Physical Therapists in the prevention, care, and rehabilitation of athletic injuries. Determines, with advice from a doctor, when and at what level an athlete can return to participation in a sport. Typically requires: Bachelors degree in physical therapy, athletic training or related field; 5 - 8 years of related experience and certification as an athletic trainer.
469110	Athletics Trainer/ Physical Therapist	Under the general supervision of the Head Athletic Trainer, provides physical therapy and assists in the prevention, care, and rehabilitation of athletic injuries. Provides trainer coverage of athletic activities, organizes orthopedic clinics, advises on prevention and care of athletic injuries, and team-teaches athletic training classes. Supervises student trainers. Typically requires: Bachelor's degree, preferably in physical therapy or health science, and 1 - 3 years of related experience at the collegiate level. Certification as an athletic trainer desirable.
Athletic Affairs: Head Coaches; 498260 - 498810		
498260	Head Coach-Football	
498300	Head Coach-Baseball	
498320	Head Coach-Men's Basketball	
498340	Head Coach-Women's Basketball	
498500	Head Coach - Cross Country	
498510	Head Coach - Track and Field	
498520	Head Coach - Cross Country/Track & Field	
498530	Head Coach - Skiing (Alpine & Nordic)	
498540	Head Coach - Swimming & Diving	
498550	Head Coach - Men's Golf	
498560	Head Coach - Men's Gymnastics	
498570	Head Coach - Men's Ice Hockey	
498580	Head Coach - Men's Lacrosse	
498590	Head Coach - Men's Rowing	
498600	Head Coach - Men's Soccer	
498610	Head Coach - Men's Tennis	
498620	Head Coach - Men's Volleyball	
498630	Head Coach - Men's Wrestling	
498640	Head Coach - Women's Field Hockey	
498650	Head Coach - Women's Golf	
498660	Head Coach - Women's Gymnastics	
498670	Head Coach - Women's Ice Hockey	
498680	Head Coach - Women's Lacrosse	
498690	Head Coach - Women's Rowing	

498700	Head Coach - Women's Soccer	
498710	Head Coach - Women's Softball	
498720	Head Coach - Women's Tennis	
498730	Head Coach - Women's Volleyball	
498740 NEW for 2019	Head Coach - Bowling	
498750 NEW for 2019	Head Coach - Rugby	
498760 NEW for 2019	Head Coach - Equestrian Sports	
498770 NEW for 2019	Head Coach - eSports	
498800	Head Coach - Cheerleading	
498810	Head Coach - Strength & Conditioning	Responsible for the overall success, performance and management for the strength and conditioning program for all student athletes. Supervises, plans and coordinates the strength and conditioning program for all sports teams on a year-round basis, including developing speed, strength and conditioning schedules, fundamental instruction and all team work outs. Works closely with all head coaches to plan, organize and facilitate the strength and conditioning needs of each team. Maintains proper strength and conditioning equipment and makes recommendations for the purchase of new equipment. Monitors all department weight training facilities for condition and safety of equipment. Typically requires: Bachelors degree and 1 - 2 years of experience as a weight/strength coach at the college level. Certified Strength and Conditioning Specialist.
Athletic Affairs: Specialty and Assistant Coaches; 499270 - 499650		
499270	Offensive Coordinator-Football	Coordinates all aspects of team offense, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, and coaches or directs coaches to instruct players in techniques of game. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
499280	Defensive Coordinator-Football	Coordinates all aspects of team defense, assesses players' skills and assigns positions, evaluates own and opposition team capabilities to determine game strategy, instructs players in techniques of game, and assists with recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
Assistant Coach: Analyzes performance and instructs student athletes in game strategies and techniques to prepare them for athletic competition; observes players while they perform to determine need for individual or team improvement; and coaches players individually or in groups, demonstrating techniques. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience with college-level program or as a high school head coach. Must have knowledge of NCAA rules and regulations.		
499290	Assistant Coach-Football	
499310	Assistant Coach-Baseball	
499330	Assistant Coach-Men's Basketball	
499350	Assistant Coach-Women's Basketball	
499360	Assistant Coach, Cross Country	
499370	Assistant Coach, Track and Field	
499380	Assistant Coach, Cross Country/Track & Field	
499390	Assistant Coach, Skiing (Alpine & Nordic)	
499400	Assistant Coach, Swimming & Diving	
499410	Assistant Coach, Men's Golf	
499420	Assistant Coach, Men's Gymnastics	
499430	Assistant Coach, Men's Ice Hockey	
499440	Assistant Coach, Men's Lacrosse	
499450	Assistant Coach, Men's Rowing	
499460	Assistant Coach, Men's Soccer	
499470	Assistant Coach, Men's Tennis	
499480	Assistant Coach, Men's Volleyball	
499490	Assistant Coach, Men's Wrestling	
499500	Assistant Coach, Women's Field Hockey	
499510	Assistant Coach, Women's Golf	
499520	Assistant Coach, Women's Gymnastics	
499530	Assistant Coach, Women's Ice Hockey	

499540	Assistant Coach, Women's Lacrosse	
499550	Assistant Coach, Women's Rowing	
499560	Assistant Coach, Women's Soccer	
499570	Assistant Coach, Women's Softball	
499580	Assistant Coach, Women's Tennis	
499590	Assistant Coach, Women's Volleyball	
499600	Assistant Coach, Cheerleading	
499610	Assistant Coach, Strength & Conditioning	
499620 NEW for 2019	Assistant Coach, Bowling	
499630 NEW for 2019	Assistant Coach, Rugby	
499640 NEW for 2019	Assistant Coach, Equestrian Sports	
499650 NEW for 2019	Assistant Coach, eSports	
Safety Professionals and Supervisors of Office/Clerical, Skilled Craft, and Service/Maintenance Personnel; 500000, 700000, 800000 - 808000		
500000	Office/ Admin Support/ Clerical Manager	Manages office operations and supervises support staff. Prepares, processes and monitors budgets, project proposals, records and invoices. Researches and compiles information for reports and presentations. Leads meetings addressing specific operational issues and develops recommendations and action plans towards their resolution. Supervises and schedules clerical and secretarial staff, processes employee transactions, and may assist in investigating employee issues/concerns and in determining an appropriate course of action. Oversees ordering of equipment and supplies. Typically requires Associate's or Bachelor's degree, three to six years of experience in office administration and one to two years of supervisory experience, as well as experience with various computer software applications.
700000	Skilled Craft/ Trades Supervisor	Supervises unskilled to highly skilled trades work including but not limited to HVAC, electrical, plumbing, carpentry, masonry, and painting. May also perform skilled trades work. Supervisory tasks range from single trades to the supervision of multiple trades. Positions are generally responsible for hiring, training, disciplining, and conducting performance management and competency assessments for employees. Positions may be required to possess and maintain certification, licensure, educational level, and/or experience criteria as applicable to the tasks being performed or supervised and follow applicable building codes. Must possess journey level knowledge of one or more trades or advanced knowledge in one trade applicable to area supervised. At a minimum, requires a high school degree and two years of experience in the performance of the full range of journeyman level tasks associated with the trade(s) areas related to the position's role or an equivalent combination of education and experience.
800000	Service/ Maintenance Supervisor	Supervises a crew of mechanics and trades employees in the repair, maintenance and daily operations of facilities and equipment. Provides full, direct supervision of employees in managing complex building maintenance, operation and repair activities by providing technical expertise and planning, layout, assignment, scheduling and monitoring of work. May also direct the work of contract service providers. Coordinates procurement of parts, tools and equipment for the work team. Understands and utilizes multiple building control systems and trains staff on building control systems and use of the computerized maintenance management system (CMMS). Five years relevant experience in complex building mechanical maintenance and operations work, including at least two years leading maintenance and operations work. OR Two years technical training in building mechanical maintenance and three years' experience leading work teams.
801000	Police/ Public Safety Supervisor	Provides first-line supervisory or managerial law enforcement work at a college or university campus. With full powers of arrest, enforces the laws of the State and the United States Government. Has law enforcement authority ranging from traffic control to criminal investigations within a limited geographic jurisdiction. Work involves supervision and/or management of a unit of officers or other departmental personnel. A college degree is desirable, as well as certification as a law enforcement officer in accordance with the state, and two to four years of law enforcement experience.
802000	Police/ Public Safety Professional	Performs skilled professional law enforcement work at a college or university campus. With full powers of arrest, enforces the laws of the state and the United States government. Has law enforcement authority ranging from traffic control to criminal investigations within a limited geographic jurisdiction. Work involves the detection of violations in the enforcement of State laws and applicable regulations. A college degree is desirable, as well as certification as a law enforcement officer in accordance with the State (or the ability to achieve certification within a specified time period). Distinguished from 840000 and 841000 (in Staff Survey) in that this position requires more skills and is generally exempt.
805000	Fire Safety/ Prevention Supervisor	Under general supervision from a designated administrator, develop, implement and manage fire/life safety inspection and education programs within various areas of the University (including, on-campus, contractor work places, satellite campuses and residential areas). Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.). Characteristic duties include the following: Conduct fire/life safety inspections of University facilities, public assemblies, and satellite campuses to ensure compliance with applicable codes (national, state, local building, fire and life safety codes and standards). Oversee the testing, maintenance, documentation, and inspection of all protection/detection systems for code requirements. Serve as liaison between the University, city, county, and state fire officials (i.e., provide local fire departments with pre-planning information and assist with coordination of emergency responses to University campuses, and tenant activities). Serve as member on various committees (internal and external) and act as departmental consultant; attend pre-construction conferences. At a minimum, requires an Associate's degree with 3 or more years of experience. Degree should be in Fire Science with experience in Fire/life safety and inspection. Experience must include at least one year of supervisory responsibilities.
807000	Fire Safety/ Prevention Professional	Typically, conducts inspections to assure compliance with applicable national, state and local building, fire and life safety codes, and standards. Applies regulations, standards and sound fire prevention practices to detect hazardous operations and conditions, recommends proper first prevention measures to eliminate or minimize the possibility of injury to personnel and damage to property. Conducts fire/life safety education programs. Conducts inspections of fire protection/ detection systems to assure code required testing and maintenance is being performed. Reviews building plans and specifications to evaluate fire resistance, means of egress, segregation of hazardous areas and occupancy. Assists with investigations of fires and hazardous condition, analyzing precipitating factors and fire cause data. At a minimum, requires an Associate's degree in a related field or an equivalent combination of education and experience. Usually requires at least one year of experience in conducting, documenting and reporting fire and life safety inspections. Must have Fire Safety Inspector or Fire Prevention Specialist certification or complete it within a specified period of time.

808000	Client Care Supervisor	Client care staff include patient care assistants (e.g. wheelchair assistants), child care workers, teacher aides, eldercare assistants, and similar. It does not include certified, degreed teaching or nursing professionals, or skilled technical/paraprofessionals.
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