## Position Descriptions

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, and more. 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).

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Title/Role</th>
<th>Position Description</th>
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<tbody>
<tr>
<td>320010</td>
<td>Executive Assistant to System or Institution CEO</td>
<td>Senior professional staff assistant to the CEO of an institution or 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).</td>
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<tr>
<td>320020</td>
<td>Secretary to the Board of Trustees</td>
<td>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.</td>
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<tr>
<td>325000</td>
<td>Administrative Specialist/Coordinator</td>
<td>This is an exempt, professional position, not an administrative assistant. Persons in this position generally report to an Executive Administrator or to an Administrative 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.</td>
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<tr>
<td>400110</td>
<td>Study Abroad Advisor</td>
<td>With supervision from the Director, provides advisory, referral, and information services to students, parents, and others interested in study abroad opportunities, as well as work, travel, or volunteer opportunities. Provides, organizes, and implements materials and forums regarding overseas study opportunities and sources of financial aid; assists students in complying with registration and academic credit transfer requirements. May supervise support staff positions. Requires a bachelor’s degree and 2 years’ related professional experience.</td>
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<tr>
<td>400115 NEW for 2019</td>
<td>Study Abroad Program Coordinator</td>
<td>Develops, manages, and markets study abroad programs. Collaborates with faculty and external/international providers to ensure the academic quality of programs.</td>
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<tr>
<td>400120</td>
<td>Academic Support Center Coordinator</td>
<td>Plans programs and supervises individuals involved in proficiency/evaluation testing. Supervises special tutors for students with language barriers or students requiring remedial education in math or English. Maintains a liaison with academic deans and faculty. Advises and assists students in determining proficiency in college-level courses. Requires bachelor’s degree or equivalent plus 2-3 years’ related experience.</td>
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<tr>
<td>400125 NEW for 2019</td>
<td>Medical Residency Program Coordinator</td>
<td>Provides support to a program director related to planning, directing, and effectively coordinating academic and operational activities of a residency or fellowship program in order to meet accreditation and other regulatory requirements for graduate medical education.</td>
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<tr>
<td>400130</td>
<td>Head, Campus Learning Resources Center</td>
<td>Directs all activities of the institution’s Learning Resources Center for students.</td>
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<tr>
<td>400135</td>
<td>Head, Campus Teaching Center</td>
<td>Responsible for promoting innovative college teaching, providing a venue for sharing pedagogical strategies across disciplines, introducing advances in teaching and curricular improvement, strengthening graduate students’ teaching skills and enhancing and facilitating undergraduate and graduate student learning.</td>
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<tr>
<td>400140</td>
<td>Credential Specialist</td>
<td>Responsible for a broad range of credentialing functions that include reviewing, analyzing, evaluating, and processing applications for public school teaching credentials, certificates, and permits. Serves as a 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.</td>
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<tr>
<td>400145 NEW for 2019</td>
<td>Head, Accreditation for Graduate Medical Education</td>
<td>Responsible for ensuring residency programs and the sponsoring institution are in compliance with national accreditation and 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.</td>
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<tr>
<td>400150</td>
<td>Academic Evaluator</td>
<td>Responsible for reviewing, analyzing, assessing and processing information, records and transcripts for determining academic credit and eligibility for degrees and specialized program designations. Requires at least six months of related experience.</td>
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<tr>
<td>400160</td>
<td>Head, Foreign Student Services</td>
<td>Recruits and advises foreign students and coordinates academic studies for foreign students on campus.</td>
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<tr>
<td>400190</td>
<td>Head, Student Academic Counseling</td>
<td>Directs the provision of academic counseling and testing services for students. Generally reports to Chief Campus Academic Advising Administrator, 196320.</td>
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<tr>
<td>400190</td>
<td>Academic Advisor/ Counselor</td>
<td>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.</td>
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<tr>
<td>402020</td>
<td>Librarian, Head of Technical Services</td>
<td>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.</td>
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<tr>
<td>402030</td>
<td>Librarian, Head of Public Services</td>
<td>Responsible for oversight of multiple library departments in the public and research services 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.</td>
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<tr>
<td>402040</td>
<td>Librarian, Head of Cataloging</td>
<td>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.</td>
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<tr>
<td>402050</td>
<td>Librarian, Head of Collection Development</td>
<td>Collaborates with librarians and faculty members on collection development policies for all formats of resources. Responsible for the ongoing assessment of collections and their use. Responsible for work with vendors and for licensing agreements. Works with potential donors of library resources. Degree requirement: ALA Accredited Masters.</td>
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</table>
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.

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.

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, plans, teaches, and assesses information literacy program in collaboration with faculty members. Manages workflows to support research and instruction in all formats; serves as liaison to academic departments. Degree requirement: ALA Accredited Masters. Additional Masters may be required.

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-based 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.

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.

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.

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.

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

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.

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 geopolitical materials. Promotes the use of the material to faculty, students, and others. Degree requirement: ALA Accredited Masters.

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.

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.

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. 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. Includes the fine arts.

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.

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

Head, Campus Museum

Plans and directs museum programs, acquisitions and exhibition schedules, staff, budgets, and facilities; oversees 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.

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 field. Degree requirement: ALA Accredited Masters. Additional Masters may be required.

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.

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 arrangements 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

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406050 Instructional Technology, Faculty Support Manager
Supervises and oversees online education instructional and document support services, which 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 teaching, 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
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.

408000 NEW for 2019 Performing/ Creative Arts Professional
Performing/ Creative Arts Professionals in the performing/creative arts without faculty rank, including performance artists, teachers, musicians, and creative designers. Includes artists in residence.

408200 Head, 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, tenure, grievances, and awards.

409000 NEW for 2019 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.

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 off-campus visits for the solicitation of cooperative jobs and scholarships from local and national firms and organizations. Intercepts 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
Responsibility 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.

411000 Deputy Head, Student Admissions
Responsible for one or several areas of student admissions. Reports to the Chief Student Admissions Officer.

411100 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. Exclusion 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 FYE’s 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, 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.

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.

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 Office
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&I 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&I 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.

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: Bachelor's 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 psychologists/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, volunteering, 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, unaffiliated 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
  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, 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
  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
  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 compensation. 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.

422150 HR Benefits Specialist
  Counsels employees regarding routine benefits programs, including pre-retirement planning, insurance programs, death benefits, and workers’ compensation. Provides advice, counsel, and guidance to employees, supervisors, and managers regarding employee relations issues. Requires a bachelor's degree or equivalent plus 2-3 years' experience.

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, costs and carriers. Requires a bachelor's degree or equivalent plus 5-8 years' experience.

422180 HR Employment Specialist
  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
  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 assist in drafting policies for review and approval, providing consultation, and performing analyses. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.

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
  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
  Performs 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 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 review 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 ensuring 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/EO 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.
**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.

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**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.

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**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.

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**Deputy Title IX Coordinator**

Responsible for one or several areas of Title IX coordination. Reports to the Title IX Coordinator.

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**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.

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**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.

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**Deputy Head, Institutional Research**

Conducts research and studies under the supervision of the IR Director. Responsibilities typically include the design of studies, data collection, analyses, and reporting.

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**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 the human subjects are protected.

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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.

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. Preparers 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. Preparers 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. Ability 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
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.

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.

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. Conferes with university departments regarding requirements, specifications, and deliveries. Advises departments on purchasing policies and procedures and provides vendor sources. May supervise technical/clerical 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
Responsibility for one or several areas of bookstore operations. Reports to the Director.

435120 Department Business Manager, Large Unit
Manages special event ticket operations and provides ticket services to those sponsoring and attending activities. Responsibilities include hiring and training personnel, confering 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.

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.
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.

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.

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.

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 year's of related experience.

Principal Gifts Officer
NEW FOR 2019
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.

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.

Planned Giving Officer, Senior
NEW FOR 2020
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.

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 acknowledgments 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.

Alumni Relations Officer, Level
Entry
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.

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.

Head, Church Relations
Senior administrative official responsible for relationships between the institution and the ministers and layperson(s) of support churches. Does not include Chaplain.

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. Bachelor's degree, and 0 - 2 years experience. Recent college graduate. Operates under close supervision.

Public Policy Analyst, Senior
NEW FOR 2019
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 related experience. Operates under minimal supervision.

Advisement Services, Prospect Researcher
Organizes and oversees the institution's records relating to current and prospective donors, conducts research to secure prospects for gifts, and documents the association of these prospects with the college or university.

Public Information Specialist
NEW FOR 2019
Manages media relations and internal communications. Coordinates external media and public relations. Interacts with campus community, legal, academic, and administrative leaders to develop and implement a comprehensive, creative public relations program. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes sports information positions.

Communications/Marketing Professional
NEW FOR 2019
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.

Communications/Marketing Specialist
NEW FOR 2019
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.

Head, College/University Press
NEW FOR 2019
Directs the activities of the college/departmental office press including editorial, production, marketing, sales, order fulfillment, warehouse, and accounting operations.

Deputy Head, Campus Publications
Second senior administrative official responsible for institutional publications.

Head, Campus Information Office
RESPONSIBLE FOR PROVIDING INFORMATION ABOUT THE INSTITUTION TO STUDENTS, FACULTY, AND THE PUBLIC. FUNCTIONS CONSISTENTLY WITH NEWS MEDIA RELATIONS; PREPARATION OF NEWS RELEASES AND PHOTOGRAPHS; AND DISTRIBUTION AND PUBLICATION OF NEWSLETTERS, MAGAZINES, AND OTHER PUBLICATIONS.

Trademark Licensing Specialist
Guarantees that institutional's brand identity is properly represented on goods and services. Protects and controls the use of institutional'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.

Web Content Developer
NEW FOR 2019
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, JAVA, AND XML. REPORTS THOSE WHO WORK PRIMARILY IN A COMMUNICATIONS FUNCTION HERE. THOSE WHO SERVE A PRIMARY IT FUNCTION SHOULD BE REPORTED UNDER IT.

Graphic Designer
NEW FOR 2019
CREATES DESIGN AND STYLE GUIDELINES FOR WEB SITES. WORKS WITH OTHER DEPARTMENTS TO DEVELOP 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: 44110 - 441110

Head, Campus News
Bureau/Service
Kanetizes and writes news and publicity releases and writes feature stories about institutional events and programs.

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.

Television Program Manager
NEW FOR 2019
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.

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.

FM Radio Station Manager
MANAGES FM RADIO STATION OPERATIONS, INCLUDING PROGRANNING, ON-AIR FUNCTIONS, PROGRAM PRODUCTION, BROADCAST NEGOTIATIONS, AND STUDIO EQUIPMENT SUPERVISION. REQUIRES A BACHELOR'S DEGREE AND 5-8 YEARS' RELATED EXPERIENCE.
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.

Head, Campus Events
Responsible for development, promotion, and implementation of institutional (on- and off-campus) noncredit conferences and seminars.

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

Head, Campus Printing Services
Responsible for operation of campus printing services, including offset printing and bulk xerographic reproduction/offsetting.

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, regulations, etc.

Head, Campus Landscape & Groundskeeping
Manages operation of the technical trade areas, which usually include plumbing, heating, electrical, refrigeration, and air conditioning, preventative maintenance, and water plant functions.

Head, Campus Skilled Trades
Manages operation of building craft areas, which usually include carpentry, locksmithing, painting, sheet metal, welding, masonry, and roof and road functions.

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.

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.

Facilities 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.

Facilities 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.

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.

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.

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.

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.

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.

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.

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.

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.

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/dry 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 dry 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 3-5 years' experience with child development programs.

457125 Child Care Center Teacher
Degree, 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 facility plans for teaching, research and service on the farm. Maintains a farm enterprise accounting system; runs the farm as a business while operating within the institution's budget. Position may also involve maintaining close relations with the local agricultural community. Minimum requirements are a B.S. in Agriculture or a related field and 5 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 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 tasks. Services 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's 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's 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.
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.

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.

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 assess and supervise the work of others.

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.

IT Project Manager

Works with users, programmers, and programmer analysts to develop, monitor, and manage large-scale IT projects.

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.

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.

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 regarding 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.

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, integrity, access and integrity.

Principal Database Administrator

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

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.

IT Help Desk Specialist/Technician

Responsible for front line support of institutional users of enterprise applications, desktops, networks, and information resources.

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.

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.

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.

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 lists 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.

IT Help Desk 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.

Network Engineer

Responsible for deploying physical and logical networks, including cabling plant and electronics, and for monitoring and managing their performance.

Network Administrator

Responsible for network connectivity, setup, and maintenance, and for remote VPN connections, network security (firewall protection), as well as Wi-Fi connectivity.

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/video 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.

IT Systems Support, Security, and Telecommunications Professionals; 465130 - 467100

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 systems 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.

IT Systems Manager, Senior

Provides technical guidance with regard to proper data processing methods and performance standards. Audits performance of in-house data processing systems 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. 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.

IT Systems Administrator

Installs, configures monitors and maintains systems, including email and web servers. Monitors data integrity and system security.

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.

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.
<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
<th>Description</th>
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<tbody>
<tr>
<td>466100</td>
<td>IT Security Analyst/Engineer</td>
<td>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.</td>
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<tr>
<td>466110</td>
<td>IT Security Analyst/Engineer, Senior</td>
<td>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.</td>
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<td>467100</td>
<td>IT Tele-communications Manager</td>
<td>Responsible for overseeing the implementation and administration of the institution’s telecommunications system. Reports to Director, Telecommunications/Networking.</td>
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<td>470290</td>
<td>Physical Sciences, Research Assistant</td>
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<td>470300</td>
<td>Physical Sciences, Research Associate</td>
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<td>470390</td>
<td>Physical Sciences, Research Scholar</td>
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<td>470395</td>
<td>Physical Sciences, Senior Research Scholar</td>
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<td>470396</td>
<td>Physical Sciences, Principal Research Scholar</td>
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<td>470425</td>
<td>Social Sciences, Research Assistant</td>
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<td>470430</td>
<td>Social Sciences, Research Associate</td>
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<td>470445</td>
<td>Social Sciences, Senior Research Scholar</td>
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<td>470446</td>
<td>Social Sciences, Principal Research Scholar</td>
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<td>470600</td>
<td>Clinical Research Coordinator, Non-R. N.</td>
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<td>470650</td>
<td>Medical Sciences, Research Assistant</td>
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<td>470660</td>
<td>Medical Sciences, Research Associate</td>
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<td>470690</td>
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<td>470700</td>
<td>Life Sciences, Research Assistant</td>
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<td>470710</td>
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<td>Life Sciences, Senior Research Scholar</td>
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<tr>
<td>470740</td>
<td>Life Sciences, Principal Research Scholar</td>
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Research Professionals: Descriptions

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

**Research Associate** independently performs components of a research program as directed by a senior member of the research team. A Research Associate may be involved in designing certain aspects of research projects and independently conducts work complementary to the work of a Research Assistant.

**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 Master’s degree.

**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 investigators.

Research Professionals: Physical and Social Sciences; 470290 - 470446

Research Professionals: Medical and Life Sciences; 470600 - 470740

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.
471700

Research Coordinators, 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 public community. 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.

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

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 a student health center.

481110

Staff Nurse

Provides 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 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, nurses monitors and administers treatment or research protocols. Instills and counsels patients in research procedures, administers treatment procedures, monitors patients during procedures and records analyses 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

Dietsicians / 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 ensure they strive to achieve their full academic potential. Also responsible for monitoring institutional compliance with NCAA/conference academic eligibility requirements 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: Bachelor’s 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: Bachelor’s 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: Bachelor’s 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’s 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: Bachelor’s 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: Bachelor’s 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: Bachelor’s 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
<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>498700</td>
<td>Head Coach - Women's Soccer</td>
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<tr>
<td>498710</td>
<td>Head Coach - Women's Softball</td>
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<tr>
<td>498720</td>
<td>Head Coach - Women's Tennis</td>
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<tr>
<td>498730</td>
<td>Head Coach - Women's Volleyball</td>
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<tr>
<td>498740</td>
<td>Head Coach - Bowling</td>
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<td>NEW for 2019</td>
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<tr>
<td>498750</td>
<td>Head Coach - Rugby</td>
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<td>NEW for 2019</td>
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<tr>
<td>498760</td>
<td>Head Coach - Equestrian Sports</td>
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<td>NEW for 2019</td>
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<tr>
<td>498770</td>
<td>Head Coach - eSports</td>
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<td>NEW for 2019</td>
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<tr>
<td>498800</td>
<td>Head Coach - Cheerleading</td>
<td>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.</td>
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<td>499270</td>
<td>Offensive Coordinator-Football</td>
<td>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.</td>
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<tr>
<td>499280</td>
<td>Defensive Coordinator-Football</td>
<td>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.</td>
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<tr>
<td>499320</td>
<td>Offensive Coordinator-Football</td>
<td>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.</td>
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<tr>
<td>499330</td>
<td>Assistant Coach-Men's Basketball</td>
<td>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.</td>
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<tr>
<td>499350</td>
<td>Assistant Coach-Women's Basketball</td>
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<td>499360</td>
<td>Assistant Coach, Cross Country</td>
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<td>499370</td>
<td>Assistant Coach, Track and Field</td>
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<td>499380</td>
<td>Assistant Coach, Cross Country/Track &amp; Field</td>
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<td>499390</td>
<td>Assistant Coach, Skiing (Alpine &amp; Nordic)</td>
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<td>499400</td>
<td>Assistant Coach, Swimming &amp; Diving</td>
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<td>499410</td>
<td>Assistant Coach, Men's Golf</td>
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<td>499420</td>
<td>Assistant Coach, Men's Gymnastics</td>
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<td>499430</td>
<td>Assistant Coach, Men's Ice Hockey</td>
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<td>499450</td>
<td>Assistant Coach, Men's Rowing</td>
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<td>499460</td>
<td>Assistant Coach, Men's Soccer</td>
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<td>499470</td>
<td>Assistant Coach, Men's Tennis</td>
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<td>499480</td>
<td>Assistant Coach, Men's Volleyball</td>
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<td>499490</td>
<td>Assistant Coach, Men's Wrestling</td>
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<td>499500</td>
<td>Assistant Coach, Women's Field Hockey</td>
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<td>499510</td>
<td>Assistant Coach, Women's Golf</td>
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<td>499520</td>
<td>Assistant Coach, Women's Gymnastics</td>
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<tr>
<td>499530</td>
<td>Assistant Coach, Women's Ice Hockey</td>
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<tr>
<td>Client Care Supervisor</td>
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<td>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/para-professionals.</td>
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