# JOB CODE INDEX

**NOTE:** Enter the appropriate School/College Designation Code (listed on page 10) in column R of your SmartScreen data submission for each incumbent.

## GENERAL ADMINISTRATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
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<tr>
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<td>Assistant to the President</td>
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<tr>
<td>18002</td>
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<td>International Services Advisor</td>
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<td>Ombudsperson</td>
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<td>Associate Director, Government Affairs</td>
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<td>18032</td>
<td>Legislative Associate</td>
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<td>18034</td>
<td>Director, Diversity and Equity</td>
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<td>18035</td>
<td>Director, Special Events</td>
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## ATHLETICS

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<td>18051</td>
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<td>18052</td>
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<td>Associate Director, Intramural Sports</td>
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## DIVISION ADMINISTRATION

**NOTE:** Data for previous Division Administration positions specific to the Graduate School Business Administration, Law School and Medical School will now be reported via the School/College Designation Code in your data submission. See page 10 for data input instructions and a complete list of the School/College Designation Codes.

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<tr>
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<tr>
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<td>18107</td>
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## ALUMNI AFFAIRS & DEVELOPMENT

### Regional Development Offices

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<thead>
<tr>
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<tr>
<td>18190</td>
<td>Director, Regional Development Office</td>
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<td>Individual Giving Officer, Regional Office</td>
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### Alumni Affairs

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<thead>
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<tr>
<td>18200</td>
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<td>Alumni Relations Officer 1</td>
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### Annual Giving

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### Stewardship

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### Development

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### Planned Giving

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### Foundation Relations

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### Gifts

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<thead>
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<td>18404</td>
<td>Director, Real Estate Management</td>
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<td>Director, Faculty/Staff Assistance Program</td>
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<td>Director, Undergraduate Student Affairs</td>
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<td>18672</td>
<td>Director, Summer Programs &amp; Camps</td>
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<td>Student Advisor</td>
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<td>Director, Campus Ministries</td>
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<td>Director, Women’s Center</td>
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<td>Director, Residential Halls</td>
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<td>Residence Director, Campus Life</td>
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<td>Director, Greek Life</td>
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<tr>
<td>18689 Clinical Nurse Specialist</td>
<td>18807 Database Administrator 2</td>
</tr>
<tr>
<td>18690 Student Health Services Department Administrator</td>
<td>18808 Database Administrator 3</td>
</tr>
<tr>
<td>18691 Dietitian/Nutritionist 1</td>
<td>18809 Database Administrator 4</td>
</tr>
<tr>
<td>18692 Dietitian/Nutritionist 2</td>
<td>18810 Data Warehouse Developer</td>
</tr>
<tr>
<td>18697 Social Worker 2</td>
<td><strong>Database Administration</strong></td>
</tr>
<tr>
<td>18698 Social Worker 3</td>
<td>18807 Database Administrator 2</td>
</tr>
<tr>
<td><strong>RESEARCH</strong></td>
<td>18808 Database Administrator 3</td>
</tr>
<tr>
<td><strong>NOTE:</strong> Enter the appropriate Functional Area Code (listed on page 10) in column S of your SmartScreen data submission for all Research positions (18701 – 18769).</td>
<td>18809 Database Administrator 4</td>
</tr>
<tr>
<td>18701 Research Technician 1</td>
<td>18810 Data Warehouse Developer</td>
</tr>
<tr>
<td>18702 Research Technician 2</td>
<td><strong>Programming/Analysis</strong></td>
</tr>
<tr>
<td>18703 Research Technician 3</td>
<td>18811 Systems Programmer/Analyst 1</td>
</tr>
<tr>
<td>18704 Research Technician 4</td>
<td>18812 Systems Programmer/Analyst 2</td>
</tr>
<tr>
<td>18706 Research Specialist 1</td>
<td>18813 Systems Programmer/Analyst 3</td>
</tr>
<tr>
<td>18707 Research Specialist 2</td>
<td>18814 Systems Programmer/Analyst 4</td>
</tr>
<tr>
<td>18708 Research Specialist 3</td>
<td>18816 Applications Programmer/Analyst 1</td>
</tr>
<tr>
<td>18709 Research Specialist 4</td>
<td>18817 Applications Programmer/Analyst 2</td>
</tr>
<tr>
<td>18712 Biostatistician 2</td>
<td>18818 Applications Programmer/Analyst 3</td>
</tr>
<tr>
<td>18713 Biostatistician 3</td>
<td>18819 Applications Programmer/Analyst 4</td>
</tr>
<tr>
<td>18714 Biostatistician 4</td>
<td><strong>Networking</strong></td>
</tr>
<tr>
<td>18717 Clinical Laboratory Scientist 2</td>
<td>18823 Network Engineer 3</td>
</tr>
<tr>
<td>18718 Clinical Laboratory Scientist 3</td>
<td>18824 Network Engineer 4</td>
</tr>
<tr>
<td><strong>Program Administration</strong></td>
<td>18826 Network Administrator 1</td>
</tr>
<tr>
<td>18731 Academic and/or Research Program Officer 1</td>
<td>18827 Network Administrator 2</td>
</tr>
<tr>
<td>18732 Academic and/or Research Program Officer 2</td>
<td>18828 Network Administrator 3</td>
</tr>
<tr>
<td>18733 Academic and/or Research Program Officer 3</td>
<td>18829 Network Administrator 4</td>
</tr>
<tr>
<td>18736 Research Process Manager 1</td>
<td><strong>Help Desk</strong></td>
</tr>
<tr>
<td>18737 Research Process Manager 2</td>
<td>18830 Manager, Help Desk</td>
</tr>
<tr>
<td>18741 Research Compliance Manager 1</td>
<td>18831 Help Desk Specialist 1</td>
</tr>
<tr>
<td>18742 Research Compliance Manager 2</td>
<td>18832 Help Desk Specialist 2</td>
</tr>
<tr>
<td>18750 Director, Laboratory Animal Research</td>
<td><strong>Desktop/User Services</strong></td>
</tr>
<tr>
<td>18751 Veterinarian</td>
<td>18835 Manager, Desktop Support</td>
</tr>
<tr>
<td>18755 Research Nurse</td>
<td>18836 Desktop Support Specialist 1</td>
</tr>
<tr>
<td>18758 Advanced Instrumentation Specialist</td>
<td>18837 Desktop Support Specialist 2</td>
</tr>
<tr>
<td>18760 Director, Internal Review Board</td>
<td>18838 Desktop Support Specialist 3</td>
</tr>
<tr>
<td>18766 Research Engineer 1</td>
<td><strong>WEB Technology</strong></td>
</tr>
<tr>
<td>18767 Research Engineer 2</td>
<td>18842 Web Designer/Administrator 2</td>
</tr>
<tr>
<td>18768 Research Engineer 3</td>
<td>18843 Web Designer/Administrator 3</td>
</tr>
<tr>
<td>18769 Post Doctoral Research Associate</td>
<td><strong>Instructional Learning</strong></td>
</tr>
<tr>
<td>18770 Instructional Learning Position 2</td>
<td>18852 Instructional Learning Position 2</td>
</tr>
<tr>
<td>18773 Instructional Learning Position 3</td>
<td><strong>WEB Technology</strong></td>
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<td>Code</td>
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<td>18854</td>
<td>Instructional Learning Position 4</td>
</tr>
<tr>
<td>18862</td>
<td>Multimedia Services Position 2</td>
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<tr>
<td>18863</td>
<td>Multimedia Services Position 3</td>
</tr>
<tr>
<td>18864</td>
<td>Multimedia Services Position 4</td>
</tr>
<tr>
<td>18869</td>
<td>Manager, Media Services</td>
</tr>
<tr>
<td>18870</td>
<td>Director, IT Operational Services</td>
</tr>
<tr>
<td>18871</td>
<td>Assistant Director, Technical Operations</td>
</tr>
<tr>
<td>18872</td>
<td>Manager, Data Operations</td>
</tr>
<tr>
<td>18873</td>
<td>Manager, Voice Operations</td>
</tr>
<tr>
<td>18874</td>
<td>Manager, IT Client Services</td>
</tr>
<tr>
<td>18875</td>
<td>Director, Network Communications Technical Services</td>
</tr>
<tr>
<td>18900</td>
<td>Director, Museum</td>
</tr>
<tr>
<td>18901</td>
<td>Museum Registrar 1</td>
</tr>
<tr>
<td>18902</td>
<td>Museum Registrar 2</td>
</tr>
<tr>
<td>18903</td>
<td>Museum Registrar 3</td>
</tr>
<tr>
<td>18913</td>
<td>Curator 3</td>
</tr>
<tr>
<td>18914</td>
<td>Curator 4</td>
</tr>
<tr>
<td>18915</td>
<td>Supervisor, Museum Security</td>
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</tbody>
</table>
POSITION DESCRIPTIONS

GENERAL ADMINISTRATION

18000 ASSISTANT TO THE PRESIDENT
Directs the administrative support operations of the President's Office and provides administrative assistance to the President. Assumes major administrative support responsibility and initiative to prepare materials for meetings; attends meetings, drafts correspondence and monitors and follows through on unresolved issues. Responds to a wide variety of questions and issues, and takes initiative to refer questions and requests to the most appropriate institution or outside official. Coordinates a wide variety of projects and follows through with high-level officials within and outside the organization. Manages office staff, delegates assignments and supervises all work assuring the highest quality standards.

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

18002 ASSISTANT TO THE DEAN OR VP 2
Performs non-standardized and varied administrative and secretarial duties for the Dean or Vice President. Manages, coordinates, schedules and maintains calendar or program activities. Plans agenda and arranges travel as required. Acts as liaison with internal and external groups/offices/constituents. Compiles data, statistics and other information and materials for meetings, lectures, etc. Composes correspondence for Dean/VP signature. Plans events and performs special projects.

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

18003 ASSISTANT TO THE DEAN OR VP 3
Performs complex administrative duties for the Dean or Vice President. Directs and coordinates daily operations of office and/or program. Serves as staff and resources person. Acts as liaison with internal and external groups/offices/constituents. Compiles data, statistics and other information and materials for meetings, lectures, etc. Composes correspondence for Dean/VP signature. Plans events and performs special projects.

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

18004 EXECUTIVE ASSISTANT TO THE PRESIDENT
Oversees and directs the operations of the President's Office by planning and directing space allocation and design, staffing, budget, equipment, workflow and operational philosophy. Counsels, supports and advises the President in the performance of his duties, implements the President's decisions and directives and manages the President's Office staff. Plans and organizes all Board meetings, committee meetings, etc., creating agendas and preparing and distributing minutes. Creates scripts and composes speeches for all Institute ceremonies and writes resolutions for adoption by the Board of Trustees and its committees. Maintains the official articles of incorporation of the institution. Maintains and interprets the official Bylaws of the corporation and ensures compliance with their terms and conditions. Certifies actions of the Board of Trustees, accepts judicial summons on behalf of the institution and controls access to and use of the institution's corporate seal.

Education and Experience: Bachelor's degree in business administration or a related field and 5 - 7 years office management experience, two years of which are in an executive office.

18006 CLINICAL ADMINISTRATOR 1
Implements and develops business management practices, planning mechanisms, control systems, and organization necessary for the management of a small or moderately-sized medical/dental/health-services clinical department. Manages a business-planning mechanism that maps revenues to resources and that leads to realistic action plans. Organizes and analyzes the information necessary for a clear understanding of the department's clinical operations. Oversees the billing, collection and control systems for professional fees and expenditures. Manages the commitment-accounting system. Keeps the chairperson informed of the department's activities. Excludes positions in the Student Health Center or Hospital. Typically responsible for an operating budget of up to $10 M.

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

18007 CLINICAL ADMINISTRATOR 2
Develops the business management practices, planning mechanisms, control systems, and organization necessary for the management of one moderately-sized or two smaller medical/dental/health-services clinical departments. Develops a business-planning mechanism that maps revenues to resources and that leads to realistic action plans. Organizes and analyzes the information necessary for a clear understanding of the department's clinical operations. Enhances the control systems for expenditures. Strengthens the billing and collecting systems for professional fees. Manages the commitment-accounting system. Develops a management-reporting system to keep the chairperson informed of the department's activities. May
manage employees through subordinate supervisors or lead workers. Excludes positions in the Student Health Center or Hospital. Typically responsible for operating budgets of $10 M - $30 M.

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

### 18008 CLINICAL ADMINISTRATOR 3

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

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

### 18011 BUSINESS ADMINISTRATOR 1

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

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

### 18012 BUSINESS ADMINISTRATOR 2

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

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

### 18013 BUSINESS ADMINISTRATOR 3

Manages the daily operation of a major academic unit within a school or college. Serves as administrator for business affairs, in addition to administering several major academic programs including financial aid, development and alumni affairs. Serves as administrative deputy to the dean. Formulates policies and guidelines to carry out the department's mission for faculty and students. Oversees the review, approval, and reporting of all expenditures on physical plant, goods, and services; use and allocation of space and construction; design and implementation of financial and operating systems; and the implementation of all human resources actions regarding hiring, terminations, salary, and disciplinary actions. Originates and executes all federal in-house financial aid processed and programs. Develops, directs, and manages all annual special fund-raising projects, publications, and events. Oversees and originates programs and special events related to the department. Supervises a large staff of non-exempt employees. Directly reports to an upper-level Business Administrator. Typically responsible for a budget (including grants & contracts) of $10 M - $50 M.

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

### 18014 BUSINESS ADMINISTRATOR 4

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

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

18015 BUSINESS ADMINISTRATOR 5
Directs the daily operation of multiple institution organizational units or a multi-faceted academic, research and teaching department within a school or college. Directs all facets and phases of financial and administrative management. Directs the management of general appropriation, endowment, federal and non-federal grants and contracts, and gift funds. Negotiates and directs collaborative agreements with other research institutions and research laboratories, collaborative agreements with community enterprises and representatives, and contracts for facility usage and employment services. Establishes procedures for recording, tracking, dispersing, and reporting payrolls which includes fellowships, stipends, casual, bi-weekly and monthly checks. Identifies short and long-term goals and oversees the allocation of resources to meet priorities. Controls all expenditures and statement of accounts to ensure regulatory compliance and fiscal integrity. Develops, plans, and directs special projects which may include space renovations, space allocations, staffing, equipment purchases, long-range plans, leasing of off-campus space and services. Directs the rehabilitation, renovation, and management of grounds and facilities. Negotiates and implements all human resources actions regarding hiring, terminations, salary, and disciplinary actions. Manages staff through Lower-level Business Administrators. Directly reports to the Dean, Vice President or head of a school or college. Typically responsible for budgets (including grants & contracts) totaling over $100 M.

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

18016 BUSINESS ADMINISTRATOR 6
Directs the daily operation of multiple institution organizational units or a large, multi-faceted academic, research and teaching department within a school or college. Directs all facets and phases of financial and administrative management. Directs the management of general appropriation, endowment, federal and non-federal grants and contracts, and gift funds. Negotiates and directs collaborative agreements with other research institutions and research laboratories, collaborative agreements with community enterprises and representatives, and contracts for facility usage and employment services. Establishes procedures for recording, tracking, dispersing, and reporting payrolls which includes fellowships, stipends, casual, bi-weekly and monthly checks. Identifies short and long-term goals and oversees the allocation of resources to meet priorities. Controls all expenditures and statement of accounts to ensure regulatory compliance and fiscal integrity. Develops, plans, and directs special projects which may include space renovations, space allocations, staffing, equipment purchases, long-range plans, leasing of off-campus space and services. Directs the rehabilitation, renovation, and management of grounds and facilities. Negotiates and implements all human resources actions regarding hiring, terminations, salary, and disciplinary actions. Manages staff through Lower-level Business Administrators. Directly reports to the Dean, Vice President or head of a school or college. Typically responsible for budgets (including grants & contracts) totaling over $100 M.

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

18020 DIRECTOR, INTERNATIONAL SERVICES
Serves as the Immigration expert for the institution's foreign scholars and staff and provides technical support for student immigration matters. Oversees and administers all aspects of immigration-related services including documentation and record-keeping for employment-based immigrants, H-1, J-1, B1/B2, TN and WB personnel and scholars. Advises institution offices and staff on current Immigration & Naturalization Services, United States Information Agency, Department of State and Department of Labor regulations and procedures. Coordinates the development and implementation of immigration-related policies and procedures. Assists with developing, integrating, and implementing government regulations for the hiring practices of foreign nationals. Monitors existing orientation programs and promotes intercultural adjustment activities. Keeps abreast of changes and proposed changes in legislation and regulations and evaluates how they may affect the welfare of current and future foreign students and staff. May represent the institution with INS and other federal agencies.

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

**18021 INTERNATIONAL PROGRAM COORDINATOR**

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

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

**18022 INTERNATIONAL SERVICES ADVISOR**

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

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

**18023 OMBUDSPERSON**

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

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

**18024 DIRECTOR, COMMUNITY RELATIONS**

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

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

**18025 DIRECTOR, INSTITUTIONAL RESEARCH**

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

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

**18026 INSTITUTIONAL RESEARCH ANALYST 1**

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

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

### 18027 INSTITUTIONAL RESEARCH ANALYST 2

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

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

### 18030 DIRECTOR, GOVERNMENT RELATIONS

Directs the activities involved in promoting stable and productive relationships between the institution and federal, state, and local governments. Plans the institution President's visits to federal, state and local government centers, including identifying key government leaders with whom the President should meet, informing them of the President's goals for his visits, creating briefing materials and ensuring follow-up to the visits. Represents the institution at peer institutions and organizations such as the Council on Federal Relations of the Association of American Universities. Works with department heads to plan and execute Congressional staff campus visits and other high-level governmental visits to campus. Assist with local government issues as needed, such as providing information and/or resources to national, state, and local officials.

**Education and Experience:** Bachelor's degree required; an advanced degree in such fields as Public Administration, Public Policy or Law is desirable. Requires a minimum of 5 - 7 years of experience in a government-relations environment. Experience on Capitol Hill or in a related science, technology, or higher education policy position is preferred.

### 18031 ASSOCIATE DIRECTOR, GOVERNMENT AFFAIRS

Advises and assists the institution’s officials regarding federal and/or state programs and policies. Represents the institution in relationships with federal and/or state officials. Represents the institution in Washington-based associations of institutions of higher education. Advises administration and faculty regarding opportunities for federal funding. Works directly with public officials and their representatives and coordinates the interactions of institution personnel with those officials. Analyzes and influences actions of the government to maximize benefits and minimize costs. Initiates strategic partnerships with other institutions and entities with particular interests similar to the institution. Supervises personnel and manages the department's budget.

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

### 18032 LEGISLATIVE ASSOCIATE

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

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

### 18034 DIRECTOR, DIVERSITY AND EQUITY

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

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

18035  **DIRECTOR, SPECIAL EVENTS**  
Plans and executes all key institution annual and special events such as Commencement, Parent’s Weekend, alumni and donor events, awards ceremonies, unique events such as presidential inaugurations, centennial anniversaries, and comprehensive campaigns, as well as other events hosted by the President in his/her home or in other venues. Appoints sub-committees comprised of representatives from across the University (faculty, staff, and administrators), establishes planning timelines and benchmarks, and monitors progress throughout the planning period, and serves as chair of the overall planning committees while providing significant guidance to all sub-committees. Serves as a liaison with the President’s Office on matters related to external events, keeping the University Relations division informed of events initiated by the President’s Office (dinners, house guests, etc.). Manages complex budgets of significant size, negotiates with vendors and arranges for the utilization of institutional resources. Ensures adherence to proper protocol and etiquette at all events.  

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

**ATHLETICS**  

18050  **DIRECTOR, ATHLETICS**  
Directs intercollegiate, intramural, recreation, and club programs and directs the athletic facilities. Determines policy for the department of Athletics, recreation and intramural. Represents department on institution committees. Coordinates departmental fund-raising activities. Represents institution on external athletic committees. This is the top athletics administrative position.  

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

18051  **ASSOCIATE DIRECTOR, ATHLETICS**  
Planning manager for all aspects of the department's operation, including personnel, organization, facilities, computerization, and policy. Administers and manages the athletic department's fiscal operations, including the ticket office. Supervises the team support functions including individual travel, lodging and food arrangements for teams on away trips as well as individual contest officials for home events.  

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

18052  **ASSOCIATE DIRECTOR, INTERCOLLEGIATE SPORTS**  
Directs the operational aspects of all intercollegiate programs. Schedules all intercollegiate athletics contests for varsity, junior varsity and freshmen teams. Responsible for compliance with NCAA, ECAC and other League rules and regulations for intercollegiate athletics. Participates in matters involving institution intercollegiate programs and the implementation and establishment of policies related to intercollegiate athletics. Acts as the liaison with the Admissions Department and coordination of the coaches' recruiting of student athletes and admission process.  

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

18053  **ASSOCIATE DIRECTOR, INTRAMURAL SPORTS**  
Directs the operational aspects of club (intramural) programs offered on campus. Plans and schedules intramural sports, physical education and recreational events. Administers and monitors budget. Participates in planning and coordination of programs and policy. Coordinates travel for events and tournaments. Responsible for scheduling and planning locations for these events. Supervises a small staff.  

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

18054  **ASSISTANT DIRECTOR, ATHLETICS OPERATIONS**  
Directs the use, operation, and maintenance of all institution athletic facilities and fields including pools, rinks and boathouses. Oversees the administration of all events and is responsible for long-range planning for the facilities.  

**Education and Experience:** Bachelor's degree required with 5 - 7 years experience in facility and operation management.
18055 ATHLETIC COMPLIANCE OFFICER
Primary responsibility is to maintain and further develop a comprehensive program to ensure compliance with NCAA and other college and university group regulations and policies. Includes satisfactory progress, initial and continuing eligibility, investigating and reporting violations, rules interpretation and rules education as these apply to students, coaches, department administrators, institution administrators and alumni.

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

18056 HEAD ATHLETIC TRAINER
Supervises and provides athletic training support for intercollegiate athletics. Provides athletic training services including testing, evaluation, assignment for training regimens, treatment of injuries, rehabilitation and medical referrals. Coordinates team physicals and activities of team physician. Maintains established safety standards. Provides first aid support. Instructs recreation programs. This is a senior-level departmental position.

**Education and Experience:** Bachelor's degree in physical therapy or approved program in athletics training and 8 or more years of related experience. Certification as an athletic trainer.

DIVISION ADMINISTRATION

**NOTE:** Data for previous Division Administration positions specific to the Graduate School Business Administration, Law School and Medical School will now be reported via the School/College Designation Code in your data submission. Employees previously matched to Division Administration positions not listed below are now to be matched to the corresponding positions covered in other sections of the survey, using the appropriate School/College Designation Code to indicate the area of the institution in which they are located. See page 10 for data input instructions and a complete list of the School/College Designation Codes.

18105 TOP EXECUTIVE EDUCATION PROGRAM POSITION
Creates and implements strategic direction for management education to a Business School’s executives. Member of senior management team of the Business School. Assesses market, develops programs, both on campus and on-line, in various academic specialties. Manages all operations of a revenue center including marketing, costing, P&L, staffing, facilities and program delivery. Serves as contact to teaching faculty, and as resource on cutting-edge delivery of educational products. This is the highest-level non-faculty position performing this function that typically reports to the Dean. Titles may include Director, Assistant Dean or Associate Dean.

**Education and Experience:** Master's degree and 5 or more years senior operational management experience. Master's degree strongly preferred.

18107 TOP MBA PROGRAM POSITION
As member of a Business School’s senior management team, provides strategic direction and manages all aspects of MBA program. Oversees admissions, financial aid, academic affairs, student life and placement activities. Manages all operational facets including scheduling, curriculum advising, student advising, staffing, budgets and facilities. This position is usually held by an alum. This is the highest-level non-faculty position performing this function that typically reports to the Dean. Titles may include Director, Assistant Dean or Associate Dean.

**Education and Experience:** Master's degree required, and 5 or more years of operational management experience.

ALUMNI AFFAIRS AND DEVELOPMENT

Regional Development Offices

18190 DIRECTOR, REGIONAL DEVELOPMENT OFFICE
Develops, implements and monitors the Alumni Affairs and Development programs in one or more regional and/or international affairs office. Ensures coordination of Alumni Affairs and Development activity with the regional alumni components of admissions and other University programs.

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

18192 INDIVIDUAL GIVING OFFICER, REGIONAL OFFICE
This position is an experienced development professional who will compliment the efforts of the Regional Director in campaign prospect identification and development efforts by focusing on specific areas within the region and specific alumni groups based
on the region's potential. Focus is on identifying, involving, and forwarding to individual giving programs prospects with large outright and planned gift potential and in developing and supporting cultivation and involvement strategies and efforts.

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

**Alumni Affairs**

**18200 DIRECTOR, ALUMNI RELATIONS**

Plans, develops and implements a wide variety of alumni programs including regional programs, class activities and reunions. Maintains liaison with and provides support services to national alumni groups. This is the top position in Alumni Relations, reports directly to the Vice President of Development.

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

**18201 ALUMNI RELATIONS OFFICER 1**

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

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

**18202 ALUMNI RELATIONS OFFICER 2**

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

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

**18203 ALUMNI RELATIONS OFFICER 3**

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

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

**18204 ALUMNI RELATIONS OFFICER 4**

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

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

**Annual Giving**

**18205 DIRECTOR, ANNUAL GIVING**

Directs and manages all aspects of various Annual Giving Programs, including the phone-a-thon and direct mail programs, gifts societies, parents program and the undergraduate program. Typically supervises/manages subordinate staff.

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

**18206 ANNUAL GIVING OFFICER 1**

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

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

**18207 ANNUAL GIVING OFFICER 2**

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

**Education and Experience:** Bachelor's degree and 2 - 4 years in annual giving/development.
18208 ANNUAL GIVING OFFICER 3
Responsible for the identification, solicitation and retention of institution-wide donors with giving levels between up to $25,000. Converts donor to major gift prospect. Provides high level of support in stewardship and recognition efforts for annual fund donors.

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

18209 ANNUAL GIVING OFFICER 4
Responsible for identification, solicitation and retention of institution-wide donors with giving levels up to $25,000. Provides high level of support in stewardship and recognition efforts for annual fund donors. May support a specific group (i.e. undergraduate activities). May include supervisory/management responsibilities.

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

**Stewardship**

18211 STEWARDSHIP OFFICER 1
Provides stewardship of $100,000+ gifts. Develops, implements and supports the internal policy and process for stewarding donors for life. Collaborates with all divisions/schools within the institution.

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

18212 STEWARDSHIP OFFICER 2
Provides stewardship of $100,000+ gifts, typically at the divisional level. Assists major gift officers in acknowledging donors for life by way of visits, providing information, handling thank you letters, and other forms of recognition.

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

18213 STEWARDSHIP OFFICER 3
Provides stewardship of $100,000+ gifts. Develops, implements and supports the internal policy and process for stewarding donors for life. Collaborates with all divisions/schools within the institution. May include supervisory responsibilities.

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

**Development**

18214 TOP CENTRAL DEVELOPMENT POSITION
Directs and coordinates the institution’s fund-raising efforts from all private and corporate sources. Reviews, evaluates, plans and implements short, medium and long-range fund-raising programs in meeting current and future needs of the institution. Identifies and cultivates sources of funding. Assists faculty and alumni in planning and implementing major gifts proposals. Oversees alumni relations programs. Represents the institution to high-level potential donors. Develops and implements strategies for prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities. May supervise professional and support staff members. This is the top operational development position located in the institution’s central Development unit.

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

18215 DIRECTOR, DEVELOPMENT
Directs and coordinates funds raising efforts for the undergraduate school and coordinates institution-wide fund raising activities with the graduate schools. Identifies and cultivates sources of funding. Plans and implements short, medium, and long-range fund raising programs to meet current and future needs. Manages Development staff and typically reports to the Top Central Development Position.

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

18217 TOP COLLEGE DEVELOPMENT OFFICER
Plans and implements fund-raising programs for schools or colleges within the institution. Reviews, evaluates, plans and implements short, medium and long-range fund-raising programs in meeting current and future needs of the school or college. Operates independently and is responsible for prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities. May supervise professional and support staff members.

**Education and Experience:** Bachelor’s degree and 8 or more years related experience. Specific knowledge of assigned area.
18218 DEVELOPMENT OFFICER 1
Acts as a staff professional to help plan and implement fund-raising programs for the institution or a school or unit. Responsible, as assigned, for prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities. This is an entry-level fundraiser.
**Education and Experience:** Bachelor’s degree and 1 - 3 years of funding raising experience.

18219 DEVELOPMENT OFFICER 2
Plans and implements a specific fund-raising program (Planned Giving, Corporate and Foundation, Individual Gifts) for the institution or a school or unit. Position operates independently in assigned areas and is responsible for prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities. May supervise professional and support staff members.
**Education and Experience:** Bachelor’s degree and 3 - 5 years related experience. Specific knowledge of assigned area.

**Planned Giving**

18220 DIRECTOR, PLANNED GIVING
Plans and directs the institution’s program for generating support through wills, bequests, trusts, pooled income funds, deferred gifts, and annuities. Identifies, cultivates, and solicits prospective individual donors.
**Education and Experience:** Bachelor’s degree and 8 or more years experience related to tax consideration of deferred gifts and estate planning methods. JD preferred.

18223 PLANNED GIVING OFFICER 3
Identifies, cultivates and motivates donors to make significant gifts assisting them with gift planning strategies, financial and estate planning, tax law and real estate. Collaborates with all divisions/schools in the institution.
**Education and Experience:** Bachelor’s degree and 3 - 5 years in planned giving/development and/or a related field.

18224 PLANNED GIVING OFFICER 4
Directs and manages all aspects of various Planned Giving Programs. Markets the service to divisions. Identifies, cultivates and motivates donors to make significant gifts assisting them with gift planning strategies, financial and estate planning, tax law and real estate. Collaborates with all divisions/schools in the institution. May include management and/or supervisory responsibilities.
**Education and Experience:** Bachelor’s degree and 5 or more years in planned giving/development.

**Foundation Relations**

18225 DIRECTOR, CORPORATIONS AND FOUNDATIONS
Plans and directs the institution’s fund raising approach to corporations and foundations. Identifies, cultivates and solicits prospective corporate donors. Facilitates development of proposals of interest to corporations and foundations. This is the senior operational level development position.
**Education and Experience:** Bachelor’s degree and 8 or more years fund raising experience.

18228 FOUNDATION RELATIONS OFFICER 3
Plans, organizes and manages foundation fund raising. Identifies, cultivates, solicits and stewards foundation prospects for priority programs and projects. Collaborates with all divisions/schools.
**Education and Experience:** Bachelor’s degree and 3 - 7 years of related experience.

18229 FOUNDATION RELATIONS OFFICER 4
Plans, organizes and manages foundation fund raising. Identifies, cultivates, solicits and stewards foundation prospects for priority programs and projects. Collaborates with all divisions/schools. May include management and/or supervisory responsibilities.
**Education and Experience:** Bachelor’s degree and 7 or more years of foundation relation development.

**Gifts**

18230 DIRECTOR, CAPITAL GIVING
Creates, directs and manages a proactive prospect program aimed at significantly increasing support for the institution or assigned program. Develops and charts the progress of all major gift activities.
**Education and Experience:** Bachelor’s degree and 8 or more years experience.
18231 MAJOR GIFTS OFFICER 1
Plans and implements a coordinated program of fundraising activities. Identifies and cultivates new individual, corporate and institutional/foundation prospects. Manages special events to involve and cultivate prospects. Collaborates with deans and faculty, and coordinates with other fund development and alumni relations staff. Identifies stewardship opportunities for major donors. Typically solicits gifts up to $100,000.
Education and Experience: Bachelor’s degree and 1 - 3 years previous fundraising experience.

18232 MAJOR GIFTS OFFICER 2
Plans and implements a coordinated program of fundraising activities. Identifies and cultivates new individual, corporate and institutional/foundation prospects. Manages special events to involve and cultivate prospects. Collaborates with deans and faculty, and coordinates with other fund development and alumni relations staff. Identifies stewardship opportunities for major donors. Typically solicits gifts up to $500,000.
Education and Experience: Bachelor’s degree and 3 - 5 years previous fundraising experience.

18233 MAJOR GIFTS OFFICER 3
Plans and implements a coordinated program of fundraising activities. Identifies and cultivates new individual, corporate and institutional/foundation prospects. Manages special events to involve and cultivate prospects. Collaborates with deans and faculty, and coordinates with other fund development and alumni relations staff. Identifies stewardship opportunities for major donors. May supervise subordinate staff. Typically solicits gifts from $250,000 to $1.0 Million.
Education and Experience: Bachelor’s degree and 5 - 7 years previous fundraising experience.

18234 MAJOR GIFTS OFFICER 4
Plans and implements a coordinated program of fundraising activities. Identifies and cultivates new individual, corporate and institutional/foundation prospects. Manages special events to involve and cultivate prospects. Collaborates with deans and faculty, and coordinates with other fund development and alumni relations staff. Identifies stewardship opportunities for major donors. May supervise employees or manage a department. Typically solicits gifts from $1.0 to $5.0 Million.
Education and Experience: Bachelor’s degree and 6 or more years previous fundraising experience.

18235 MAJOR GIFTS OFFICER 5
Plans and implements a coordinated program of fundraising activities. Identifies and cultivates new individual, corporate and institutional/foundation prospects. Manages special events to involve and cultivate prospects. Collaborates with deans and faculty, and coordinates with other fund development and alumni relations staff. Identifies stewardship opportunities for major donors. Usually manages a department or unit. Typically solicits gifts of $5.0 Million and over.
Education and Experience: Bachelor’s degree and 8 or more years previous fundraising experience.

18238 MANAGER, GIFT ACKNOWLEDGEMENTS AND PROCESSING
Manages several operational functions related to gift processing, including gift acknowledgment, receiving, trouble shooting, matching gifts processing, and administration of the gift recognition program. Develops new products and services, which serve to increase the accuracy and integrity of gift information. Supervises staff.
Education and Experience: Bachelor’s degree and 3 - 5 years of experience.

18239 DEVELOPMENT SERVICES ADMINISTRATOR
Provides customer and business support to institutional development, business and academic offices, cash accounting and treasurer’s office. Oversees the production, distribution, and follow-up of detailed and summary gift reports with institutional development, business and academic offices. Analyzes information in the database and implements quality improvement processes. Oversees the processing of cash and checks received including defining how gift is processed. Collaborates and provides support to all divisions/schools within the institution. May include supervisory responsibilities.
Education and Experience: Bachelor’s degree and 3 - 5 years of related experience.

Research

18240 DIRECTOR, RESEARCH DEVELOPMENT
Directs staff in pursuing research and reporting on donors and prospective donors for the institution. Identifies ways to improve the dissemination and storage of information. Keeps colleagues informed about trends in philanthropy and in sources of wealth.
Education and Experience: Bachelor’s degree and 3 - 5 years of related experience.
18241 ASSOCIATE DIRECTOR, RESEARCH DEVELOPMENT
Supervises and trains development research analysts to research and write reports on donors and prospective donors. Tracks and fields requests for information to analysts. Assists in writing original research. Collaborates and provides support to all divisions/schools.

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

18246 RESEARCH DEVELOPMENT ASSISTANT 1
Researches current and potential donors as requested by Schools, Centers and the institution's top administrative officials to provide direct support/information to fundraising efforts. Entry-level professional position.

**Education and Experience:** Bachelor's degree required and no experience necessary.

18247 RESEARCH DEVELOPMENT ASSISTANT 2
Researches donor prospects in response to research requests to support fundraising /development efforts. Prepares detailed reports on individuals, corporations, and foundations identified as prospects. Identifies new prospects for the institution's development effort.

**Education and Experience:** Bachelor's degree required and 1 or more years of experience.

COMMUNICATIONS

18250 DIRECTOR, COMMUNICATIONS
Oversees the preparation, processing, and distribution of information to the media and the public. Researches and writes major press releases of announcements from institution Officers. Plans and organizes media coverage for major events. Plans and organizes the preparation of all press releases, memoranda to assignment editors, and backgrounders. Provides news information services for the media and the public; responds to requests on issues of a sensitive or controversial nature. Communicates with media to obtain coverage of institution events. Supplies in-house organizations with press releases, photographs, background materials. This is a top departmental position for media relations.

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

18252 DIRECTOR, DEVELOPMENT COMMUNICATIONS
Editor-in-chief and publisher of written and audio-visual communication material supporting development campaigns and the general needs of the development office. Prepares, plans, and implements communications related to the institution’s general fund-raising efforts and elements related to general campaign operations. Prepares proposals for prospects, campaign-related correspondence, volunteer support materials, and other special assignments as determined by the president of the institution and VP of development. Participates in the development of strategies for marketing methods to support the fund-raising efforts. Manages department budget for all publications and outside consultants. May manage a staff of writers and other department personnel.

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

18253 DIRECTOR, ATHLETIC COMMUNICATIONS
Directs the planning, implementation, and supervising of short and long-range programs of communications, multimedia resources, public information, and public affairs relating to physical education and athletic programs. Represents institution at press conferences and other athletic contests and events. Negotiates media contacts. Oversees the marketing of the institution's logo and all advertising materials (i.e., press guides, sports programs, etc.). Coordinates athletic communications with the director of the institution's communications, and serves as a liaison with athletics and communications.

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

18256 WRITER 1
Researches and writes informational material, generally within a single subject area, for publication and distribution. Edits copy.

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

18257 WRITER 2
Writes a variety of in-house and outside publications, including but not limited to press releases, profiles and backgrounders. Consults with clients to determine content and subject-matter details. Writes analytic, interpretive, or highly individualized features utilizing personal subject matter expertise. Independently researches, selects subject, interviews, ensures accuracy of facts, and determines content and layout. Responds to media inquiries regarding "trend" stories or topics of interest.

**Education and Experience:** Bachelor’s degree and 3 - 5 years writing experience.
18258 WRITER 3
Writers and edits high-level communications, publications and/or reports with complex subject matter (e.g. briefing materials, talking points, press releases, website material and documents for publication). Consults and advises clients with their communications needs. Determines content material, selects subject, researches, conducts interviews, and ensures accuracy of facts. Typically writes within a specialized field (e.g. scientific writing). Responds to media inquiries. May research, write and/or edit Web Site content for one or more departments or units.

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

18259 WRITER 4
Writers and edits high-level communications, publications and/or reports with complex and specialized subject matter (e.g. briefing materials, talking points, press releases, website material and documents for publication). Consults and advises clients with their communications needs. Determines content material. Writes at the highest level within a specialized field (e.g. scientific writing). Responds to media inquiries. May research, write and/or edit Web Site content for one or more departments or units.

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

18261 WEB GRAPHICS DESIGNER 1
Produces design and layout of standard Web Sites to meet defined marketing requirements. Implements web graphics design requirements as assigned to meet the defined visual “look, feel and appeal”.

**Education and Experience:** Bachelor’s degree in graphics design from AIGA accredited school or equivalent experience and 2 – 4 years related experience. Familiar with common Web Site/Page layout and graphics design/presentation tools and applications, such as Photoshop, Quark, Illustrator, Freehand, Flash, Shockwave, Director, PowerPoint and Streamline.

18262 WEB GRAPHICS DESIGNER 2
Produces design and layout for a variety of Web Site applications. Recommends techniques and treatments which support the visual “look, feel and appeal” graphics design concepts of the site. Creates and manipulates Web Graphics to optimized palette, size, speed, navigation, structure and web page layout. Plans and designs functional interfaces. Coordinates with marketing, Web content and technical staff to define graphics requirements that complement overall functionality and purpose of the Web Site.

**Education and Experience:** Bachelor’s degree in graphics design from AIGA accredited school or equivalent experience and 4 – 6 years related experience. Experienced user with confident working knowledge of a variety of Web Site/Page layout and graphics design presentation tools and applications, such as Photoshop, Quark, Illustrator, Freehand, Flash, Shockwave, Director, PowerPoint and Streamline.

18263 WEB GRAPHICS DESIGNER 3

**Education and Experience:** Bachelor’s degree in graphics design from AIGA accredited school or equivalent experience and 5 – 8 years related experience. Expert knowledge and skill in using and applying a wide variety of Web Site/Page layout and graphics design presentation tools and applications, such as Photoshop, Quark, Illustrator, Freehand, Flash, Shockwave, Director, PowerPoint and Streamline, which may include animation, interaction and other state-of-the-art capabilities.

**PUBLICATIONS**

18270 DIRECTOR, UNIVERSITY PRESS
Plans and directs the publication and promotion of a wide range of scholarly and general interest books. Chairs a faculty board responsible for all manuscript selection decisions and oversees a publishing operation that maintains books in print and publishes new hardback and paperback reprints. Oversees activities of book editors responsible for author contact and manuscript solicitation. Plans and controls income and expenses. Develops long-range plans and goals for the press and its publications and marketing activities.

**Education and Experience:** Bachelor’s degree and 8 or more years book publication experience including experience publishing scholarly works.
18271 ACQUISITIONS EDITOR, PRESS
Identifies potential authors; attends conferences and professional meetings to develop editorial contacts and acquires manuscripts for publication. Solicits, evaluates, recommends, or rejects manuscripts for publication. Recommends revisions of manuscripts. Prepares proposals including descriptions of books, manufacturing cost analyses, sales analyses, profit and loss analyses, royalty arrangements, competition, evaluation of reviewer and personal recommendation. Coordinates trafficking of manuscripts through copy editing and production stages. This is a senior-level departmental position reporting to the Director of Institution Press/Publications.

Education and Experience: Bachelor's degree and 3 - 5 years experience in publishing field.

18272 MANAGING EDITOR, PRESS
Plans and directs the production of books by the Press. Prepares composition, forms and binding specifications of books to be published. Estimates sales and production costs; recommends new book prices. Evaluates and recommends production alternatives. Secures manufacturing bids; controls individual book budgets. Establishes and maintains production schedules. Oversees progress of materials through all stages of copy preparation and production. Coordinates work of designers and drafters. This is a senior level position reporting to the Director of Institution Press/Publications.

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

18275 PRODUCTION MANAGER, PRESS
Instructs production, art and editorial departments on specific requirements for jobs requiring sophisticated treatment; reviews and approves job specifications and layouts. Discusses printing requirements with clients. Secures and analyzes bids; selects vendors; approves invoices for payment; supervises maintenance of budget records, monitoring of expenditures, and internal billing. This is a senior departmental position.

Education and Experience: Bachelor's degree or equivalent and 3 - 5 years experience in print production.

18276 EDITOR 1
Provides editorial support for the production of printed materials. Edits copy for sense, organization, appropriateness, accuracy, grammar, punctuation, and spelling. Coordinates production schedules and monitors production process in consultation with supervisor or client.

Education and Experience: Bachelor's degree and 1 year of experience.

18277 EDITOR 2
Edits and coordinates production of a variety of types of printed material. Provides support for electronic editing and composition by converting, cleaning up, updating, and archiving electronic files provided by authors. Contact person for author and staff on electronic projects.

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

18278 EDITOR 3
Responsible for acquiring manuscripts, editing and/or overseeing production of a variety of types of printed material. Makes recommendations to supervisor regarding materials to be published. Oversees editorial work of other staff or free-lancers.

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

18280 DIRECTOR, UNIVERSITY PUBLICATIONS
Directs the preparation and production of a wide range of institution publications. Establishes editorial, design, and quality standards for publications and advertising. Develops initial budget requests and reviews and approves expenditures. Oversees client relations activities. This is the top publications position.

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

18281 EDITORIAL ASSISTANT I
Performs editorial duties to prepare final copy for publication in scholarly works, professional journals, department, school and/or University publications. Edits manuscripts and other forms of copy for grammatical correctness, revises and checks page and press proofs prior to publication, and acts as liaison with author, printer, faculty, staff and/or others concerning published work. May assist in performing lay out work, coordinating production schedules, and maintaining printing deadlines. May also do some reporting and writing for publications.

Education and Experience: High School graduate (some college preferred), a good vocabulary and writing skills, facility with word processing, and 1 - 2 years of related experience. Familiarity with desktop publishing preferred.
18282 EDITORIAL ASSISTANT 2
Performs editorial and research duties to prepare final copy for publication in scholarly works, professional journals, department, school and/or University publications. Edits manuscripts and other forms of copy making stylistic, structural and grammatical corrections, and maintains contact with authors, printer, faculty, staff and/or others concerning published work. May confer with author on content, form, and style and suggest or perform revisions and illustration; compile indices and table of contents; and report and write copy for publications.

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

18285 EDITOR, UNIVERSITY MAGAZINE
Manages the conceptualization, planning, writing, editing and production of the institution’s alumni magazine. Ensures that the magazine contains articles and information of interest to alumni of all ages, ethnicities, backgrounds and geographic locations. Participates in and monitors campus activities for possible inclusion in the magazine. Reports and writes articles, and recruits, trains and coaches writers and magazine staff members. Edits and/or supervises the editing of all magazine copy. Ensures all editorial and production deadlines are met. Acts as liaison and supervises outside vendors and contractors. Develops and monitors department budget.

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

FINANCIAL MANAGEMENT

18300 CONTROLLER
Responsible for the functional areas of accounting and payroll, the bursar function and the processing and collection of student accounts. Maintains records of assets, liabilities, income and expenses. Prepares annual financial report. Develops and monitors internal financial controls. This is the chief financial management and control officer.

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

18301 ASSOCIATE CONTROLLER

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

18302 TREASURER
Responsible for cash management, bank relations, and supervision of credit and collections and insurance functions. Assists in developing financial strategies and policies, and evaluates new investment opportunities. May be responsible for short-term investment of excess cash.

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

18303 ASSOCIATE TREASURER
Reporting to the Treasurer, responsible for the direction of the treasury function, risk management, cash management, and internal and external debt management. Manages capital planning, budgeting, and monitoring activities.

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

18304 DIRECTOR, PAYROLL
Manages the institution's payroll systems, including establishing payroll schedules. Ensures compliance of various statutes and governmental directives concerning taxes and employee and institutional records. Ensures timely production of employees' payroll checks. Maintains payroll audit records.

**Education and Experience:** Bachelor's degree and 5 - 8 years experience in payroll operations.

18305 ASSOCIATE DIRECTOR, PAYROLL
Assists the Director of Payroll in the management of the institution’s in-house payroll system. Responsible for the system and related equipment. Oversees the day to day activities and staff of the Payroll Department which reviews, approves and processes documents and electronic transactions. Researches and analyzes reports generated by each payroll run and delegates work to staff members for processing.

**Education and Experience:** Bachelor's degree and 3 - 5 years directly related experience.
18306 DIRECTOR, STUDENT FINANCIAL SERVICES
Directs the operations of the institution's student financial accounting systems. Ensures maximum cash flow through accurate and timely billing and collection of student receivables. Processes all student financial aid awards. Provides for the disbursement of and accounting for federal, state, and other student loan funds.

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

18307 DIRECTOR, TAX COMPLIANCE
Responsible for the preparation and review of tax records to be filed by the University with appropriate taxing authorities, including for-profit subsidiaries. Maintains records to support all tax returns as filed. Interfaces with other University offices for purposes of interpreting tax regulations. Develops & promulgates policies & procedures to ensure compliance with all laws, statutes & regulations. Trains appropriate field personnel.

Education and Experience: Master's degree and 8 or more years experience. CPA preferred.

18308 DIRECTOR, FINANCIAL INFORMATION SYSTEMS
Primary goal is to ensure that IT optimally develops, supports, and manages a portfolio of University-wide Finance and Accounting, Procurement, Grants Management, Payroll, elements of Human Resources and Student Systems applications. Responsible for managing organizational structure, recruiting, ensuring development of staff, establishing metrics for departmental and staff performance, planning and managing service delivery, maintaining alignment between business plans, applications, technical architecture and University IT standards. Consults with VPs, Central Administration managers, Administrative/Financial Deans on the development and implementation of administrative IT projects, governing relationships with internal suppliers and external contractors and consultants, and strengthening customer service.

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

18309 MANAGER, INDIRECT COST RECOVERY
Maintains and applies knowledge of regulations and policies on indirect cost. Informs senior management of negotiations, provides strategic direction and prepares related reports and recommendations. Supervises departmental analysts.

Education and Experience: Master's degree and 7 - 10 years of experience.

18310 TOP RISK MANAGEMENT POSITION
Directs the administration of the institution's property casualty, marine and the surety insurance programs at the main campus and off-campus sites. Classifies, purchases, and coordinates risk and insurance programs to control claims, risk and asset losses. Develops prevention planning programs. Evaluates and analyzes financial aspects of insurance protection. This is the top risk management position.

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

18311 DIRECTOR, COST ACCOUNTING
Responsible for directing the preparation of financial data related to the institution’s negotiated facilities, and administrative and fringe benefit rates on federally sponsored projects. Monitors and identifies unallowable costs, maintains accounting policies to properly segregate expenditures, reviews personal activity reports, and monitors service center accounts. Monitors and maintains accounting policies which provide compliance with institution policies and Cost Accounting Standards. Works closely with Sponsored Project offices and Divisional Business offices to ensure compliance with regulatory requirements to which grants and contracts are subject. May also be responsible for the institution's Research Accounting functions.

Education and Experience: Bachelor's degree and 5 or more years of related experience. CPA or MBA preferred.

18312 DIRECTOR, RESEARCH ACCOUNTING
Responsible for directing the fiscal administration of grant and contract awards to, and cooperative agreements with, the institution by governmental and private agencies, including the related compliance of all divisions of the institution. Functions of the department include financial reporting; billing and collection; grant and contract account close-outs; sponsored account setup; identifying and processing necessary expenditure transfers. Works closely with Sponsored Project offices, Divisional Business offices to ensure compliance with regulatory requirements to which grants and contracts are subject.

Education and Experience: Bachelor's degree and 5 or more years of related experience. CPA or MBA preferred.

18313 DIRECTOR, IT FINANCIAL PLANNING
Directs the preparation, review and consolidation of divisional information systems budgets and business plans. Ensures adherence to budgets and business plans through periodic review of financial reports and capital appropriation requests. May be responsible for developing, implementing and enforcing policies, standards and methodologies. May be responsible for
hardware contract administration and/or outsourcing contract administration including negotiation of contract provisions. Interfaces with legal department and maintains appropriate documentation.

**Education and Experience:** Master’s degree or equivalent and 10 years related experience.

18314 MANAGER, ACCOUNTS PAYABLE
Oversees the processing and verification of invoices, coding of expenses, preparation of vouchers and issuance of checks for payment. Balances accounts by researching and analyzing transactions and by searching computer databases and resource documents; resolves discrepancies. Facilitates audits performed by internal and external staff by ensuring information is accessible, responding to questions and working with auditors to resolve issues. Supervises staff.

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

18315 CHIEF INVESTMENT OFFICER
Directs the investments of the University’s portfolio within parameters established for the position. Responsible for the overall management of all public and private investments. Develops the investment policy of the institution in conjunction with senior management of the organization and the Investment Board. Generally reports to the top Finance and Administration Officer or the President and has a significant amount of contact with the Trustees. May manage external fund managers.

**Education and Experience:** Master’s degree or equivalent required, CFA preferred and 8 - 10 years of increasing responsibility in the investment field, including in managing staff.

18316 DIRECTOR, INVESTMENTS
Contributes to the management of all public and private investments including domestic and international equity, fixed income and high yield bonds. Participates in the formulation of overall investment policies conjunction with other staff and the Investment Board. Develops and communicates investment strategy for each major asset class consistent with goals established by long-term asset allocations. Reviews and recommends investments managers, implements decisions and formulates guidelines and funding plans. Monitors and evaluates investment managers, ensures risk management oversight, conducts due diligence. Develops and implements analytical portfolio monitoring tools to measure risk and return; performs periodic asset allocation analysis. Reviews and analyzes quarterly valuation of private investments including real estate, private equity, and hedge funds. Oversees development of technology infrastructure including: daily operating systems; analytical portfolio management tools, database management systems. Ensures preparation of Investment Board materials to effectively communicate performance, manager issues or concerns and any changes in strategy.

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

18317 INVESTMENT OFFICER
Oversees the establishment, maintenance, and termination of outside managers and investment policies. Screens potential venture and real estate investments. Supervises the management of the institution’s investments and the administration of the Investment Office. Reports to the Top Investment Officer Position.

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

18318 ASSOCIATE DIRECTOR, INVESTMENT ADMINISTRATION
Develops and prepares market summary and portfolio performance reports for Trustees. Projects cash flow, assesses cash needs, and maximizes the investment of short-term funds. Analyzes investment data as requested and develops recommendations for the investment of all trusts. Supervises Endowment Analysts and manages a budget.

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

**Budgets**

18330 TOP BUDGET/PLANNING POSITION
Responsible for preparing and monitoring the progress of the institution’s annual operating budget. May be responsible for capital budget and strategic planning efforts. This is the highest-level Budget/Planning officer in the organization. Must include both budget and planning responsibilities.

**Education and Experience:** Master’s degree and 10 or more years experience.
**18331 DIRECTOR, BUDGET**
Directs the development and administration of the institution’s budget including budget planning, policy development, forecasts, and analysis. Controls the allocation of all institution funds.

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

**18332 CAPITAL BUDGET MANAGER**
Manages the coordination of capital budget projects for the entire institution. Compiles capital budget, prepares documents required for financing of capital projects, monitors capital project expenditures and timelines.

**Education and Experience:** Bachelor’s degree and 7 - 10 years related experience.

**18341 FINANCIAL ANALYST 1**
Performs specialized financial, accounting or planning activities following general project or departmental guidelines, procedures and precedents in support of various financial functions such as budgeting, auditing, financial planning, taxes, consolidations and the like. Conducts assigned financial studies and surveys to collect, summarize and analyze financial actions. Assists in preparing recommendations for policy, procedure, control or action. May assist in interpreting and applying corporate or division level policy and accounting theory. Evaluates and analyzes standard capital expenditures proposals, investment opportunities, profit plans, operating records, financial statements and the like. Assists in the preparation of special studies, reports, analyses, and recommendations in areas such as budgets, forecasts, financial plans, governmental requirements, statistical reports, and business forecasts.

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

**18342 FINANCIAL ANALYST 2**
Performs specialized financial, accounting or planning activities, investigations, coordination and analysis requiring competence and specialized knowledge of various financial functions such as budgeting, auditing, financial planning, taxes, consolidations and the like. Conducts special studies and surveys to summarize and analyze complex financial actions and prepare recommendations for policy, procedure, control or action. Provides interpretation and application of corporate or divisional level financial policies, governmental legislation, accounting theory or customer financial regulations that may require an advanced knowledge of financial principles, practices and application. Evaluates complex profit plans, operating records, financial statements and the like. Directs and/or assists in the preparation of special studies, reports, analyses and recommendations in areas such as budgets, forecasts, financial plans, governmental requirements, statistical reports and business forecasts.

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

**18343 FINANCIAL ANALYST 3**
Develops, interprets and implements highly complex financial/accounting concepts and advanced techniques for financial planning and control. Provides expert advisory capability and interpretation on all levels of financial activity. Plans, coordinates and executes policy implementation applicable to the installation of improved financial operations. Provides specialized technical analysis to determine present and future financial performance. Directs the development and implementation of new concepts and techniques for financial information analysis. Coordinates with all levels of management, within and outside of the institution, to gather, analyze, summarize, and prepare recommendations regarding financial plans, acquisition activity, trended future requirements, operating forecasts and similar complex financial matters. Acts as consultant to management on financial policy, procedure and application. Organizes information from a variety of sources to establish data banks for use in analyzing and creating future plans and forecasts. Performs complex economic research and studies on subjects such as rates of return, deprecations, working capital requirements, investment opportunities, investment performance, impact of governmental requirements and the like. Prepares and presents reports of findings and recommendations to management. May provide functional and technical direction to other financial staff members.

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

**18344 FINANCIAL ANALYST 4**
Acts as a key technical expert on financial analysis issues, concerns and special projects. Interfaces with top management, responding to their requests for financial data and to resolve reporting and compliance issues. Prepares special reports and financial studies for management and alerts them to significant variances to plan. Coordinates, negotiates and resolves financial compliance issues with various governmental agencies to ensure accurate interpretation. Conducts and may lead audits. May provide work leadership for lower level employees. **Excludes** those with full supervisory responsibilities.
Education and Experience: Bachelor's degree in Finance, Accounting, Business Administration, a related field or equivalent experience, and 8 or more years financial analysis experience, including a thorough knowledge of applicable government regulations.

18346 ACCOUNTANT 1
Following established procedures, performs detailed accounting assignments requiring a basic knowledge of accounting theory and principles. Work is subject to general review and under the direction of senior accounting personnel. Provides specialized or general analysis support in various accounting functions such as Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Property Accounting, General Accounting and the like. Reviews and analyzes journal vouchers, accounting classifications and other accounting/financial statements, records and reports. Assists higher level accountants in a variety of accounting assignments such as: taking trial balances, making adjustments and closing entries, preparing profit and loss statements, inventory, receipts and disbursements, balance sheets, computing and distributing labor, material and overhead costs.

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

18347 ACCOUNTANT 2
Following general instructions and with discretion as to work details, performs accounting tasks of a difficult nature requiring an experienced, professional knowledge of accounting principles and practices. Provides specialized or general analysis support in various accounting functions such as Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Property Accounting, General Accounting and the like. Interprets accounting data, analyzes reports and recommends action to be taken. Prepares difficult journal entries, maintains complex ledgers, reconciles and analyzes specific cost account ledgers. Assists in the development and installation of accounting systems, cost accounting methods, procedures and controls. May establish and maintain property accounting records. Reviews the preparation of various financial statements, records and reports compiled by lower level accounting support personnel. May provide work leadership for an accounting functional unit such as Payroll, Accounts Receivable, Cost Accounting, Consolidations and similar functions.

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

18348 ACCOUNTANT 3
Performs accounting duties of a complex nature requiring advanced professional experience, knowledge and competency in accounting principles and practices. Works with broad discretion as to work details on assignments of a varied, diverse and difficult nature. Provides specialized or general analysis support in various accounting functions such as Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Property Accounting, General Accounting and the like. Submits recommendations for improved operations. Develops and installs difficult accounting systems, methods, procedures, and controls. Balances complex accounts; prepares complex federal, local or state reports and tax returns. Provides interpretation of accounts, methods and records for managers and officers. Provides work leadership to lower level accounting personnel on complex assignments, projects or tasks. May review their progress and work for adequacy, method of procedure. May supervise an accounting functional unit such as Payroll, Accounts Receivable, Cost Accounting, Consolidation, etc. or act as Plant Accountant at a satellite division or small entity of the corporation.

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

18349 ACCOUNTANT 4
Performs highly complex accounting tasks providing specialized analyses in various accounting functions such as Accounts Receivable, Accounts Payable, Cost Accounting and the like. Develops and recommends complex accounting systems, methods, procedures and controls. Develops and/or modifies major policies and procedures for financial reporting and cost analysis in specialized areas. May provide work leadership for lower level employees. Excludes those with full supervisory responsibilities.

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

Grants and Contracts

18350 TOP GRANTS AND CONTRACTS POSITION/OFFICE OF SPONSORED PROGRAMS
Directs the pre- and post-awards function and operation of the Office of Grants and Contracts Administration for the institution. Establishes the office's mission and ensures that the actions and activities of the office staff support that mission. Directs and manages the authorization and transmittal of all proposals to federal, state, and private funding agencies. Protects the
institution by assuring that proposals and awards are in compliance with federal, state, agency and institution policies of grants and contracts. Manages the review of grant and contract awards terms and conditions. Directs the negotiations of terms, which protect the institution and academic freedom of its faculty. Approves terms for acceptance by the institution. Negotiates with federal grant and contracting officers to substantiate budget requests and to secure terms and conditions, which are consistent with policy.

Education and Experience: Bachelor’s degree and 8 or more years of grant and contract experience, preferably in an academic environment.

**18351 ASSOCIATE DIRECTOR, GRANTS AND CONTRACTS**
Directs and manages the authorization and transmittal of all proposals to federal, state, and private funding agencies. Protects the institution by assuring that proposals and awards are in compliance with federal, state, agency and institution policies of grants and contracts. Manages the review of grant and contract awards terms and conditions. Participates in the negotiations of terms, which protect institution, and academic freedom of its faculty. Approves terms for acceptance by the institution. Participates in the negotiation with federal grant and contracting officers to substantiate budget requests and to secure terms and conditions, which are consistent with policy.

Education and Experience: Bachelor’s degree and 6 or more years grant and contract experience, preferably in an academic environment.

**18353 GRANTS AND CONTRACTS ACCOUNTANT 1**
Responsible for post-award accounting of grants and contracts. Provides policy and procedure interpretation to academic departments and assists in preparation of reports to federal and sponsoring agencies.

Education and Experience: Bachelor’s degree and 0 - 3 years related experience.

**18354 GRANTS AND CONTRACTS ACCOUNTANT 2**
Responsible for post-award accounting of more complex grants and contracts. Provides policy and procedure interpretation to academic departments and prepares specialized reports to federal and sponsoring agencies.

Education and Experience: Bachelor’s degree and 3 or more years related experience. Master’s degree preferred.

**18356 GRANTS AND CONTRACTS ADMINISTRATOR 1**
Processes invoices and provides Principal Investigator with daily monitoring of grants and contracts to ensure expenses are being paid according to contract. Interprets regulations and guidelines of program funding for one standard grant and prepares periodic reports for grant agency. Assists with pre-award applications.

Education and Experience: Bachelor’s degree and 2 or more years of grant and contract experience.

**18357 GRANTS AND CONTRACTS ADMINISTRATOR 2**
Provides unit with daily monitoring of grants and contracts for Principal Investigator to ensure expenses are being paid according to contract. Interprets regulations and guidelines of program funding for one to two moderately complex grants and contracts and prepares renewals and periodic reports for grant agencies. Assists with pre-award applications and may assist with locating sources of outside funding.

Education and Experience: Bachelor’s degree and 3 or more years of grant and contract experience.

**18358 GRANTS AND CONTRACTS ADMINISTRATOR 3**
Advises faculty on long-term financial viability of department/center given multiple grants and contracts from various sources with differing project end dates. Locates and identifies sources of outside funding on own accord. Develops budget proposals and monitors the resulting awards received for academic and research projects and programs. Interprets regulations and guidelines of multiple programs funding with complex and broad guidelines for spending. Supervises the processing of invoices and day-to-day monitoring of budgets. Negotiates subagreements.

Education and Experience: Bachelor’s degree and 5 or more years of progressive grant and contract experience.

**PROCUREMENT**

**18360 DIRECTOR, PROCUREMENT**
Directs the central purchasing office operation and plans and develops purchasing policies and procedures for the institution. Supervises the negotiation of purchase contracts, follow-up, scheduling, and expediting of deliveries. Oversees storage and distribution of goods and supplies. This is the top purchasing position in the organization.

Education and Experience: Bachelor’s degree and 8 or more years experience in purchasing and material management.
18361 MANAGER, PROCUREMENT
Manages the day-to-day operations of the procurement office. Hires, supervises and evaluates professional and support staffs. Assists director in establishing long-term goals and objectives for department. Represents department to internal and external constituencies.
**Education and Experience:** Bachelor’s degree and 5 - 7 years experience.

18366 PROCUREMENT AGENT 1
Procures all supplies and services for assigned commodities/services or area(s). Analyzes prices and makes recommendations, approves all procurement invoices, acts as liaison between university departments and vendors, and identifies potential new vendors.
**Education and Experience:** Bachelor’s degree or equivalent and 1 - 2 years experience.

18367 PROCUREMENT AGENT 2
Manages all procurement activity for assigned commodities/services or area(s). Manages competitive bid process for major contracts, negotiates contracts, approves all procurement invoices, acts as liaison between university departments and vendors, and identifies potential new vendors.
**Education and Experience:** Bachelor’s degree or equivalent and 2 - 3 years experience.

18368 PROCUREMENT AGENT 3
Manages all procurement activity for assigned commodities/services or area(s). Manages competitive bid process for major contracts, negotiates contracts, approves all procurement invoices, acts as liaison between university departments and vendors, and identifies potential new vendors. May supervise other procurement staff.
**Education and Experience:** Bachelor’s degree or equivalent and 3 - 5 years experience.

ENVIRONMENTAL HEALTH AND SAFETY

18370 DIRECTOR, ENVIRONMENTAL HEALTH AND SAFETY
Directs the overall operation of the Health and Safety Offices, including management of regulatory compliance and overall program management. Develops and implements institution safety policy and training programs. Serves as the liaison with government regulator and congressional delegates. Directs the liaison program with the surrounding community on issues related to the use of potentially hazardous materials and environmental health and safety concerns. Directs the coordination of the risk assessment and emergency response programs. Determines institution's compliance or non-compliance with new regulation and the extent to which the institution will comply. Supervises a staff of exempt and non-exempt employees. This is the top Health and Safety position.
**Education and Experience:** Master’s degree in a relevant field and 10 years of experience in the field of occupational health and safety. Certification in an appropriate technical field.

18372 ENVIRONMENTAL HEALTH AND SAFETY SPECIALIST 2
Coordinates comprehensive program of disposal of hazardous chemical waste materials or radiation safety. Conducts inspections of laboratories and facilities to ensure compliance with regulation and procedures. Provides training concerning hazardous waste.
**Education and Experience:** Bachelor’s degree in appropriate scientific or engineering field or equivalent and 2 - 3 years related experience.

18373 ENVIRONMENTAL HEALTH AND SAFETY SPECIALIST 3
Oversees and manages a comprehensive program of disposal of hazardous chemical waste materials or radiation safety. Conducts inspections of laboratories and facilities to ensure compliance with regulation and procedures. Provides training concerning hazardous waste.
**Education and Experience:** Bachelor’s degree in appropriate scientific or engineering field or equivalent and 3 - 5 years related experience.

18374 ENVIRONMENTAL HEALTH AND SAFETY SPECIALIST 4
Coordinates comprehensive program of disposal of hazardous chemical waste materials or radiation safety. Conducts inspections of laboratories and facilities to ensure compliance with regulation and procedures. Provides training concerning hazardous waste.
**Education and Experience:** Master’s degree in appropriate scientific or engineering field or equivalent and 5 - 7 or more years directly related experience.
LEGAL

18380 GENERAL COUNSEL
This is the top legal counsel for the institution. Directs external counsel. Reports to the President.
Education and Experience: J.D., admission to the bar, and 15 or more years experience.

18381 DEPUTY GENERAL COUNSEL
Performs complex consultation and advisory work involving complex or specialized legal issues of substantial importance to the institution. Assists the top counsel with research and opinions on critical legal matters affecting the institution. Represents institution in civil actions and administrative proceedings on state and municipal levels.
Education and Experience: J.D., admission to the bar and 10 or more years corporate law experience.

18382 ASSISTANT GENERAL COUNSEL/STAFF ATTORNEY 3
Performs consultation and advisory work involving moderately complex legal issues of substantial importance to the institution. Advises on matters involving interpretations of facts, the law or the precedents involved. Represents institution in civil actions and administrative proceedings on state and municipal levels.
Education and Experience: J.D., admission to the bar, and 5 years professional legal experience.

18383 STAFF ATTORNEY 2
Responsible for handling a variety of moderately complex legal matters generated by the activities of the institution. Provides legal advice, counseling, education and training on legal issues to promote compliance with legal requirements and to reduce exposure to legal risks.
Education and Experience: J.D., admission to the bar, and 3 - 5 years experience.

18385 TECHNOLOGY TRANSFER/INTELLECTUAL PROPERTY PATENT ATTORNEY
Responsible for all facets of intellectual property protection with emphasis on new product approval and patent prosecution. Provides client counseling and prepares original patent applications. Requires knowledge of validity and infringement opinions.
Education and Experience: J.D., admission to the bar, and 3 - 5 years experience.

Technology Transfer

18386 DIRECTOR, TECHNOLOGY TRANSFER
Directs the activities of the Office of Technology Transfers to facilitate the exchange of technology between the institution and the for-profit sector. Establishes and implements the strategies and procedures for managing the institution's intellectual property. Establishes and cultivates contact with appropriate executives in industry. Oversees and directs the patent/licensing activity for the institution. Plays a major role in the development of institution-wide policy relative to intellectual property, patents, and licensing activity, copyrights, and conflicts of interest. Determines patent ability of institution's inventions.
Education and Experience: Ph.D. degree in sciences and 10 years of related experience in either a corporate and/or academic research setting. This is the top Technology Transfer position.

18387 ASSOCIATE DIRECTOR, TECHNOLOGY TRANSFER
Promotes, identifies and evaluates invention disclosures from researchers in a broad range of scientific disciplines. Assesses the economic potential and develops strategies for protecting and commercialization. Identifies potential partners to develop the technology and for negotiating agreements to completion and subsequent management. Participates in the development of strategies to combine technologies to form the basis for attracting venture capital to finance new ventures.
Education and Experience: Ph.D. degree in one or more of the sciences, preferably a life science, and 5 - 7 years experience in both academic and commercial arenas and in commercializing technology. This is the senior-level Technology Transfer position reporting to the Director.

18388 LICENSING AND PATENT ASSOCIATE, TECHNOLOGY TRANSFER
Elicits and evaluates invention disclosure from principal investigators in the biological, physical, and engineering sciences. Manages the filing and prosecution of patent applications through outside law firms. Identifies potential licensees. Markets Technologies. Negotiates appropriate license agreements. Reviews intellectual property clauses in research agreements and material transfer agreements. Ensures compliance of research and licensing agreements with institution's policy and federal regulations.
Education and Experience: Bachelor's degree in the biological, physical, and engineering sciences and 4 years commercial licensing.
LIBRARY

18390 UNIVERSITY LIBRARIAN
Plans and directs programs and policies for the total library system. Develops policies and plans new programs and policies to meet current and long-range research and instructional needs. Performs public relations function to build support for the libraries. This is the top library position.

**Education and Experience:** Master's degree in Library Science, Ph.D. or other appropriate advanced degree(s) and 8 or more years experience in a large research library system.

18391 LIBRARIAN 1
Assists in maintaining library collection(s). Selects and/or orders catalogs and classified materials. Suggests new procedures and assists in their implementation. This is an entry-level professional position.

**Education and Experience:** Master's degree in Library Science and/or an advanced degree in a subject field and up to 1 year of related experience.

18392 LIBRARIAN 2
Works under general direction of department head in medium to large library. Priorities and deadlines may be assigned, but considerable procedural freedom is expected. Develops methods for accomplishing major goals and reports results as appropriate. Presents complex information to others. Communication skills such as mediation and consensus building are used regularly. Regularly trains staff in routine as well as complex or advanced processes and procedures. May serve on short term committees within the library designed to develop and implement solutions. Defines and manages priorities, procedures and workflow of library section or team. Advises others on issues which affect the area of specialization or which may have a major impact on the work unit. Prepares detailed work plan and periodically prioritizes and prepares for daily activities. Responsible for planning, providing, coordinating, and/or controlling the specialized service including long-term planning of an operation project, or service.

**Education and Experience:** Master's degree in Library Science or equivalent education or experience (e.g. M.S. in Library Conservation) and 2 - 4 years relevant experience. Second specialized advanced degree may be preferred (e.g. M.S., J.D., M.D., M.B.A., etc.)

18393 LIBRARIAN 3
Manages a library unit and maintains library collection(s). Typically specializes in a specific field. Selects and/or orders catalogs and classified materials. Develops and implements new programs and services. May supervise or direct the work of other unit employees. This is a mid-career level position reporting to a head librarian.

**Education and Experience:** Master's degree in Library Science and/or an advanced degree in a subject field and 5 - 8 years of proven competence with advanced bibliographical or reference work, development of collections and/or the application of special techniques.

18394 LIBRARIAN 4
Senior resource person throughout library system in area of functional specialty. Receives only broad guidance. Actions usually subject only to constraints of policy, resource utilization, and review of major goals/achievements. Exercises considerable independent judgment and discretion in determining the intent of broad guidelines and interprets guidelines for others. Great freedom to act is inherent in the nature of the work being performed. Highly developed written, verbal, and listening skills are required to convey complex information to staff and customers. May be required to interpret administrative actions to staff and staff actions to administration. Develops and maintains strong working relationships with patrons, customers and colleagues both inside and outside of University. Communication skills such as persuasion, consensus building, tact and clarity are used frequently. Fully accountable for large library program or division. Develops and implements policies, procedures, services, and programs which have impact for many departments throughout the unit and library system. Regularly responsible for developing and managing programs and projects with University-wide profile. Identifies and develops solutions to complex problems and information is elusive and requires substantial analysis and knowledge to determine significance. Key participant in the strategic planning efforts of the library and development of the mission of the library.

**Education and Experience:** Master's degree in Library Science or equivalent education or experience (e.g. M.S. in Library Conservation) and 6 - 10 years management experience. Second master’s or doctorate may be preferred. Requires expert knowledge of procedures and policies used in functional specialty area as well as solid working knowledge of other related specialties. Typically requires several years of budgetary and supervisory experience.
18396 LIBRARY ASSISTANT 1
Under direct supervision, performs a variety of routine clerical, technical or public service duties utilizing automated library systems and requiring a basic understanding of standard library practices and procedures within a specific functional area. Responds to and resolves common inquiries and problems. May assist in supervising student employees.
Education and Experience: High School graduate and 0 – 1 year of related experience required.

18397 LIBRARY ASSISTANT 2
Under general supervision, performs specialized clerical, technical, or public service duties. Responsible for a complex sequence of tasks within a particular functional area requiring an in-depth knowledge of library practices and procedures, facility with automated library systems, and an ability to identify and resolve non-routine problems. May assist in training and supervising lower level Library Assistants and/or student employees.
Education and Experience: High school graduate and 1 - 2 years of library experience required. Exposure to automated library systems preferred.

18398 LIBRARY ASSISTANT 3
Under general supervision, performs skilled library duties at the paraprofessional level requiring an understanding of library-wide practices and procedures as well as a specialized knowledge of a specific library functional area. Accesses, edits and/or inputs data to various automated library databases for the purpose of processing, retrieving and/or maintaining information within a specific functional area (e.g., acquisitions, circulation, cataloging or reference). May supervise lower level Library Assistants and/or student employees. This is the highest level non-exempt Library Assistant position.
Education and Experience: High school graduate with 3 - 5 years of library experience and facility with an automated library system required. College degree and knowledge of foreign language(s) maybe required.

18399 DIGITAL LIBRARY SOFTWARE ENGINEER
Develops leading edge web based applications for the institution’s digital library, which includes images, audio, books, archival finding aids, and geospatial data sets. Develops applications to handle the creation, storage, retrieval, and archiving of digital resources and user friendly context-specific software products necessary to discover, manage, and display them. Develops and maintains applications, translating functional requirements into technical designs and specifications, translating specification documents into program design and programming the specification in the most efficient manner. Creates and maintains clear task lists, conducts thorough testing of completed software and ongoing maintenance and updating of code. Leads user interface design activities by designing web based user interface prototypes, developing user interface standards that apply across multiple public applications, and conducting small scale usability testing and feedback into designs.
Education and Experience: Bachelor’s degree in computer or information science or equivalent experience, and at least 5 years software development experience. Masters degree preferred. Demonstrated experience in designing and implementing multiple high quality, easy-to-use, and highly efficient web based user interfaces.

FACILITIES

18400 DIRECTOR, CONSTRUCTION MANAGEMENT
Participates in planning new construction and supervises the entire construction process. Evaluates proposed designs. Negotiates contracts and assures adherence to schedules, terms and conditions. Negotiates variances with local ordinances as required. Assures good working relationship with outside architects, engineers, and construction firms. This is the top construction management position.
Education and Experience: Bachelor’s degree or equivalent experience in architecture, engineering, and construction, and 8 or more years experience in construction management, planning, and negotiating.

18401 CONSTRUCTION PROJECT MANAGER
Plans, organizes, directs, and/or coordinates major projects including capital construction and facilities maintenance. Coordinates, administers and supervises activities related to facilities maintenance, repair, and/or renovation. Manages payments for project services and ensures that expenses are monitored against project budgets. Supervises and inspects field conditions and progress of work against project schedule. Acts as liaison among participants to resolve problems or conflicts. Develops, organizes, and directs activities, focusing on identifying and prioritizing projects. Supervises and inspects field conditions and progress of work against project schedule. Supervises financial and human resources.
Education and Experience: Bachelor’s degree and 5 - 7 years of experience.
18402 DIRECTOR, FACILITIES MANAGEMENT
Directs the overall operations of the physical plant including maintenance and custodial functions and the purchase and
distribution of utilities. Plans and controls operating expenses. Confers with and informs senior staff members about physical
plant matters and problem areas. This is the top facilities position.
Education and Experience: Bachelor's degree in engineering or equivalent and 8 or more years experience managing the
operations of a large physical plant.

18403 MANAGER, ENERGY MANAGEMENT SYSTEMS
Develops and implements policies on fuel and electric energy conservation. Works with operating manager analyzing data and
determines opportunities for conservation. Establishes standards for efficient operation of equipment and develops projects for
upgrading energy systems. Develops and implements energy communication programs. Keeps abreast of all pertinent
legislation and regulations.
Education and Experience: Bachelor's degree in engineering or equivalent and 3 - 5 years experience in such areas as
HVAC, pure water, and control systems for a large complex facility,

18404 DIRECTOR, REAL ESTATE MANAGEMENT
In consultation with the senior academic and administrative officers, develops and executes strategies for the management of
off-campus real estate assets and obligations to the institution, including directing the leasing (to and from activities);
disposition and acquisition of properties; development of owned properties, both directly by institution personnel and indirectly
through relationships with the private and governmental sectors. Participates in the development of real estate financing
strategies and mechanisms, assesses real estate needs and opportunities. Interacts with trustees of the institution on real
estate matters. Acts as liaison with appropriate government officials and with private brokers and developers.
Education and Experience: Master's degree and 10 or more years of experience.

18405 BUILDING MANAGER
Responsible for the planning, coordination, management, and/or supervision of a large and diverse facility or a group of
facilities. Prepares annual budget; manages related accounts; monitors and reports on expenditures.
Education and Experience: Bachelor's degree and 5 - 7 years of experience.

18407 FACILITIES MANAGER
Plans, organizes, directs, and controls the activities and staff involved in the design, construction, coordination, modification,
maintenance, and administration of institution facilities and equipment. Develops plans and programs responsive to present and
anticipated space and facility requirements. Formulates and monitors institution facility standards. Participates in site
identification, selection and acquisition activities to ensure the most economical application and utilization of institution facility
resources. Evaluates proposals and bids for various design, contracting, and follow-on services as required. Recommends bid
acceptance. Reviews preliminary and final working drawings for adherence to specifications, design considerations and cost
criteria. Coordinates construction activities to ensure attainment of budget and schedule objectives. Evaluates the qualifications,
professional capabilities and reputation of architects, general contractors, sub-contractors and service contractors available for
bid consideration. Directs and works with architects, staff consultants, and contractors in the design and development of new
facilities. Provides design and space criteria and coordinates final approval of facility designs. Investigates and evaluates new
materials, systems, equipment which may benefit the institution in its facilities programs. Responsible for the employment,
employee motivation, counseling, discipline, and changes in status of employees supervised.
Education and Experience: Bachelor's degree and 5 - 7 years of experience.

18408 REAL ESTATE/PROPERTY MANAGER
Manages properties and facilities, including management of revenues, expenses, customer relationships, and contract
administration, either directly or through subordinate management and/or non-management employees. Analyzes and
interprets complex trends and factors to develop and maximize use of facilities, customer service and revenues, real estate
holdings and retail concessions programs. Analyzes and interprets business proposals, layout design, customer trends and
needs, tenant/vendor compatibility, project phasing, capital and operating expenses and revenue projections. Negotiates and
interprets lease agreements, including determination of the best negotiating positions. May manage land acquisition programs
including coordination of outside resources and ensuring that acquisitions are accomplished in accordance with all state and
federal requirements. May develop policies and guidelines on standards for quality and customer service to be followed by
concessionaires. Resolves tenant operating and lease issues at corporate level.
Education and Experience: Bachelor's degree in Business Administration, related field, or equivalent combination of
education and experience required. Minimum 8 years of experience in commercial real estate and/or property management.
Master's degree in Business Administration or related field is desirable.
18409 DIRECTOR, CAMPUS PLANNING
Responsible for the institution’s physical master planning, facilities and space planning, feasibility and programming studies, and landscape design. Directs architectural and landscape design of all buildings, structures, landscape development, open space, plantings, site furnishings, above-ground utilities and outdoor signage. Conducts feasibility studies of all proposed projects. Ensures the preservation of historical integrity in the master plan for all new construction projects. Negotiates and manages contracts developed in support of planning projects, and ensures that outside design consultants and contractors understand and carry out the expressed intent of the design guidelines. Supervises staff and manages a budget.

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

18410 LANDSCAPE ARCHITECT
Manages the design, development, and production of campus landscape projects and other projects related to the exterior physical environment of the campus. Ensures that all new construction and renovations, including buildings, plazas, "greens/commons", streetscapes, parking areas and other capital projects are integrated effectively and harmoniously into the existing campus landscape and meet the requirements of the campus master specification and master plan. Prepares/coordinates the production of the landscape master plan, leads major internal and external planning efforts, and develops new concepts and techniques for landscape planning. Performs and oversees the design of campus landscape design projects, establishes project scope, schedule and budget. Recommends consultants and contractual arrangements for physical planning and design consultants, reviews bids and engages in negotiation with contractors. Coordinates with city and state agencies on issues relating to zoning, parking, traffic and landscape, utility and environmental regulations/requirements. Develops and implements a program for monitoring and maintaining existing landscape and grounds. Manages professional staff, drafters, students, research assistants and support personnel.

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

18412 ELECTRICAL ENGINEER 2
May manage or supervise a variety of engineering work in design electrical projects. Plans and oversees manufacturing, construction, installation, operation and maintenance of electric or electronic components, equipment, systems, facilities, and machinery. Works closely with others in the development and application to increase production quality, efficiency, or volume.

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

18413 ELECTRICAL ENGINEER 3
Supervises and participates in a variety of engineering work in designing electrical projects. Plans and oversees manufacturing, construction, installation, operation and maintenance of electric or electronic components, equipment, systems, facilities, and machinery. Works closely with others in the development and application to increase production quality, efficiency, or volume.

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

18417 MECHANICAL ENGINEER 2
May manage or supervise a variety of engineering work in designing and planning of products, tools, engines, machines and other mechanically functioning equipment. Oversees production, installation, operation, maintenance and repair of such equipment. Works closely with others in the development and application to increase production quality, efficiency, or volume.

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

18418 MECHANICAL ENGINEER 3
Manages and participates in a variety of engineering work in designing and planning of products, tools, engines, machines and other mechanically functioning equipment. Oversees production, installation, operation, maintenance and repair of such equipment. Works closely with others in the development and application to increase production quality, efficiency, or volume.

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

18422 ARCHITECT 2
Manages and supervises the preparations of designs, cost estimates, specifications, drawings, and construction documents for maintenance, repair, and alteration projects; works with clients to determine facility and client needs for projects.

**Education and Experience:** Bachelor’s degree and 3 - 5 years of experience.
18423 ARCHITECT 3
Supervises and participates in the design, review, organization, and/or preparation of cost estimates, specifications, drawings, and construction documents for maintenance, repair, and alteration projects.

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

18425 DIRECTOR, PARKING
Directs, manages and evaluates operations for all university parking lots and facilities. Plans, implements and evaluates programs and activities related to motor vehicle registration, campus parking and parking lot operations. Coordinates and monitors maintenance, repair and housekeeping services for parking facilities. Supervises staff and manages a budget.

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

18427 FACILITIES MANAGER, SPECIAL EVENTS
Manages the scheduling and allocation of the institution’s facilities as they relate to lectures, workshops, symposiums, internal conferences, classes beyond the daily schedule, cultural events and all major institutional events such as Orientation, Convocation, Commencement, Parent/Family Weekend, concerts and other academic or social events. Interfaces with all necessary departments to resolve conflicts, facilitate planning of events, and assign space as needs arise. Arranges logistics for all events and provides administrative support, including preparation and dissemination of informational materials and communications regarding the event. Manages Special Events staff, and develops and monitors the department budget.

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

18428 CONSTRUCTION PROJECT MANAGER 1
Manages laboratory and office rehabilitation projects throughout the campus, from concept through design, construction, commissioning and close out. May also, on occasion, be responsible for new capital projects, acting as construction manager from inception through commissioning and close out. Consults with the Division/business unit at the conceptual stage of major projects to evaluate site and cost considerations and advise on project viability. Develops the preliminary design, prepares the scope of work, design and cost estimations. Acts as the technical expert in contract negotiations, processing of change orders and invoices, and timely progress reporting. Acts as liaison between the customer, contractor representatives and the Architectural and Engineering Services Department. Maintains close working relationships with management, customers, and other professionals. May work under the direction of a senior-level Project Manager on larger projects.

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

18429 CONSTRUCTION PROJECT MANAGER 2
Responsible for the management of new construction projects and major renovation of existing buildings. Works on highly complex projects requiring thorough knowledge of project management, which includes construction management, field work, coordination of contractor activities, etc. Duties include but are not limited to conducting comprehensive research on project needs, integrating project functions within the framework of ongoing activities within the institution, advising customers on complex project plans, overseeing design and construction of multiple projects, preparing budgets, schedules, scopes of work and status reports. Develops and negotiates construction contracts, manages the bidding process, contracting awards, documentation, invoices, change orders, commissioning and close-out of the projects. Maintains a close working relationships with management, clients and outside professionals.

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

**DINING SERVICES**

18430 DIRECTOR, DINING SERVICES
Directs all dining hall and other food service operations. Develops policies and procedures and plans for operational improvements. Supervises activities of dining hall managers. Prepares and controls departmental budget. This is the top food service position in the institution.

**Education and Experience:** Bachelor's degree and 8 or more years experience in the management of an institutional food service facility.
18431 MANAGER, DINING HALL 1
Manages a food service cafeteria and/or dining room facility. Plans food services, manages staff, prepares unit budget. This is an entry-level position.

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

18432 MANAGER, DINING HALL 2
Manages a large seven-day food service cafeteria and/or dining room facility. Plans food services, manages staff, prepares unit budget. This is the highest-level manager.

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

18434 EXECUTIVE CHEF
Oversees all culinary related activities of the dining operation. Assists in establishing food and labor goals. Accountable for achieving food cost goals and labor cost goals. Establishes and maintains departmental sanitation standards. Develops food quality checking systems and techniques. Develops/promotes training and staff development. Inspects prepared food quality to verify proper preparation technique. Conducts regular visits to off-premise events to monitor food quality. Conducts weekly culinary meetings. Responsible for overall purchasing programs to include weekly inventory, food rotation program and exploration of new and progressive food products. Responsible for regular equipment maintenance checks. Oversees labor timekeeping system and monitors staff weekly schedule.

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

18435 PRODUCTION MANAGER, DINING SERVICES
Responsible for oversight of front office operations, including supervision of managers. Responsible for planning and executing an array of special events including house functions. Responsible for creatively merchandising facilities and enhancing quality and presentation of food. Oversees sanitation, safety, security, and staffing, training, employee counseling, discipline and documentation within framework of union contract and University policy.

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

18436 FACULTY CLUB GENERAL MANAGER
Manages all aspects of the Faculty Club including its activities and the relationships between the club and its House Committee and Board of Governors, members, guests, employees, community, government and industry. Coordinates the development of the club's long range and annual (business) plans and develops operating policies and procedures, ensuring the highest standards for food, beverage, sports and recreation, entertainment and other club services. Coordinates the development of operating and capital budgets, monitoring monthly and other financial statements and taking effective corrective action as required. Monitors the quality of the club's products and services, ensuring maximum member and guest satisfaction. Directs the work of all department managers and works with subordinate department heads to schedule, supervise and direct the work of all club employees. Provides advice and recommendations about construction, alterations, maintenance, and materials, supplies, equipment and services not provided in approved plans and/or budgets. Assures that the club is operated in accordance with all applicable local, state and federal laws. Coordinates the marketing and membership relations programs to promote the club's services and facilities to potential and present members.

**Education and Experience:** Must possess excellent interpersonal skills and demonstrate capability to successfully manage a fine Club.

18437 FACULTY CLUB EXECUTIVE CHEF
Responsible for all Faculty Club food production including that used for the member dining areas, banquet functions and special events. Develops and monitors food and labor budget for the department. Maintains highest professional food quality and sanitation standards. Plans and prices menus based upon number of guests, marketing conditions, customer preferences, seasons of year, holidays and a wide variety of other factors. Consults with Marketing, Catering and Special Events staff concerning all banquet events and special events. Ensures that the kitchen is operated in an effective, efficient, and safe manner, including compliance with all Health Department sanitation requirements at all times. Develops recipes and techniques for food preparation and presentation that help to assure consistent high quality and to minimize food costs. Cooks or directly supervises the cooking of items that require skillful. Evaluates food products to assure that quality standards are consistently attained. Interacts with Members, Food and Beverage Director and Director of Marketing, Catering and Special Events to assure that food production consistently exceeds the expectations of members and guests. Hires, supervises, schedules, coordinates and disciplines the kitchen team including sous chefs, cooks and dishwashers.
**18438 CATERING MANAGER**
Oversees front-of-house operations including supervision of staff. Responsible for planning and executing special events including house functions. Manages catered events and coordinates overall event logistics. Determines and provides for equipment and all other items needed for an event. Meets with clients to insure expectations are met, walking through the details of the event and negotiating changes. Manages and maintains catering equipment inventory. Assists in the sales process and acts as a back-up for the Sales Manager. Responsible for creatively merchandising facilities and enhancing quality and presentation of food. Oversees sanitation, safety, security, staffing, training, employee counseling, discipline and documentation.

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

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**PUBLIC SAFETY**

**18440 CHIEF OF POLICE**
Plans and directs the overall law enforcement and security operation. Oversees the supervision of and establishes the procedures for all police (armed) personnel. Maintains liaison and cooperates with outside law enforcement agencies, internal student groups, and other individual groups. Plans and oversees educational programs on crime prevention. This is the top police job.

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

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**18441 POLICE CAPTAIN**
Directs the operations and the management of one of the major functional areas of the unit. Reviews, develops, implements, and recommends training programs. Assesses, plans, and evaluates area operational plans and deployments. Institutes and maintains standard operating procedures. Coordinates and supervises major case investigations. Oversees records, budgets, and departmental expenditures.

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

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**18442 POLICE LIEUTENANT**
Manages and supervises the daily operations of assigned Public Safety/Institution Police unit or activities. Performs related administrative duties to ensure compliance with state, local, institution and department policies. Effectively supports the mission and goals of the Public Safety/Institution Police department and of the institution.

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

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**18443 POLICE SERGEANT**
Supervises police officers and corporals under control during assigned shift. May supervise civilian telecommunications when assigned as communications supervisor. May assume higher level of responsibility in the absence of more senior police officers. Assigns, trains, and administers coaching and discipline to shift personnel. Ensures productive and efficient police responses to incidents. Maintains police officers’ compliance with departmental regulations and procedures. Inspects, corrects, and approves reports submitted by police officers. Performs all duties of a police officer, including arresting criminals, testifying in court and protecting life and property.

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

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**AUDIT AND COMPLIANCE**

**18450 DIRECTOR, INTERNAL AUDIT**
Directs and administers the auditing function for the institution. Ensures compliance with applicable institution, state and federal regulations and policies. Reviews and appraises accounting, financial and operating controls within divisions, colleges and units. Coordinates activities with independent auditors. Consults with campus units on methods and systems to improve operations. This is the institution’s top-level internal audit position.

**Education and Experience:** Master’s degree and 7 - 10 years related experience.
18451 ASSISTANT DIRECTOR, INTERNAL AUDIT
Manages a staff of professional auditors who perform audits to evaluate the effectiveness of internal controls, compliance with institute policies and procedures, and adherence to government contract/grant requirements. Assists the Director in developing and implementing policies, procedures and training programs designed to ensure that the institution complies with all laws, regulations and government contract/grant requirements. Establishes and executes risk-based audit and compliance business plans to assess the adequacy of internal accounting and administrative control systems to ensure the institution’s assets are properly safeguarded and accounted for and that the institution’s operations are in compliance with all applicable laws, regulations and contract/grant provisions. Directs audit and staff activities to ensure that audit objectives are met. Performs quality control reviews of audits performed, ensuring that audit reports accurately reflect the audit findings, recommendations and planned corrective actions.

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

18452 AUDITOR 2
Conducts audits of internal controls covering a broad range of the institution’s operations to assure that the institution’s assets are protected and to determine if functional areas are conducting operations in compliance with established guidelines, policies, procedures and governmental, grant/contract and legal requirements. Prepares reports that present the results of audits and recommended corrective actions clearly and concisely.

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

18453 AUDITOR 3
Plans and conducts audits of internal controls covering a broad range of the institution’s operations to assure that the institution’s assets are protected and to determine if functional areas are conducting operations in compliance with established guidelines, policies, procedures and governmental, grant/contract and legal requirements. Assists in the preparation and testing of compliance related policies, procedures and training programs. Prepares reports that present the results of audits and recommended corrective actions clearly and concisely. Assists external auditors as necessary.

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

18454 AUDITOR 4
Plans and conducts audits of internal controls covering a broad range of the institution’s operations to assure that the institution’s assets are protected and to determine if functional areas are conducting operations in compliance with established guidelines, policies, procedures and governmental, grant/contract and legal requirements. Assists in the preparation and testing of compliance related policies, procedures and training programs. Prepares reports that present the results of audits and recommended corrective actions clearly and concisely. Assists external auditors as necessary. May act as Team Lead to coordinate the activities of other auditors.

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

PERFORMANCE ARTS

18460 MANAGING DIRECTOR, PERFORMANCE ARTS
Manages the scheduling and production of music, dance and theater productions for a Performing Arts Center. Serves as a liaison with the Music, Dance and Theater Departments to support student, faculty and professional events. Develops marketing strategies, prepares contracts used to engage artists and ensembles for professional music services, and forecasts ticket sales revenue. Supervises staff and manages a budget.

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

18461 TECHNICAL DIRECTOR, THEATER ARTS
Provides technical stage and backstage support for both amateur and professional events. Manages the technical aspects and daily operations of all theatrical facilities including event load-ins, set-ups, strikes, and use of the facility’s sound, lighting, stage, projection and other technical equipment and systems. Executes lighting, sound and scenic designs and clarifies, troubleshoots and estimates preliminary designs from student or faculty designer plans and models. Creates structural designs, specifies construction methods, and oversees staff involved in set, scenery and prop construction. Develops, implements and monitors policies to ensure safe work practices and environment in the scene shop, backstage and stage areas. Regularly interacts with facility users in the planning coordination and execution of programs, services and events. Provides projected technical costs for events, and administers labor, equipment and supply budgets. Organizes, manages, mentors and trains students in a hands-on learning environment.
**Education and Experience:** Bachelor's degree (BFA preferred) and 5 years experience in technical theater or stage management.

18463 MANAGER, BOX OFFICE
Manages the daily box office operations for the Theater Arts, Music and other departments. Manages ticket sales, revenue accounting, customer service, marketing and publicity. Hires, trains, schedules and supervises student staff members. Develops and implements plans for audience development and subscription ticket sales, including publicity releases, print and media advertising, mailings, on-line ordering and other marketing and public relations campaigns. Manages computerized ticketing system, including software changes, updates and formats, hardware maintenance and communication with software vendor. Supervises the front of house activities for productions, including ushers and box office personnel. Reconciles daily box office receipts, prepares transmittals and deposits, and administers accounting reports for cash flow and ticket revenue.

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

**HUMAN RESOURCES**

18500 TOP HUMAN RESOURCES POSITION
Develops and directs the implementation of a full range of human resource programs, including staffing, compensation, benefits, HRIS, labor relations, training and development and diversity and equal opportunity. Confers with senior staff in the organization, plans programs for future needs, and facilitates communication of goals and services to others both inside and outside the institution.

**Education and Experience:** Bachelor’s degree and 8 or more years experience managing a large human resources organization.

18501 DIRECTOR, LABOR RELATIONS
Directs the institution’s labor relations activities. Formulates and administers labor relations policy subject to top management guidance and approval. Represents the institution in labor relations negotiations, and the interpretation and administration of collective bargaining agreements. This is the top Labor Relations job.

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

18502 DIRECTOR, BENEFITS
Plans, directs and controls the activities and staff involved in the development, implementation and administration of institution employee benefit programs including group health/medical/dental coverage, life insurance, disability insurance, holidays, vacation, sick leave, unemployment, service awards and the like. Reviews institution programs and investigates current trends, practices and costs. Negotiates with carriers regarding rates, services, administration and coverages. Supervises claims processing and reporting. Prepares recommendations to management regarding plan changes and modifications. Generally reports to Human Resources Manager/Director. This is the top benefits position.

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

18503 MANAGER, BENEFITS
Manages a particular area of benefits programs such as health, dental, retirement, or disability insurance. Investigates unusual cases; confers with vendor representatives. Consults with employees. Generally reports to top benefits position.

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

18507 BENEFITS REPRESENTATIVE 2
Coordinates the administration of one or more elements of the benefits program such as basic and major medical coverage, dental insurance, group life insurance, pension plans, and other benefits. Answers employee questions regarding eligibility, provisions, and other matters related to benefits. Maintains benefits records and documents necessary for implementing benefit coverage. May assist in the preparation of employee benefits booklets and other employee benefit communications.

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

18508 BENEFITS REPRESENTATIVE 3
Coordinates the administration of the benefits program such as basic and major medical coverage, dental insurance, group life insurance, pension plans, and other benefits. Consults with and advises employees on eligibility, provisions, and other matters related to benefits. Maintains benefits records and documents necessary for implementing benefit coverage. Assists in the preparation of employee benefits booklets and other employee benefit communications.

**Education and Experience:** Bachelor’s degree or equivalent and 5 - 7 years experience in personnel or related field.
18510 DIRECTOR, COMPENSATION
Develops, implements, and administers compensation programs for all non-instructional positions. Initiates changes, amends and formulates policies as required. Manages compensation staff. This is the top compensation position.

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

18512 COMPENSATION REPRESENTATIVE 2
Performs staff support activities to develop and administer compensation policies and programs. Conducts research, analyzes data and prepares recommendations requiring a broad understanding of compensation techniques, methods and practices. Provides counsel to line and staff management regarding compensation actions for employees. Review proposed salary adjustments for conformance to established guidelines, policy and practices; recommends corrective or alternative actions to resolve problems. Reviews requests for new or revised classifications to determine appropriate salary grade assignment. Provides counsel for employment offers. Participates in special studies of problem areas requiring job analysis, job evaluation or similar techniques. Audits jobs for content and prepares job descriptions reflecting job responsibilities, activities, duties and requirements. Collects and analyzes competitive salary and benefit information to determine institution's market relationship. Formulates basic recommendations regarding development of institution salary structure, initiation of new benefits, FLSA requirements. Collects and analyzes competitive salary and benefit information to determine institution's market relationship.

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

18513 COMPENSATION REPRESENTATIVE 3
Performs a full scope of activities associated with the development and administration of compensation programs. Participates in and formulates basic recommendations in the development of long-range compensation and benefit objectives considering such factors as corporate growth objectives, manpower requirements, financial resources and restraints, legal considerations and competitive market positions. May include application for domestic and/or international programs. Develops and participates in a variety of compensation and benefit surveys to collect and analyze information on the institution's competitive position. Prepares recommendations and special studies on subjects such as retirement/pension plans, incentive compensation, bonus plans, sales compensation, stock options and similar complex programs. Investigates and recommends resolution on classification questions and FLSA exemptions. Acts as internal staff consultant on compensation/benefit matters. May provide project leadership to other compensation staff members.

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

18515 DIRECTOR, RECRUITMENT
Manages the activity and staff involved in the recruitment and processing of new employees. Directs the development of efficient recruiting resources, screening and interviewing applicants, administration of medical examinations and conduct of reference checks to ensure the availability of the proper caliber of manpower to meet staffing requirements. Establishes and administers procedures for the recruitment, selection, and employment processing of new employees. Supervises the procurement, investigation, interview, and selection activities of subordinate staff members. Develops employment advertising to accurately reflect manpower requirements and provide for the placement of recruitment ads in appropriate national and local media. Coordinates recruiting requirements with outside sources such as state and federal agencies, trade schools, training programs, and professional agencies. Provides for coordination of temporary employment needs with employment agencies. Provides for the administration of new employee processing activities including medical examination, travel arrangements, reference checks and employee file preparation. Coordinates security clearances, visa/passports processing and the like, with appropriate staff.

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

18517 EMPLOYMENT REPRESENTATIVE 2
Under minimal supervision and acting with a high degree of independence, conducts a variety of tasks associated with the recruitment, screening and selection of new employees. Reviews recruitment requirements with management to determine applicant requirements. Formulates plans to meet manpower needs. Develops advertising campaigns by preparing copy for
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classified employment advertisements, determining ad placement and coordinating advertising schedules in appropriate media. Participates in planning and conducting college recruiting programs. Reviews resumes, advertising responses and employment applications, interviews, and screens applicants for technical competence, applicable background and skills, individual goals and ability to fit in the organization and function effectively. Coordinates the conduct of reference checks and evaluates reference data concerning previous employment record. Make employment recommendations based on information developed through interviews, reference checks, applications and resumes. Coordinates arrangements for pre-employment medical examinations, travel, reporting dates, security clearances and employment processing. Provides applicants with pre-employment information regarding job requirements, location, compensation, benefits, allowances and employment policies. Participates in gathering, preparing, and analyzing a variety of employment data relating to advertising effectiveness, turnover, minority employment, recruiting campaigns and related items as required. Employment assignments are normally involved with the hire of exempt and/or supervisory level candidates.

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

18518 EMPLOYMENT REPRESENTATIVE 3
Performs a full scope of activities associated with the development and conduct of comprehensive recruiting and employment of new employees. Participates in and formulates basic recommendations in the development of short and long range manpower and employment objectives considering such factors as corporate growth objectives, manpower availability, employment lead time requirements and the like. Establishes and maintains contact with a variety of potential applicant resources including search firms, governmental agencies, college placement centers, trade schools, and related organizations. Works with management to define and implement appropriate recruiting programs to meet manpower needs. Develops advertising campaigns, determining ad placement and coordinating advertising schedules in appropriate media. Plans and conducts college recruiting programs. Reviews resumes, advertising responses and employment applications. Interviews and screens applicants for technical competence, applicable background and skills, individual goals and ability to fit in the organization and function effectively. Coordinates the conduct of reference checks and evaluates reference data concerning previous employment record. Make employment recommendations based on information developed through interviews, reference checks, applications and resumes. Assists managers in evaluating applicant qualifications and selection of most qualified candidates. Acts as internal staff consultant for line and staff management on employment matters. Employment assignments are normally involved with the hire of all levels of exempt, supervisory and management candidates. Excludes those with full supervisory responsibilities. May provide technical leadership to lower level employment staff.

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

18520 DIRECTOR, TRAINING AND DEVELOPMENT
Develops, coordinates, and administers training and employee development programs for all non-instructional positions. Analyzes training trends and organizational training needs to ensure delivery of appropriate programs. Manages training staff. This is the top training and development position.

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

18525 DIRECTOR, HRIS
Manages the systems planning, support, and development for the Human Resources department. Analyzes the systems needs of all HR sections, establishes priority needs and identifies and researches appropriate technical solutions. Consults and advises HR director/managers of current and future systems. Responsible for the HRIS project calendar and training needs of the department. Manages budget for all hardware and software. Strong technical knowledge and familiarity with human resource functions. Has oversight of all HR mainframe and PC computerized information systems. Designs and creates databases, programming as needed. Supervises staff and is liaison to outside vendors and institution-wide MIS department.

Education and Experience: Bachelor’s degree and 7 years of related experience.

18528 DIRECTOR, AFFIRMATIVE ACTION/DIVERSITY
Develops, implements, and monitors programs promoting and ensuring compliance with affirmative action and equal opportunity goals and objectives for academic and non-academic staff. Maintains liaison relationship with protected class interest groups on and off campus. Supervises staff in the identification and resolution of discrimination and sexual harassment complaints. This is the top affirmative action/diversity position.
Education and Experience: Bachelor’s degree and 7 or more years of related experience.

18529 DIRECTOR, FACULTY/STAFF ASSISTANCE PROGRAM
Responsible for ensuring that all components of the Faculty/Staff Assistance Program enhance organizational effectiveness while advancing the well-being and development of constituents. Integrates wellness concepts into the program’s operational philosophy and core services. Supervises staff and manages a budget.
Education and Experience: Master’s degree in Human Resources, a clinical discipline, business administration or related field, and clinical licensure plus 5 years of administrative/management experience in an employee assistance program. Experience in a higher education or medical setting and certification as an Employee Assistance Professional (CEAP) is preferred.

18530 DIRECTOR, EMPLOYEE RELATIONS
Manages all aspects of the employee relations function. Develops, recommends, and implements approved organization-wide employee relations policies and practices. Ensures the uniform and equitable application of organization policies and procedures. Conducts organization audits to identify employee relations issues, and takes appropriate actions to address and resolve those issues. Coordinates exit interviews and grievance procedures.
Education and Experience: Bachelor’s degree and 7 or more years of related experience.

18532 STAFF/EMPLOYEE RELATIONS SPECIALIST 2
Provides support in all aspects of Employee Relations function. Administers programs designed to establish and maintain effective employee relations through the uniform and equitable application of organization policies and procedures. Audits organization to identify employee relations issues, recommends appropriate actions to address and resolve those issues. May participate in exit interviews and grievance procedures.
Education and Experience: Bachelor’s degree and 3 - 5 years experience.

18533 STAFF/EMPLOYEE RELATIONS SPECIALIST 3
Develops and initiates programs designed to establish and maintain effective employee relations through the uniform and equitable application of organization policies and procedures. Manages audits of organization to identify employee relations issues, implements appropriate actions to address and resolve issues. Conducts exit interviews and grievance procedures.
Education and Experience: Bachelor’s degree and 5 - 7 years experience.

18535 EEO ASSOCIATE
Manages the daily operations of the Office of Equal Opportunity/Diversity, including scheduling office staff activities. Identifies and plans for future program needs; assist unit managers concerning affirmative action/diversity matters. Develops programs and polices in support of employee recruitment. Conducts investigations of alleged discrimination; recommend action to be taken. Reports to Director of Affirmative Action/Diversity.
Education and Experience: Bachelor’s degree and 3 - 5 years experience.

18536 HUMAN RESOURCES OFFICER 1
Manages human resource and employment matters for one or more small and/or less complex organization units(s). Provides interpretation and advice on human resources policies and procedures. Interviews and refers candidates for non-academic positions. Advises and consults with supervisors and managers on development and classification of new positions, changes of status, transfers, promotions, performance appraisals, salary review and salary adjustments, terminations, coaches supervisors and staff awareness and terminations. Counsels and assists supervisors, managers and employees in resolution of problems and grievances. Coordinates all aspects of managing selected training programs.
Education and Experience: Bachelor’s degree and 3 or more years experience as a human resources generalist.

18537 HUMAN RESOURCES OFFICER 2
Directs human resource and employment matters for one or more moderately populated and/or moderately complex organization units(s). Provides interpretation and advice on human resources policies and procedures. Interviews and refers candidates for non-academic positions. Provides guidance to managers and supervisors in the use and application of salary ranges and increase guidelines, job evaluation plans, classification of new positions, changes of status, transfers, promotions, performance appraisals, salary review and salary adjustments and terminations. Counsels and coaches managers, supervisors and staff in resolution of problems and grievances. Identifies training gaps and performance needs and assesses and develops training plan. May develop training programs. Makes presentations to management.
Education and Experience: Bachelor’s degree and 5 or more years experience as a human resources generalist.
18538 HUMAN RESOURCES OFFICER 3
Manages and directs the activities and staff involved in developing and maintaining human resources activities, policies and procedures for one or more large and/or complex organizational units. Coordinates recruitment activities, pay administration programs, new hire orientations, employee benefits, health and safety and affirmative action plans through subordinates to ensure positive employee relations in keeping with institution objectives. Makes presentations and recommendations to management regarding new or existing human resources policies. Directs the maintenance of human resources records and data systems and reviews employee changes in status to ensure fair and equitable application of compensation, human resources and employee relations policies and practices. Provides guidance to managers and supervisors in the use and application of salary ranges and increase guidelines, job evaluation plans and interpretation of human resources policies and procedures.
**Education and Experience:** Bachelor’s degree in Business, Human Resources, a related field or equivalent experience and 7 or more years of diverse experience in all areas of human resources.

18539 HUMAN RESOURCES OFFICER 4
Manages and directs the activities and staff involved in developing and maintaining human resources activities, policies and procedures for multiple major, highly complex organizational units. Coordinates recruitment activities, pay administration programs, new hire orientations, employee benefits, health and safety and affirmative action plans through subordinates to ensure positive employee relations in keeping with institution objectives. Makes presentations and recommendations to management regarding new or existing human resources policies. Directs the maintenance of human resources records and data systems and reviews employee changes in status to ensure fair and equitable application of compensation, human resources and employee relations policies and practices. Provides guidance to managers and supervisors in the use and application of salary ranges and increase guidelines, job evaluation plans and interpretation of human resources policies and procedures.
**Education and Experience:** Bachelor’s degree in Business, Human Resources, a related field or equivalent experience and 10 or more years of diverse experience in all areas of human resources.

STUDENT SERVICES

**Admissions**

18600 DIRECTOR, ADMISSIONS
Directs the recruitment, evaluation, and selection of all students seeking entrance to the college. Initiates the new programs and procedures that refine the effectiveness and efficiency of each of these three areas. Represents the institution and department internally and externally via written materials, oral presentations, and interviews with the media. Manages office operations and staff activities. This is the top admissions position.
**Education and Experience:** Bachelor’s degree and 8 or more years experience. Expertise in such areas as management and recruitment.

18601 ASSOCIATE DIRECTOR, ADMISSIONS
Plans and coordinates recruitment efforts in an assigned region or category. Recruits, evaluates, and participates in the selection of candidates for admission. Maintains liaison with all organizations and individuals involved in the admissions process. Develops public presentations and brochures designed to promote the institution. Advises parents and applicants about educational planning. May supervise admissions officers.
**Education and Experience:** Bachelor’s degree and 6 or more years experience in admissions or related field. Knowledge and skills in such areas as counseling and recruiting.

18616 ADMISSIONS OFFICER 1
Assists in the recruitment and evaluation of candidates for admission. Maintains liaison with all organizations and individuals involved in the admissions process. Develops public presentations designed to promote the institution. Advises parents and applicants about the application process.
**Education and Experience:** Bachelor’s degree and no experience necessary.

18617 ADMISSIONS OFFICER 2
Recruits, evaluates, and participates in the selection of candidates for admission. Maintains liaison with all organizations and individuals involved in the admissions process. Develops public presentations designed to promote the institution. Advises parents and applicants about educational planning and processes.
**Education and Experience:** Bachelor’s degree and 1 - 3 years experience in student services functions.
18618 ADMISSIONS OFFICER 3
Recruits, evaluates, and participates in the selection of candidates for admission. Maintains liaison with all organizations and individuals involved in the admissions process. Develops public presentations designed to promote the institution. Advises parents and applicants about educational planning.
Education and Experience: Bachelor’s degree and 3 or more years experience in student services functions.

Financial Aid

18630 DIRECTOR, FINANCIAL AID
Plans and directs the awarding of financial aid funds through scholarships, grants-in-aid, loans and student employment programs. Monitors compliance with existing federal regulations and analyzes policy, procedural, and fiscal impact of changes in federal programs. Represents the financial aid function internally and externally via written materials, oral presentations, interviews with the media. Manages office operations and staff activities, typically undergraduate only.
Education and Experience: Bachelor’s degree and 8 or more years related experience. Expertise in such areas as management and federal aid legislation and regulations.

18631 ASSOCIATE DIRECTOR, FINANCIAL AID
Directs the awards process for the awards office or designated segment(s) of the institution. Keeps up with federal legislation and regulations and works with committees to disseminate information, provide guidance, and develop policy and procedures. Supervises professional and support staff. Conducts needs analysis and counsels students and parents.
Education and Experience: Bachelor’s degree and 5 - 8 years experience in financial aid. Knowledge and skill in such areas as management, data processing, federal aid legislation and regulations.

18636 FINANCIAL AID OFFICER 1
Evaluates and analyzes financial information submitted by applicants to determine eligibility for financial assistance and determines type and amount of aid to be awarded in accordance with established federal and university standards and guidelines. Participates in the administration of financial aid programs such as federal work-study program. Entry level exempt classification.
Education and Experience: Bachelor’s degree and no experience.

18637 FINANCIAL AID OFFICER 2
Evaluates and analyzes financial information submitted by applicants to determine eligibility for financial assistance and determine type and amount of aid to be awarded in accordance with established federal and university standards and guidelines. Coordinates and administers assigned financial aid program such as federal work-study program.
Education and Experience: Bachelor’s degree and 1 - 2 years experience.

18638 FINANCIAL AID OFFICER 3
Assists in coordinating and administering student financial aid programs with responsibility for assigned aspects of the operation such as management of the file room, computer operations, publications, scheduling and/or the Pell grant program. Evaluates, interprets and/or implements financial aid policies, procedures and regulations. Participates in and serves as resource in non-supervisory role to other staff members in awarding of financial aid.
Education and Experience: Bachelor’s degree and 3 - 4 years experience.

Placement and Career Services

18650 DIRECTOR, PLACEMENT AND CAREER SERVICES
Develops programs and policies for career counseling and placement. Develops contacts with a variety of private and public institutions to determine employment needs and encourage recruitment. Counsels students and alumni about career planning and employment opportunities. Manages staff activities and office operations. Represents placement and career services internally and externally via written materials, oral presentations, and interviews with the media. This is a top placement position. Typically services undergraduates only.
Education and Experience: Master’s degree in counseling and 5 - 7 years related experience. Expertise is such areas as counseling and program development.

18651 ASSISTANT DIRECTOR, PLACEMENT
Assists in the planning, development and implementation of an integrated program and service designed to assist current students and alumni in career planning and job searches. Monitors, analyzes and reports on job market conditions to assist in program development. Oversees the day to day activities and staff of the department. Assists in organizing on-campus
recruitment efforts. May conduct seminars, training programs and conferences on career planning and job searches. This position is often filled by an alum.

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

**18652 COUNSELOR 2**
Provides individual and group career counseling for assigned segment of the student population. Creates and produces workshops and outreach programs. Participates in program development and office management. Trains and manages student career counselor interns.

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

**18653 COUNSELOR 3**
Provides individual and group career counseling for assigned segment of the student population. Creates and produces workshops and outreach programs. Develops counseling programs and may manage lower-level office staff. Trains and manages student career counselor interns.

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

**Registrar**

**18660 REGISTRAR**
Directs and manages institution-wide registrar operations (graduate and undergraduate) which include course scheduling, implementation and maintenance of an automated record keeping system, publication of catalogues and reports, course registration, degree audits, and certifications. Participates through membership on various committees in the development of regulations governing such areas as tuition, academic calendar, grading system, curricula requirements, and enrollment management. This is the top registrar position for the institution.

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

**18661 ASSOCIATE REGISTRAR**
Manages daily operation of the Registrar’s Office and oversees computer applications that organize, store and analyze data. Assists in the development of and administers policies and procedures. Advises students and parents about the institution's regulations.

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

**18666 ACADEMIC RECORDS ASSISTANT 1**
Under direct supervision, prepares, maintains, processes and provides information regarding student academic records. May access records via computer.

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

**18667 ACADEMIC RECORDS ASSISTANT 2**
Under general supervision, performs a variety of more complex duties to prepare, process, maintain and provide information regarding student academic records and/or reports. Work requires an overall understanding of procedures and systems related to the record function in order to identify and resolve complex inquiries and problems. May train and direct workflow of other students or clerical employees.

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

**Student Affairs**

**18670 DIRECTOR, UNDERGRADUATE STUDENT AFFAIRS**
Develops cultural and social programs for students. Provides advice, support and leadership training for various student activities committees. Administers undergraduate student activity fees for clubs, organizations, student government and student union. Provides advice and advocacy to students regarding student activities, finances, and programs within the confines of institution regulations. Manages support staff and office operations.

**Education and Experience:** Master's degree in related field and 3 - 5 years experience managing a student affairs program. Expertise in such areas as program development, management, budget administration, counseling.
18672 DIRECTOR, SUMMER PROGRAMS AND CAMPS
Establishes and implements managerial strategy for Summer Programs. Formulates and implements long-range strategic marketing plans for summer conferences and programs. Researches, analyzes, and identifies major targets, and establishes and maintains contact with key segments of identified markets. Builds and maintains effective working relationship with the campus community to support these external programs, including Housing, Physical Plant, Food Services, and Athletics. Plans and executes marketing strategies to acquire clients, building on relationship marketing process. Makes presentations to and conducts negotiations with organizations to rent campus facilities. Negotiates contracts with camp program directors and summer program clients. Establishes operating guidelines for contracts and monitors client compliance. Communicates customer needs to the campus community and coordinates all services. Oversees the entire process from point of sale through completion of event. Develops and monitors department budget, and manages department staff.

Education and Experience: Bachelor’s degree and 5 - 10 years related experience.

18673 STUDENT ADVISOR
Counsels students on academic program policies and issues. Monitors student academic progress and assists students in making appropriate educational choices and decisions. Conducts informational sessions and provides advice on research and/or internship/training opportunities for the students. May assist with marketing and student recruitment, i.e., open houses, information sessions, college or educational fairs.

Education and Experience: Bachelor’s degree, Master’s preferred, and 3 – 5 years related experience.

18675 DIRECTOR, CAMPUS MINISTRIES
Leads, plans, and directs the pastoral ministry and religious activities of the campus. Advises on policies and issues affecting the well-being of the campus community.

Education and Experience: Equivalent to Master’s degree and 5 - 7 years experience.

18676 DIRECTOR, WOMEN’S CENTER
Oversees the design, strategic planning, implementation, and evaluation of programs and services for women. Develops programs, resource materials and a strong informational network for students, staff and faculty to focus on the well-being of women in all aspects of their lives. Supervises staff.

Education and Experience: Bachelor’s degree and 7 years of related experience in a professional program.

18677 DIRECTOR, RESIDENTIAL HALLS
Develops and maintains policies and programs related to the residential college. Directs the maintenance of the residential college physical plant. Develops and manages fiscal planning processes and budgets. Plans for the development of new construction and renovations. Represents department operations internally and externally via committee meetings.

Education and Experience: Bachelor’s degree and 5 - 7 years experience in managing a large residential plant. Expertise in such areas as fiscal planning, plan maintenance and construction management and program development.

18678 RESIDENCE DIRECTOR, CAMPUS LIFE
Assists in the management of a campus life program, specifically as it pertains to residential living, including facilities management, disciplinary actions, staff supervision, assisting students, and other administrative tasks. Supervises a staff of Resident Assistants, providing guidance with residential programming, intentional learning opportunities and facilitation of weekly staff meetings. Manages assigned residence halls including damage billing, residential area walk-throughs, and effective partnering with Facilities Services department. Assists students in managing roommate relations, including mediations and facilitating room changes with the Housing Coordinator. Plans and implements campus-wide programming in conjunction with Orientation, Family Weekend, and other annual events. Coordinates hall opening and closing procedures. May coordinate summer housing including coordination of move-in/out and RA staffing. May be responsible for administering the student newspaper readership program. This is a live-in position.

Education and Experience: Master’s degree and 1 – 2 years full-time Residence Life experience.

18679 DIRECTOR, GREEK LIFE
Advises the institution’s fraternities and sororities. Develops, implements and evaluates all Greek Life programs and policies. Facilitates educational programs on relevant topics. Supervises House Directors.

Education and Experience: Master’s degree and 3 years of related experience.
HEALTH SERVICES

18680 DIRECTOR, UNIVERSITY HEALTH SERVICES
Directs the institution's comprehensive health care facility. Directs and oversees development of all medical and administrative operations providing health care and prevention services to all members of the institution community and all members of the institution's own health maintenance organization (HMO). The facility provides full medical services including walk-in clinic, emergency room, outpatient clinics for a wide variety of medical and surgical specialties, ancillary services including Physical Therapy, Laboratory and Radiology, a pharmacy and a small licensed and certified acute care general hospital. Provides guidance and counsel to the President on health-related policy matters and directs health emergency situations. Excludes hospital employees.
Education and Experience: M.D. required and 8 or more years medical and administrative health care experience.

18681 CHIEF PHARMACIST
Responsible for the overall management of the pharmacy, including long-range planning and day-to-day operations. Provides direction and establishes operational standards for the pharmacy staff. Promotes safe and effective use of medications. Ensures the pharmacy meets all legal and accreditation/certification requirements. Excludes hospital employees.
Education and Experience: Bachelor's degree in Pharmacy and postgraduate degree in pharmacy, business or health management, and 5 years previous administrative and supervisory experience in a hospital, ambulatory or university pharmacy or commercial drug store.

18682 PHARMACIST
Provides professional and supervisory skills necessary for the manufacture, compounding, dispensing and purchasing of drugs in the Student Health Center Pharmacy. Supervises perpetual inventory control and narcotic control. Assists and/or relieves the Chief Pharmacist of assigned work as required. Assists in supervision of, and participates in, manufacture, compounding, dispensing, bottling, packaging and labeling of such drugs or solutions as capsules, powders, suppositories, ointments, tablets, lotions and emulsions. Draws from previously prepared standard prescriptions. Maintains records and makes reports as required by law. May compound and manufacture specially ordered drugs. Requisitions hospital drug supplies. Lists drug stock for reordering. Serves with other members of the staff as a therapeutic consultant for the medical staff. Excludes hospital employees.
Education and Experience: Bachelor's degree, or Pharm. D., from an accredited school of Pharmacy and 2 - 3 years of experience as a practicing pharmacist in a hospital or commercial drug store.

18683 STAFF PSYCHOLOGIST
Responsibilities include individual and group counseling and psychotherapy, crisis intervention, clinical consultation, outreach and programming, and supervision of post-doctoral fellows. Provides a wide range of direct clinical services to students and works with faculty and administrators in consultation, outreach and other collaborative initiatives. Excludes hospital employees.
Education and Experience: Requirements include a doctoral degree in clinical or counseling psychology, licensed or license eligible, and minimum of 2 years post degree experience.

18685 NURSE MANAGER
Manages the nursing operations of the department, including coordination of patient care, supervision of multiple nursing staff (both inpatient and outpatient nurses), administrative and budget management, and troubleshooting of problem areas. Provides and supervises direct inpatient and outpatient care and assessment, ensuring quality control of nursing operations. Ensures adherence to department policies and to nursing procedures, standards and practices. Excludes hospital employees.
Education and Experience: Bachelor's degree in Nursing, licensed as and R.N. and 5 years experience as a Nurse Manager.

18686 NURSE PRACTITIONER
Provides primary health care services in a clinical setting under the supervision and direction of a primary care physician in the areas of gynecology (including family planning), adult or adolescent health. Responsible for the performance of tasks of a standardized nature which are complex and require considerable experience or specialized training, but which do not constitute the practice of medicine. Obtains complete medical historical data from patients. Performs physical examinations, using techniques of observation, auscultation, palpation and percussion. Discriminates in examinations between the normal variations and abnormal deviations. Considers examination findings and diagnostic test results in formulating and implementing a plan of care. Develops standards of care, patient education materials, and assists in the supervision of volunteers. Excludes hospital employees.
Education and Experience: Master’s degree in nursing, or its equivalent, and 2 or more years of primary health care experience as a nurse practitioner or physician’s assistant. Current certification/registration with appropriate governmental agencies.

18687 REGISTERED NURSE
Plans and provides professional nursing services and patient care in an inpatient and/or outpatient setting. Ensures compliance with physician orders and follows established nursing processes, including patient assessment, nursing diagnosis, planning, intervention and evaluation. Excludes hospital employees.

Education and Experience: Graduate of an accredited nursing program, licensed as an R.N. and 3 years related experience.

18689 CLINICAL NURSE SPECIALIST
Provides patient care services in an area of clinical specialization in a specific clinical setting. Provides direct patient care applying specialized knowledge and demonstrated clinical nursing skills. Promotes and monitors the effectiveness of a therapeutic environment. Conducts crisis intervention for clinic patients. Initiates, evaluates or revises a nursing plan of care for the delivery of quality patient care. Makes referrals to community resources as necessary. Provides consultative services to patients, families and staff in those situations requiring specialized clinical knowledge and judgment. Interprets relevant theories and principles to nursing staff and other health care disciplines to achieve patient-directed goals. Assists in the supervision and training of staff and nursing students. Conducts home visits and submits follow-up evaluations. Provides in-service training and education to support staff. Develops teaching materials. Prepares and submits special reports as requested. Plans, develops and evaluates program development, clinical research projects, and grant development and publications. Excludes hospital employees.

Education and Experience: Master’s degree in nursing in the area of clinical specialization, and 3 - 5 years of clinical R.N. experience in appropriate specialty area.

18690 STUDENT HEALTH SERVICES DEPARTMENT ADMINISTRATOR
Develops the business management practices, planning mechanisms, control systems, and organization necessary for the management of the Student Health Service Department and/or clinic. Develops a business-planning mechanism that maps revenues to resources and that leads to realistic action plans. Organizes and analyzes the information necessary for a clear understanding of the department’s clinical operations. Enhances the control systems for expenditures. Strengthens the billing and collecting systems for professional fees. Manages the commitment-accounting system. Develops a management-reporting system to keep the Director informed of the department’s activities. May manage staff through subordinate managers or supervisors.

Education and Experience: Bachelor’s degree in business administration/health care administration and 7 or more years of progressively responsible management experience.

18691 DIETITIAN/NUTRITIONIST 1
Applies the principles of nutrition to the human diet. For student dining halls, ensures that meals meet appropriate nutritional standards. For clinical trials, plans, designs and implements dietary interventions and dietary assessment activities such as assessment of the physiological results of particular dietary habits. Excludes hospital employees.

Education and Experience: Bachelor’s degree in nutrition, dietetics or public health and 1 – 2 years experience. Requires appropriate State or Government licensing or registration.

18692 DIETITIAN/NUTRITIONIST 2
Applies the principles of nutrition to the human diet. For student dining halls, ensures that meals meet appropriate nutritional standards. For clinical trials, defines clinical research protocols with Principle Investigator and finalizes the design of clinical studies. Identifies and resolves complex problems associated with all phases of clinical trials from development stages to implementation and documentation of results. Excludes hospital employees.

Education and Experience: Bachelor’s degree in nutrition, dietetics or public health and 3 - 5 years experience. Requires appropriate State or Government licensing or registration.

18697 SOCIAL WORKER 2
Provides counseling services to clients, which includes staff and students. For staff, provides brief counseling and referrals regarding adult relationships, job stress, parent-child problems, alcohol and drug abuse, etc. For students, provides evaluations and therapy for students with longer-standing personal difficulties. Conducts group therapy sessions and educational workshops. Excludes hospital employees.

Education and Experience: Master’s degree in social work and 3 – 5 years experience. Requires appropriate State or Government licensure.
18698 SOCIAL WORKER 3
Provides counseling services to clients, which includes staff and students. For staff, provides brief counseling and referrals regarding adult relationships, job stress, parent-child problems, alcohol and drug abuse, etc. For students, provides evaluations and therapy for students with longer-standing personal difficulties. Conducts group therapy sessions and educational workshops. Develops appropriate individual and family treatment plans for patients in this phase of treatment. Develops discharge plans and facilitates the transition to long term therapy when appropriate. **Excludes hospital employees.**

**Education and Experience:** Master's degree in social work and 5 – 7 years experience. Requires appropriate State or Government licensure.

**RESEARCH**

**NOTE:** Data for all Research positions will be broken out by functional area of research. Enter the appropriate Functional Area Code (listed on page 10) in column S of your SmartScreen data submission for all Research positions (18712 – 18769). The previous Research Technician and Research Specialist job families have been combined into one family (job codes 18701 – 18709). Employees previously matched to survey jobs 18721 – 18729 (now deleted) should now be matched to the corresponding position in job codes 18701 – 18709, using the appropriate Functional Area Code. See page 10 for data input instructions and a complete list of the Functional Area Codes.

18701 RESEARCH TECHNICIAN 1
Provides routine to moderately complex technical support for a research lab or facility. Collects, analyzes, and processes laboratory samples or research data. Performs a variety of tests, using both routine and special techniques and methods. Assists in report writing. Sets up equipment and materials for course instruction. Performs routine library work, including finding literature and copying articles. This position is typically nonexempt.

**Education and Experience:** High school diploma or Associate’s degree and 1 year of experience.

18702 RESEARCH TECHNICIAN 2
Provides a wide variety of moderately complex to complex technical support for a research lab or facility. Assists in evaluating research methods, procedures, and techniques based on established objectives. Provides basic assistance to researchers in manipulating, computing, and analyzing data using specialized statistical computer software. Performs library research. Assists in instructing a laboratory academic section in lab methods, procedures and safety. This position is typically nonexempt.

**Education and Experience:** High school diploma or Associate’s degree and 1 - 2 years experience.

18703 RESEARCH TECHNICIAN 3
Provides technical lab support by performing complex laboratory and research related tasks. Acts as specialist on laboratory or other research methods and equipment functions. Performs a variety of tests requiring a high degree of proficiency. Troubleshoots problems and recommends solutions. Evaluates experiment results using statistical and multivariate analysis. May instruct a laboratory academic section in research techniques, instruments, methods, and procedures. This position is typically nonexempt.

**Education and Experience:** Bachelor’s degree required. 2 - 3 years experience preferred.

18704 RESEARCH TECHNICIAN 4
Provides senior-level technical research support by performing a broad range of complex laboratory and research related tasks. Acts as specialist on laboratory or other research methods and equipment functions. Performs a variety of tests requiring a high degree of proficiency. Troubleshoots problems and recommends solutions. Evaluates experiment results using complex statistical and multivariate analysis. Instructs an academic section in laboratory or other research techniques, instruments, methods, and procedures. This position is typically nonexempt.

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

18706 RESEARCH SPECIALIST 1
Under general direction of faculty and/or senior research personnel, helps develop, design and conduct research projects according to plan. Participates in formulating research methods and suggesting options for improving quality and recommending solutions. Participates in computer database design and utilization and research/data analysis, and suggests future improvements in data measurement. Trains users in equipment operation and research techniques, explains and demonstrates technology and equipment capabilities, operations limitations and outcomes. Determines interview procedures and conducts interviews. Works independently on collection of data and analyzes research results. Prepares reports and drafts manuscripts. Oversees day-to-day operation of project. Schedules and maintains records of equipment/facility. May supervise research support personnel and manage budget. May assemble, test calibrate, clean or make minor repairs to equipment. May
be responsible for the operation of a specialized laboratory or research area within a department and/or field work, and related data analysis for a research project.

**Education and Experience:** Bachelor's degree in related field, Master's degree preferred, and 1 - 3 years related experience.

**18707 RESEARCH SPECIALIST 2**
Responsible for operation of a specialized research area or laboratory with one or more faculty members within a department. Operates with considerable latitude in unreviewed actions or decisions. May act as liaison with other departments, divisions or organizations. Develops, designs and conducts one or more small or moderately complex research projects or experiments in line with plan, reviews progress and evaluates results. Formulates research methods and suggests options for improving quality, identifies potential problems, recommends and implements solutions, and collaborates in the development of new techniques. Develops protocol and criteria; determines interview procedures and approves protocols; may also design intervention protocols. Trains users in equipment operation and laboratory techniques, explains and demonstrates technology and equipment capabilities, operations, limitations and outcomes. Coordinates data collection and screening and verifies the data. Conducts analysis of data, interprets and implements research methodology based on outcome of analysis. Co-authors publications and may co-present results with Principal Investigator at meetings and/or conferences. Oversees day-to-day operation of project, and may supervise exempt and non-exempt research and support personnel.

**Education and Experience:** Master's degree and 4 - 5 years related experience. Supervisory and financial management experience preferred.

**18708 RESEARCH SPECIALIST 3**
Responsible for operation of a specialized research area or laboratory with one or more faculty members within a department. Operates with considerable latitude in unreviewed actions or decisions. May act as liaison with other departments, divisions or organizations. Develops, designs and conducts one or more large complex research projects or experiments in line with plan, reviews progress and evaluates results. Formulates research methods and suggests options for improving quality, identifies potential problems, recommends and implements solutions. Trains users in equipment operation and laboratory techniques, explains and demonstrates technology and equipment capabilities, operations, limitations and outcomes. Consults with users to refine or adapt methodologies to fit specific experiment requirements, and collaborates in the development of new techniques. Develops protocol and criteria; determines interview procedures and approves protocols; may also design intervention protocols. Coordinates data collection and screening and verifies the data. Conducts analysis of data, interprets and implements research methodology based on outcome of analysis. Co-authors or authors publications and may co-present results with Principal Investigator at meetings and/or conferences. Assists in acquiring research funding including writing grant proposals. Oversees day-to-day operation of project or laboratory and may supervise exempt and non-exempt research and support personnel.

**Education and Experience:** Master's degree or specific professional/Doctorate degree preferred, and 5 - 6 years related experience. Supervisory and financial management experience required.

**18709 RESEARCH SPECIALIST 4**
In collaboration with senior research faculty and personnel, participates as skilled individual contributor and/or lead researcher on one or more research projects serving as expert in specialized area. Responsible for administrative, financial, personnel and planning aspects of project. Designs instrumentation, theoretical models, equipment or other vehicles for data gathering and analysis. Investigates, modifies and applies new procedures, techniques or applications of technology, integrating new findings in field of study. Conducts research in area of expertise, writing results for inclusion in broader research project. Designs and applies scientific and numerical models in research. Oversees development of data collection and instruments. Monitors integrity of data collection and use of protocols and procedures. Reviews and critiques reports and analysis of other researchers and conducts ongoing, periodic and final analyses of data, using specialized techniques and programming. Writes and collaborates with other researchers on manuscripts, abstracts and other publications of research findings. Presents results of study at professional meetings and other forums. Oversees researchers and staff engaged in day-to-day operations. Collaborates with other researchers on long-range plans for project/program, acting as expert in specialized area. Administers programs for visiting scholars, researchers and fellows. Monitors expenditures of funds and grants. May collaborate on new curricular offerings and course instruction. Leads research and project committees.

**Education and Experience:** Doctorate in field of expertise or Master's plus equivalent experience, and 6 or more years experience in field. Advanced data management and programming skills. Management experience with small research program. May require management experience of professional and support staff.

**18712 BIOSTATISTICIAN 2**
Under administrative guidance and review, collaborates in designing and monitoring biomedical research projects and assumes primary responsibility for the analysis and presentation of project data. Collaborates with biomedical investigators and assists in developing objectives, designing sampling, randomization and data collection procedures to achieve study objectives. Designs tables and statistical procedures for specific research studies. Collaborates with clinic and other personnel, including
analyst/programmers in monitoring and assessing data quality. Writes statistical computer programs and reviews computer output for consistency and quality; analyzes data and prepares tables for interim and final reports. Writes the results section of reports or publications. Provides direction and guidance to support personnel.

**Education and Experience:** Master's degree in biostatistics or statistics, or, a related Bachelor's degree and 3 years of experience in statistics. Experience in analyzing data using statistical package(s).

**18713 BIOSTATISTICIAN 3**
Collaborates with biomedical researchers in designing, implementing, and publishing results from biomedical research projects and assumes primary responsibility for writing statistical design, methods, and analysis for research proposals. Collaborates with biomedical investigators and assists in developing objectives, designing sampling, randomization and data collection procedures to achieve study objectives. Writes statistical computer programs and reviews computer output for consistency and quality. Analyzes data and prepares tables for interim and final reports. Designs tables and statistical procedures for specific research studies. Writes the results sections of reports and publications. Develops the statistical design and planned analyses for research grant proposals and takes primary responsibility for writing the statistical design, including sample size, and statistical considerations in grant proposals for faculty throughout the school. Assumes major responsibilities in research projects, e.g., serving on committees, supervision of project personnel, coordination of quality control efforts, and serving on writing teams. Develops and implements new innovative procedures in the areas of data collection, quality control, presentation of results, and statistical analyses. May supervise lower-level Biostatisticians and/or other staff.

**Education and Experience:** Master's degree in biostatistics or statistics and 5 years of experience working in a biomedical environment. Experience in analyzing data using statistical package(s).

**18714 BIOSTATISTICIAN 4**
Collaborates independently with biomedical researchers in designing and implementing studies, analyzing data, and publishing results from research projects. Assumes primary responsibility for writing statistical design, methods, and analysis for research proposals. Collaborates independently or as co-investigator with other biomedical investigators and assists in developing objectives, designing sampling and randomization schemes, and data collection procedures to achieve study objectives. Assumes major responsibilities on research projects, including administrative duties (e.g., budget preparation and justification, planning and/or proposing staffing patterns, coordinating training sessions). Assumes leadership responsibilities on committees, working groups, and research project teams including directing and/or supervising project personnel, coordinating quality control efforts, and serving on writing teams. Designs statistical analyses and report generation procedures for specific research studies, and writes statistical methods and results sections of reports and publications. Develops the statistical design and planned analyses for research grant proposals and takes primary responsibility for writing statistical design, including sample size, and statistical considerations in grant proposals for faculty throughout the school. Applies for specific extramural grants (e.g., NIH R-03, private foundation) as principal investigator. Prepares scientific manuscripts and abstracts including primary authorship of research papers. Makes oral presentations at professional/scientific meetings, workshops, and seminar series. Participates in the teaching of statistics topics within graduate programs. Supervises the work of lower-level Biostatisticians and other staff members.

**Education and Experience:** Master's degree in biostatistics or statistics and 7 years of experience working in a biomedical environment. Experience in analyzing data using statistical package(s).

**18717 CLINICAL LABORATORY SCIENTIST 2**
Performs complex laboratory tests on biological specimens including blood, bone marrow and tissues to determine suitability of transfusable blood, organ transplant and/or patient diagnosis.

**Education and Experience:** Bachelor's degree and 3 – 5 years experience. Requires appropriate State or Government license.

**18718 CLINICAL LABORATORY SCIENTIST 3**
Performs complex laboratory tests on biological specimens including blood, bone marrow and tissues to determine suitability of transfusable blood, organ transplant and/or patient diagnosis. Performs complex assays. Functions as an expert or technical resource for one or more area or instrument.

**Education and Experience:** Bachelor's degree and 5 – 7 years experience. Requires appropriate State or Government license.

**Program Administration**

**18731 ACADEMIC AND/OR RESEARCH PROGRAM OFFICER 1**
Acts as key staff member for an academic or research program, usually of moderate size. Facilitates and coordinates program, assists in developing research, participates in professional conferences and provides public relations support. May provide
specialized administrative support such as fundraising or day-to-day administration of a broad range of programs and activities of an academic program or research center. Assists in curriculum development for non-degree-granting programs, workshops and in-service training and develops curriculum materials or teaching materials. Conducts in-service training, conferences and workshops. Serves as a resource to students for course selection. Participates in the program budgeting and accounting process.

**Education and Experience:** Academic background and experience in selected subject area. Requires advanced degree, preferably Ph.D. May require specific experience in curriculum development or in particular area of research.

**18732 ACADEMIC AND/OR RESEARCH PROGRAM OFFICER 2**
Independently manages a large academic or research program. Designs and develops major program components, develops and maintains curricula, develops research, leads professional conferences and provides public relations support. Develops ideas and options for faculty review and decision, and develops and implements instruction and research programs that reflect faculty interests. Evaluates effectiveness of curriculum and effectiveness of program in meeting goals. May teach seminars and workshops and participate with faculty on research. Plans, directs and controls program budget. Supervises program staff.

**Education and Experience:** Academic background and experience in selected subject area. Requires advanced degree, preferably Ph.D in selected subject area. Requires several years experience in academic work related to particular area of research.

**18733 ACADEMIC AND/OR RESEARCH PROGRAM OFFICER 3**
Manages a significant academic or research program of high visibility which may be set up as an independent organization outside of the direction of a school. Represents the organization in working with funding agencies, developing financial resources and programs. May be a director of a non-degree-granting program with managerial responsibility for program development, administration and success. Collaborates with faculty members on developing research programs and agenda and oversees implementation. May develop and plan research and/or teaching programs and implementation of curriculum, teach courses, and provide guidance to faculty regarding funding, staffing and space implications. Defines and implements a publications program of substantial scope and complexity. Assists in formulating program strategies and goals, directs long-term planning and develops policies and procedures.

**Education and Experience:** Ph.D. or equivalent in relevant field of study. Requires demonstrated ability to develop and implement innovative programs or research agenda. Significant experience in academic administration and fundraising.

**18736 RESEARCH PROCESS MANAGER 1**
Responsible for the complete administrative research process for a defined group. This includes pre- and post-award activities and regular communications/meetings with faculty and staff and ethical management of funds. The position advises the PI on the most effective way to achieve an effective, quality proposal and coordinates a timely submission process, ensuring appropriate approvals. The position functions as compliance/oversight by monitoring budgets and spending and approving capital equipment requisitions and by providing guidance and counsel for the stewardship of sponsored research funds.

**Education and Experience:** Bachelor's degree and 3 - 5 years of experience in accounting and/or experience in strategic financial planning and advice.

**18737 RESEARCH PROCESS MANAGER 2**
Responsible for the complete administrative research process for a defined group. This includes pre- and post-award activities and regular communications/meetings with faculty and staff and ethical management of funds. The position advises the PI on the most effective way to achieve an effective, quality proposal and coordinates a timely submission process, ensuring appropriate approvals. The position functions as compliance/oversight by monitoring budgets and spending and approving capital equipment requisitions and by providing guidance and counsel for the stewardship of sponsored research funds.

**Education and Experience:** Bachelor's degree and 5 or more years of experience with research grant and contract knowledge.

**18741 RESEARCH COMPLIANCE MANAGER 1**
Responsible for ensuring the institution's compliance with policies regarding the use of human subjects, laboratory animals or biologically infectious agents in research. Develops, directs and implements compliance program components including protocol and consent form review, record keeping, monthly and annual reporting, program evaluation and other compliance issues that meet the applicable government and local regulations and the institution's policies and practices. Pro-actively identify protocols that need special review or assistance. Secures the cooperation of and negotiates with University personnel, University departments, and members of the community. Maintains confidentiality regarding subjects, records, and review of issues.

**Education and Experience:** Bachelor's degree or equivalent and 3 - 5 years related experience. Requires significant knowledge of complex Federal, State and Local regulations.
18742 RESEARCH COMPLIANCE MANAGER 2
Responsible for ensuring the institution’s compliance with policies regarding the use of human subjects, laboratory animals or biologically infectious agents in research. Develops, directs and implements compliance program components including protocol and consent form review, record keeping, monthly and annual reporting, program evaluation and other compliance issues that meet the applicable government and local regulations and the institution’s policies and practices. Pro-actively identify protocols that need special review or assistance. Secures the cooperation of and negotiates with University personnel, University departments, and members of the community. Maintains confidentiality regarding subjects, records, and review of issues. Evaluates studies for their potential risk to subjects and determines the most expeditious processing mechanism to be followed. Works with research program management administrators to determine when a contract should be created to build a partnership with industry. Directs, implements and manages a protocol and consent form review process that meets all regulatory and University requirements and is responsive to investigators’ needs. Trains principal investigators and administrators in the preparation of IRB applications.

**Education and Experience:** Bachelor’s degree or equivalent and 5 or more years related experience. Requires significant knowledge of complex Federal, State and Local regulations.

18750 DIRECTOR, LABORATORY ANIMAL RESEARCH
Responsible for the University’s animal care program, including policy, planning, administration and operation of laboratory animal facilities throughout the various schools of the University. Oversees a large staff including veterinarians, veterinary technicians, husbandry workers, and administrators. Responsibilities include oversight of veterinary care, husbandry, space management, business operations, and compliance with Federal and State regulations. Advises the senior research officer of the University and the administration on matters relating to laboratory animal research, the development of new animal facilities, and all related matters. Consults with scientists in the design and writing of grants and institutional Animal Care and Use Committee (IACUC) protocols.

**Education and Experience:** D.V.M./V.M.D. or equivalent degree and 7 years senior leadership experience in a major research laboratory animal facility. Board certified or Board qualified in Laboratory Animal Medicine.

18751 VETERINARIAN
Provides veterinary care and fulfills veterinarian responsibilities for the animal care program. Responsible for the well-being of all animals. Oversees research protocols involving animals and procedures used. Oversees facility standards for compliance to regulations affecting animal research. Provides training and instruction to personnel on humane methods of animal maintenance and experimentation. In cooperation with appropriate health and safety officials at the Institute, is responsible for the implementation and execution of the aspects of the program that are concerned with animal health and safety issues.

**Education and Experience:** D.V.M. degree and 3 - 5 years experience in animal care. Prior experience in a research environment preferred.

18755 RESEARCH NURSE
Registered Profession Nurse manages clinical course of research volunteers according to research protocol. Assesses physical health and administers treatments throughout study.

**Education and Experience:** R.N. license and 2 - 4 years clinical experience preferably in a research setting.

18758 ADVANCED INSTRUMENTATION SPECIALIST
Installs, maintains and repairs NMR spectrometers and other advanced scientific instrumentation in the Science Center, including data acquisition and processing systems. Trains student and faculty users in Magnetic Resonance Imaging, NMR spectroscopy, confocal microscopy and other advanced instrumentation. Maintains system software related to instrumentation and designs and implements computer interfaces to existing instrumentation. Develops new uses of instrumentation. Prepares user documentation, and schedules student, class and research usage. Collaborates with faculty to design and implement new laboratory experiments and advises faculty in the purchase of advanced instrumentation. May supervise lower-level technicians.

**Education and Experience:** Ph.D. in one of the physical sciences and 3 or more years experience with advanced instrumentation.

18760 DIRECTOR, INTERNAL REVIEW BOARD
Leadership responsibilities for the oversight, administration and coordination of policies and procedures related to the protection of the rights and welfare of human subjects in research and to ensure compliance with all federal, state, and local regulations and applicable institutional policies.

**Education and Experience:** Bachelor’s degree and 7 or more years directly related experience.
**18766 RESEARCH ENGINEER 1**
Performs basic or applied research in an area of considerable scope and complexity. Plans independent research and analyzes and publishes the results. Prepares grant proposals. Provides functional and administrative supervision over supporting research staff and transfers technical and statistical expertise. Responsible for purchasing and budget administration. Attends meetings and may present research.

**Education and Experience:** Ph.D. or equivalent and 3 – 4 years related experience.

**18767 RESEARCH ENGINEER 2**
Performs basic or applied research on critical or difficult problems involving the development of new theories or methodologies. Prepares reports and research papers for publication and dissemination. Seeks new grants and manages research project budget. Participates in external professional activities (i.e. publication of research, attendance/participation in professional meetings and conferences). Supervises and trains research assistants and other supporting research staff.

**Education and Experience:** Ph.D. or equivalent and 5 – 6 years directly related experience.

**18768 RESEARCH ENGINEER 3**
Serves as Principal Investigator and provides scientific and technical leadership in the management, design, and conduct of an entire research program. Designs, develops and implements initiatives and standards for the research to be conducted. Prepares reports and research papers for publication and dissemination. Obtains new grants. Develops and oversees project budget. Interviews, hires and manages all professional and technical staff. Assumes full responsibility for the complete program of investigation.

**Education and Experience:** Ph.D. or equivalent and 7 or more years directly related experience.

**18769 POST DOCTORAL RESEARCH ASSOCIATE**
Performs basic or applied research of a limited scope, primarily using existing theories and methods. Assists the supervisor in the interpretation and publication of results and grants. Assists in initiating, executing and completing clinical research and experiments. Prepares and writes research papers, presentations, grant proposals, etc. Maintains the laboratory and may exercise functional supervision over supporting research staff. Primary responsibility is ensuring that the research is complete. The appointment generally does not extend beyond two years.

**Education and Experience:** Ph.D. or equivalent, and the ability to undertake substantially full-time research or scholarship under the supervision of a senior scholar.

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**INFORMATION TECHNOLOGY**

**18800 TOP INFORMATION TECHNOLOGY POSITION**
Plans, organizes, directs, and controls the activities and staff involved in the study, design, development, and installation of data processing systems, including systems analysis, programming and computer operations. Manages through subordinate managers, analysts and programmers, in the development and installation of information systems for planning, control, and operational purposes. Supervises the conduct of feasibility studies for systems improvement and the preparation of systems project proposals. Prepares long-range systems projects/plans with priority recommendations. Presents proposed systems projects to higher management. Schedules, controls and reports progress of system design, development, and installation activity. Reviews facility and equipment requirements and prepares related recommendations. Coordinates all decentralized data processing applications and monitors equipment utilization. Prepares operational forecasts and requirements for data processing, systems development, and communications. Prepares and administers project and department budgets and reports budget performance. May report to Chief Financial Officer.

**Education and Experience:** Bachelor's degree in Computer Science or a related field and 15 years of systems design, planning and installation experience in data processing activities. Master's degree preferred.

**18801 DIRECTOR, INFORMATION TECHNOLOGY (CENTRAL OFFICE)**
Oversees and manages diverse centrally provided technology services. Contributes to strategy for long-term institution information needs. Serves as senior management team member in a large, complex environment. Has overall institution information technology oversight, including administrative and/or instructional computing. Develops institution technology policy development and execution. Supervises a large subordinate professional staff. Determines long-term institution information needs and develop strategy for systems development and hardware acquisition and integration. Participates in overall institution planning, contributing current and future knowledge of technology and systems.

**Education and Experience:** Bachelor's degree and 7 - 10 years related experience in either a corporate and/or academic setting.
**18802 DIRECTOR 1, INFORMATION TECHNOLOGY (ACADEMIC/ADMINISTRATIVE DIVISIONS)**

Provides strategic planning and directs the overall for information systems function in a small school or central unit of the institution. Includes one or more of the following: networking, systems and applications development, systems analysis and integration, and computer operations. Develops and implements systems information technology policy. Reports to senior management on IT plans, projects, performance and other related matters. Manages subordinate professional staff.

**Education and Experience:** Bachelor's degree and 5 – 7 years related experience in either a corporate and/or academic setting.

**18803 DIRECTOR 2, INFORMATION TECHNOLOGY (ACADEMIC/ADMINISTRATIVE DIVISIONS)**

Provides strategic planning and directs the overall for information systems function in a school or central unit of the institution with a moderately complex IT environment. Includes one or more of the following: networking, systems and applications development, systems analysis and integration, and computer operations. Develops and implements systems information technology policy. Reports to senior management on IT plans, projects, performance and other related matters. Manages subordinate professional staff.

**Education and Experience:** Bachelor's degree and 7 - 10 years related experience in either a corporate and/or academic setting.

**18804 DIRECTOR 3, INFORMATION TECHNOLOGY (ACADEMIC/ADMINISTRATIVE DIVISIONS)**

Provides strategic planning and directs the overall for information systems function in large school or central unit of the institution with a highly complex IT environment. Includes one or more of the following: networking, systems and applications development, systems analysis and integration, and computer operations. Develops and implements systems information technology policy. Reports to senior management on IT plans, projects, performance and other related matters. Manages subordinate professional staff.

**Education and Experience:** Bachelor's degree and 10 or more years related experience in either a corporate and/or academic setting.

**18805 IT PROJECT LEADER**

Plans, conducts and completes information technology projects in a network, operational or functional area. Reviews progress and evaluates results. May train other staff in technical complexities of assigned work. Recommends changes in procedures. Performs duties with substantial latitude and reviews progress with management.

**Education and Experience:** Bachelor’s degree or technical training equivalent and 3 - 5 years experience.

**18806 IT PROJECT MANAGER**

Plans, conducts and supervises the completion of information technology projects, generally involving large projects or more than one project. Reviews progress and evaluates and recommends actions. Schedules and supervises project work. Serves as primary contact with user groups. Performs duties with considerable latitude for unreviewed action or decision.

**Education and Experience:** Bachelor's degree or technical training equivalent and 5 - 7 years experience.

**Database Administration**

**18807 DATABASE ADMINISTRATOR 2**

Under general supervision, designs, develops and implements moderately complex database applications to accommodate a variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Tests designed applications utilizing database management software or general programming software. Installs, implements and supports systems within the user base. Performs system level database maintenance.

**Education and Experience:** Bachelor's degree in Computer Science, a related field or equivalent experience, and 2 - 3 years related database design and implementation experience.

**18808 DATABASE ADMINISTRATOR 3**

Under general supervision, designs, develops and implements moderately complex to complex database applications to accommodate a variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Tests designed applications utilizing database management software or general programming software. Installs, implements and supports systems within the user base. Performs system level database maintenance.

**Education and Experience:** Bachelor’s or Master’s degree in Computer Science, a related field or equivalent experience, and 3 - 5 years related database design and implementation experience.
18809 DATABASE ADMINISTRATOR 4
Under general supervision, designs, develops and implements complex database applications to accommodate a wide variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. May act as a technical project leader or provide work leadership for lower level employees. Excludes those with full supervisory responsibilities.

Education and Experience: Bachelor’s or Master’s degree in Computer Science, a related field or equivalent experience, and 5 - 7 years of progressively responsible database design and implementation experience.

18810 DATA WAREHOUSE DEVELOPER
Responsible for enhancing and maintaining the institution’s administrative data warehouse, serving several subject areas including finance, human resources and student services. Responsible for the design, development, implementation and support of all data warehouse subject areas to meet the customer needs. Creates standards and procedures related to end user and internal interface environment. Establishes user requirements. Provides expertise on design of data model to reduce data redundancy, increase data reusability and enhance data integrity. Responsible for development of data models for data warehouse, data dictionaries to provide thorough and clear definitions of data. Works with data warehousing team on technical issues and system architecture definition. Investigates and recommends solutions to system performance problems. Implements of patches and upgrades. Monitors status of assignments and reviews work for completion/quality.

Education and Experience: Bachelor’s degree and 5 - 7 years of related experience or equivalent. Must have experience in analysis, design, data modeling and data warehouse design.

18811 SYSTEMS PROGRAMMER/ANALYST 1
As directed, assists in the conduct of the analyses, design and implementation of software/systems technical support and operating system capabilities. Assignments are generally under the direction of high-level systems programmers. Assists in coding and maintaining utilities, job control language, compilers and system software of a routine nature. Modifies, maintains and updates existing software of a standard nature. Reviews potential applications and interfaces of hardware and software. Prepares elemental feasibility studies to evaluate requirements for new or revised systems software. Participates in the design of detailed systems design specifications to meet defined requirements. Prepares block diagrams, overall flow charts, statements of program objectives and associated documentation. Conducts tests of revised or newly developed systems software to collect operating data and identify operating characteristics. Excludes Applications Programmers.

Education and Experience: Bachelor’s degree in Computer Science, a related field or equivalent experience, and 1 - 2 years experience. Excludes Applications Programmers.

18812 SYSTEMS PROGRAMMER/ANALYST 2
Under general direction, supports the analysis, design and implementation of software/systems technical support and operating system development. Conducts systems programming and support activities such as new or revised segments of language codes or processing routines. Monitors effective language codes or processing routines. Monitors effective hardware utilization, applying efficient data base management techniques. Develops system logic to achieve optimum throughput. Modifies, maintains and updates complex software such as compilers, link editors, assemblers, OEM utilities, JCL, macros, and subroutines. Develops operator and control instructions. Prepares and conducts system and programming tests which may require the interfacing of diverse hardware and software. Reviews potential applications and designs hardware/software interfaces. As directed, prepares feasibility studies and designs tests to determine operating characteristics of software. Conducts a variety of programming tasks including program design, program coding, debugging, and documentation for software/systems and applications programs. Assignments are generally of a difficult technical nature and may involve project leadership activities. May provide technical direction to lower level programming staff members. Excludes Applications Programmers.

Education and Experience: Bachelor’s degree in Computer Science, a related field or equivalent experience, and 3 - 5 years experience. Excludes Applications Programmers.

18813 SYSTEMS PROGRAMMER/ANALYST 3
Plans, conducts, and coordinates the analysis, design and implementation of software systems technical support and operating system development. Assignments are generally of a complex technical nature requiring the conceptualization, development and application of new techniques. Coordinates the conception and development of new systems programming activities to
determine requirements for new or revised program languages, processing routines, report generators, program generated word processing systems and the like. Monitors effective hardware utilization, applying efficient data base management techniques. Reviews system logic for optimum throughput. Modifies, maintains, and updates complex software such as compilers, link editors, network file handing routines, assemblers, OEM utilities, JCL, macros, and subroutines. Reviews the development of operator and control instructions. Prepares and conducts comprehensive system and programming tests which require the interfacing of diverse hardware and software. Reviews systems software to ensure upward compatibility. Reviews potential applications and designs hardware/software interfaces. Prepares feasibility studies and designs tests to determine operating characteristics of software. Conducts a full range of programming tasks including program design, program coding, debugging and documentation for a wide variety of software/systems and applications programs. Provides technical direction to lower level programming problems. Coordinates project efforts of subordinate staff through assignment and review of project progress. Excludes Applications Programmers.

Education and Experience: Bachelor's degree in Computer Science, a related field or equivalent experience, and 5 - 7 years systems/software programming activities in a business environment with a comprehensive knowledge of software applications.

18814 SYSTEMS PROGRAMMER/ANALYST 4

Plans, conducts and coordinates the application of state-of-the-art information processing techniques in the analysis, design and implementation of software systems technical support and operating system development. Assignments are of a complex nature on major software design and development projects that require the application and/or generation of new technologies and concepts. The characteristics of work at this level involve a broad knowledge of the software systems development field and require extensive independent judgment, creativity and decision making. Generally acts as technical project leader for lower staff. This is the highest level technical, non-supervisory individual contributor position in the software/systems programming job family. Excludes Applications Programmers.

Education and Experience: Bachelor's degree in computer science, a related field or equivalent experience, and 7 - 10 years of increasingly complex systems programming experience is required.

18816 APPLICATIONS PROGRAMMER/ANALYST 1

As directed, participates in conducting analysis, design and implementation of computer based information systems to meet specified design requirements and specifications. Investigates standard system applications, assists in the analysis of system specifications and program coding. May participate in systems software development and maintenance. Translates detailed design specifications into computer program instructions, debugs routine programs, prepares systems test data and prepares program documentation. Modifies, maintains, and updates existing programs of a standard nature. Coordinates with system users to determine final objectives, desired reports, historical data to be preserved, data sources and the like. Reviews potential application of computer programs to user need and prepares feasibility studies to evaluate requirements for new or revised programs. Participates in the preparation of detailed systems design specifications to meet defined requirements. Prepares block diagrams, over-all flow charts, statements of program objectives and associated documentation. Designs and applies standard logic for individual applications programs and writes program instructions in a high level program language and/or machine level languages such as PL/I, COBOL, Assembly, RPG, etc. Assists in the preparation of supporting procedures, forms and documentation.

Education and Experience: Bachelor's degree in Computer Science, a related field or equivalent experience, and 1 - 2 years systems analysis/programming activities in a business environment. Excludes programmer trainees.

18817 APPLICATIONS PROGRAMMER/ANALYST 2

Conducts and coordinates the analysis, design and implementation of computer based information systems to meet user requirements. Plans and directs preliminary studies of potential electronic data processing applications and prepares design proposals to reflect costs, time and alternative actions to satisfy existing and future needs of the corporation. Participates in systems software development and maintenance as required. Conducts detailed analysis of defined systems specifications and develops all levels of block diagrams and flow charts. Assists in the preparation of costs analyses and justifications of data processing systems. Develops conversion and system implementation plans. Conducts a full range of programming tasks including program design, program coding, debugging and documentation for a variety of general applications programs including data manipulation, input and output routines reflecting a variety of equipment configurations. Programs logical interfaces and applies techniques for efficient program logic and data manipulation. Develops operator and control instructions; maintains and updates existing programs of a non-routine nature. Conducts systems programming and support activities such as new or revised segments of language codes or processing. Monitors effective hardware utilization, reviews system logic for optimum throughput. Work frequently includes program maintenance and error detection/correction of existing codes/languages and/or revisions to systems documentation.

Education and Experience: Bachelor's degree in Computer Science, a related field or equivalent experience, and 3 - 5 years systems analysis/programming activities in a business environment.
18818 APPLICATIONS PROGRAMMER/ANALYST 3
Plans, conducts, and coordinates the application of information system techniques to existing and future needs. Performs complex systems analysis and programming tasks requiring advanced techniques. Provides technical advice and consultation on difficult analysis and programming problems requiring advanced techniques. Participates in systems development and maintenance. Conducts analysis of complex data processing applications and prepares feasibility studies to evaluate user needs for new or revised systems. Coordinates the interfaces between major systems and programs. Activities include the conceptualization, development and implementation of complex program designs. Often responsible for achieving operational status within required time parameters and with acceptable operating performance. Defines system objectives and prepares systems design specifications to meet user requirements and satisfy interface problems. Investigates available hardware and software configurations and capabilities; recommends optimal system to meet applications objectives. Aids in developing programming, systems analysis and documentation standards. Preps cost analysis and justification of data processing systems. Presents recommendations to management. Prepares and conducts comprehensive system and programming tests. Debugs malfunctions and modifies programs accordingly. Recommends system software modifications or changes to hardware configurations. May provide project leadership to lower level staff.

**Education and Experience:** Bachelor’s degree in Computer Science, a related field or equivalent experience, and 5 - 7 years of systems analysis/programming in a business environment.

18819 APPLICATIONS PROGRAMMER/ANALYST 4
Plans, conducts and coordinates the application of state-of-the art information processing techniques to existing and future needs. Performs complex systems analysis and programming tasks requiring advanced techniques on the forefront of technology. Acts as senior consultant for lower staff, providing technical advice and consultation on complex analysis and programming applications. Reviews and evaluates feasibility studies and prepares recommendations based on in-depth knowledge of problem and the capabilities of potential approaches. Provides analytical support in the conceptualization, development and implementation of multiple, interlinked systems and programs. Generally responsible for the achievement of operational status within time parameters and with acceptable cost and operating performance. Prepares complex cost analysis and justification for difficult systems and programming projects. Generally acts as technical project leader for lower staff. This is the highest level technical, non-supervisory individual contributor position in the programmer/analyst job family.

**Education and Experience:** Bachelor's degree in Computer Science, a related field or equivalent experience, and 7 - 10 years of increasingly complex business programming experience in a business environment.

**Networking**

18823 NETWORK ENGINEER 3
Designs and develops local (LAN) and wide area (WAN) networks. Involved with the configuration and maintenance of physical and logical network components. Designs network architecture, designs the network infrastructure, and plans and designs LAN/WAN solutions. Resolves networking problems. Tracks and evaluates new networking technologies and products. Establishes policies for network use and functionality.

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

18824 NETWORK ENGINEER 4
Designs and develops local (LAN) and wide area (WAN) networks. Involved with the configuration and maintenance of physical and logical network components. Designs network architecture, designs the network infrastructure, and plans and designs LAN/WAN solutions. Resolves networking problems. Tracks and evaluates new networking technologies and products. Establishes policies for network use and functionality. This position usually supervises entry-level staff and works with a significant degree of autonomy.

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

18826 NETWORK ADMINISTRATOR 1
Monitors, troubleshoots and maintains networks (both LAN and WAN) multiplexers, hubs and routers, and uses remote monitoring tools. Installs new workstations and other devices, removes individuals from the list of authorized users, archives files, oversees password protection and other security measures. Assists in implementing network management applications for Internet components.

**Education and Experience:** Bachelor’s degree in Computer Science, a related field, or equivalent experience, and 1 - 3 years experience.
18827 NETWORK ADMINISTRATOR 2
Responsible for handling the more complex networks systems and problems. Monitors, troubleshoots and maintains network (both LAN and WAN) multiplexers, hubs and routers, and uses remote monitoring tools. Installs new workstations and other devices, removes individuals from the list of authorized users, archives files, oversees password protection and other security measures. Assists in selecting and implementing network management applications for Internet components.

Education and Experience: Bachelor’s degree in Computer Science, a related field, or equivalent experience, and 3 - 5 years experience.

18828 NETWORK ADMINISTRATOR 3
Responsible for handling the most complex networks systems and resolving the most complex problems. Oversees the monitoring and troubleshooting of network (both LAN and WAN) multiplexers, hubs and routers, and uses remote monitoring tools. Oversees the installation of new workstations and other devices. Oversees password protection and other security measures. Selects, develops and implements network management applications for Internet components. May assist senior management in future network needs assessments.

Education and Experience: Bachelor’s degree in Computer Science, a related field, or equivalent experience, and 5 - 7 years experience.

18829 NETWORK ADMINISTRATOR 4
Responsible for handling the most complex networks systems and resolving the most complex problems. Oversees the monitoring and troubleshooting of network (both LAN and WAN) multiplexers, hubs and routers, and uses remote monitoring tools. Oversees the installation of new workstations and other devices. Oversees password protection and other security measures. Selects, develops and implements network management applications for Internet components. Assists senior management in future network needs assessments. May act as technical project leader or provide work leadership to lower level employees.

Education and Experience: Bachelor’s degree in Computer Science, a related field, or equivalent experience, and 7 - 10 years experience.

Help Desk

18830 MANAGER, HELP DESK
Supervises assigned Help Desk Specialists. Advises, teaches, and provides guidance and support in the use and selection of appropriate information technologies. Consults, trains, advises, documents, and informs faculty, staff, and students regarding information technology infrastructures, products, and services. Assists in and contributes to decisions regarding policies and procedures, research, planning, and developing activities in the functional area. Contributes to managerial organizational planning.

Education and Experience: Bachelor’s degree in Computer Science, a related field, or equivalent experience, and 3 - 5 years experience.

18831 HELP DESK SPECIALIST 1
Advises, teaches, and provides guidance and support in the use and selection of appropriate information technologies. Consults, trains, advises, documents, and informs faculty, staff, and students regarding information technology infrastructures, products, and services.

Education and Experience: Bachelor’s degree in Computer Science, a related field, or equivalent experience, and 1 year of experience.

18832 HELP DESK SPECIALIST 2
Advises, teaches, and provides guidance and support in the use and selection of appropriate information technologies. Consults, trains, advises, documents, and informs faculty, staff, and students regarding information technology infrastructures, products, and services. Assists in and contributes to decisions regarding policies and procedures, research, planning, and developing activities.

Education and Experience: Bachelor’s degree in Computer Science, a related field, or equivalent experience, and 2 - 3 years experience.
**Desktop/User Services**

**18835 MANAGER, DESKTOP SUPPORT**  
Responsible for the overall personnel computer activity. Establishes and implements PC policies, procedures and standards and ensures their conformance with information systems goals and procedures. Studies and projects PC resource requirements including personnel, software, equipment and facilities and makes recommendations to management. Maintains currency in new developments and technology. Provides for the training of department staff and end users. Directs setup and maintenance of library and materials for end user reference. Ensures that security procedures are implemented and enforced. Provides leadership in the effective use of internal data processing, automated office systems and data communications. May also manage LAN services.  
**Education and Experience:** Bachelor's degree and 5 - 7 years experience, or Master's degree and 6 years experience. Solid supervisory and financial management skills. Solid knowledge of group technology area and its role in broader IT strategy.

**18836 DESKTOP SUPPORT SPECIALIST 1**  
Under direction of senior technical staff, administers server platforms and provides computer desktop support and services to the community. Monitors and troubleshoots performance of servers. Administers user and group accounts. Documents assigned systems and relevant procedures. Performs routine backup of system and data files; performs restores as requested. Keeps abreast of current technologies. Provides first tier computer support, escalating more complex problems to senior technical staff. Tests hardware, software, and operating systems. Implements new technologies.  
**Education and Experience:** Associate degree or equivalent (computer related certifications) and 1 - 2 years computer experience. Solid oral and written communication skills. Demonstrated experience in customer service and/or help desk environment.

**18837 DESKTOP SUPPORT SPECIALIST 2**  
Technical/user support for moderately complex computing environment. Under direction of senior technical staff, serves as generalist responsible for providing broad range of user support services; PC support, training and rudimentary network support.  
**Education and Experience:** Associate degree or equivalent (computer related certifications) and 2 - 3 years experience. Hands-on experience installing and supporting hardware, software and networked systems in a multi-protocol environment. Proven ability to interact with all levels of computer users.

**18838 DESKTOP SUPPORT SPECIALIST 3**  
Provides support for a complex computing environment in the areas of hardware, software and network to users within the unit. Represents unit on university-wide technology committees and provides support of special applications and for special projects for the unit and its customers. Specific responsibilities include installations, upgrades and trouble-shooting of all new existing hardware and software; email administration; LAN configuration and administration; assistance with equipment purchasing; coordination and scheduling of vendors and maintenance providers.  
**Education and Experience:** Bachelor’s degree in Computer Science, a related field, or related experience, and 3 - 5 years experience. Master’s degree preferred.

**WEB Technology**

**18842 WEB DESIGNER/ADMINISTRATOR 2**  
Designs, builds, deploys, and maintains web pages for the institution or customer. Contributes to the web design group's efforts to specify, improve, and implement the look, feel, and function of online projects. Interfaces directly with users, in-house writers, graphic artists, engineers, as well as with outside freelancers/contractors.  
**Education and Experience:** Bachelor’s degree in Fine Arts or graphic design or equivalent experience required, and 2 - 3 years experience in web design; knowledge of Internet/Intranet, WWW, FTP, HTML, standard graphics applications, web-based programming languages, tools and technologies, and other design-related applications is essential.

**18843 WEB DESIGNER/ADMINISTRATOR 3**  
Designs, builds, deploys, and maintains web pages for the institution or customer. Leads the web design group’s efforts to specify, improve, and implement the look, feel, and function of online projects. Interfaces directly with users, in-house writers, graphic artists, engineers, as well as with outside freelancers/contractors. May provide work leadership for lower level employees. Excludes those with full supervisory responsibilities.
Education and Experience: Bachelor’s degree in Fine Arts or graphic design or equivalent experience required, and 3 - 5 years experience in design; extensive knowledge of Internet/Intranet, WWW, FTP, HTML, standard graphics applications, web-based programming languages, tools and technologies, and other design-related applications is essential.

Instructional Learning

18852 INSTRUCTIONAL LEARNING POSITION 2
Works closely with clients to assess and implement technology in teaching. Responds to client needs and collaborates with other information technology staff and clients to identify, develop and implement appropriate technology solutions for teaching and learning. Often will have an area of specialization such as multimedia support, instructional design, single computing facility supervision, media classroom support, etc. and will work as part of a larger learning technology support team. May supervise the activities of students and other part-time personnel.

Education and Experience: Bachelor’s degree and 2 - 3 years teaching experience. Requires strong communication skills.

18853 INSTRUCTIONAL LEARNING POSITION 3
Brings together several related client needs to develop appropriate strategies for implementing information technology across a broad range of academic programs and initiatives. Collaborates with clients and information technology staff to resolve issues related to technology use in teaching, including application assessment, pedagogy, deployment methodologies, integration strategies, etc., and consults with other learning technology personnel to develop solutions for academic programs, departments, and similar units. Areas of specialization include instructional management systems, distance and telecommunicative learning, online education and instructional design, classroom media integration, computing facility management, and integrated technology-based course design (e.g. integrating documentation, training, course delivery, cluster usage, etc.). Frequently supervises students and staff.

Education and Experience: Bachelor’s degree and 3 - 5 years instructional computing experience required. Some teaching experience and experience with internet resources and programs desirable.

18854 INSTRUCTIONAL LEARNING POSITION 4
Ties together the activities of several learning technology areas and/or initiatives to build comprehensive strategies for applying technology in teaching. This can include several facilities, services, and people working together to assist clients to identify and deploy appropriate technology for education. Often has budgetary and management responsibilities, provides strategic learning technology direction for an entire organization, and influences larger learning technology decisions as they affect the entire campus. Frequently manages several computing facilities, media and technology classrooms, media services, and resources, distance learning systems and facilities and acts as a liaison with other institutions, campus organizations, vendors and committees.

Education and Experience: Bachelor’s degree in instructional design, educational technology or related field required, and 5 - 7 years experience supporting faculty use of technology to further the instructional mission or first-hand use of a variety of instructional technologies essential. Broad technical skills/experience including Mac/PC, web development, on-line conferencing, multimedia, presentation tools, and emerging technologies.

Multimedia Services

18862 MULTIMEDIA SERVICES POSITION 2
Incorporates more advanced multimedia technology and can include basic visualization skills. A combination of graphic design, multimedia authoring (e.g. Macromedia Director, Asymetrix Toolbook), site-oriented web development (e.g. HTML, XML, page design, media integration, DreamWeaver, NetObjects Fusion), advance publishing (e.g. color separation, advanced image processing and design), digital video acquisition and production (e.g. Adobe Premiere, Media 100, Avid), professional media acquisition (e.g. high-end scanning and color matching, digital photography, scientific imaging, three-dimensional digitization), and/or two- or three-dimensional animation and visualization. Often manages projects and supervises both students and staff, and directly consults with clients to meet multimedia and visualization needs.

Education and Experience: Bachelor’s degree and 2 - 3 years teaching experience. Requires strong communication skills.

18863 MULTIMEDIA SERVICES POSITION 3
Responsible for the operation of services related to the multimedia and visualization arena, typically including both facility and project management, budgetary planning and execution, and staffing needs. Frequently possesses advanced multimedia or visualization skills, acting as a producer or manager of large projects and drawing together complex information technology needs into a single package. This can include highly complex visualization and imaging projects (e.g. advanced three-dimensional design and CAD, geographical information systems, volume visualization, virtual reality), entire online environments...
(e.g. webmaster), complete multimedia application design and implementation, etc. In addition, often has in-depth knowledge of a particular aspect of multimedia or visualization.

**Education and Experience:** Bachelor's degree in technical field and 3 - 5 years related job experience. High level of skill/experience designing, developing and deploying open internet applications. Proven experience in Java, C, C++, Perl, CGI, SMILE, RealVideo, QuickTime, and MPEG essential.

### 18864 MULTIMEDIA SERVICES POSITION 4

This position consists of a high degree of multimedia and/or visualization specialization with in-depth and advances knowledge of one or more content subject areas. Frequently is involved with cutting edge multimedia and visualization research and development, directs research in related areas, and develops methodologies for other multimedia and visualization professionals. Is in close collaboration with faculty, researchers, and clients to create alternative digital media and visualization techniques and deploy advanced technologies, and often acts as a liaison with other institutions, vendors, and organizations on related issues.

**Education and Experience:** Bachelor's degree in technical field and 5 - 7 years related job experience. High level of skill/experience designing, developing and deploying open internet applications. Proven experience in Java, C, C++, Perl, CGI, SMILE, RealVideo, QuickTime, and MPEG essential.

### 18869 MANAGER, MEDIA SERVICES

Responsible for the management of Media Services, including broad oversight of instruction media and technology applications, budget, planning and development, personnel management, and departmental computing. Technical responsibilities include audio, video, classroom computer, photography, projection and graphics. Administrative responsibilities encompass management of the department's full-time and part-time staff, a large student staff, as well as the recommendation and oversight of the annual budget.

**Education and Experience:** Bachelor’s degree and 8 years experience. Master’s degree preferred, with 6 years experience. Solid supervisory and financial management skills; solid knowledge of group technology area and its role in broader IT strategy.

### IT Operations

#### 18870 DIRECTOR, IT OPERATIONAL SERVICES

Manages the institution’s data center including production and operations. Ensures the high availability and efficient running of systems and applications for the necessary functions of the institution in the Data Center, a 24/7 operation. May also manage the institution's hospital/healthcare data center. Supervises staff.

**Education and Experience:** Bachelor's degree and 5 years of experience in running a data center, including production and operations management experience. Contract negotiation and vendor management experience is essential.

#### 18871 ASSISTANT DIRECTOR, TECHNICAL OPERATIONS

Directs the implementation, operation, and support of the enterprise networks and communications systems. Manages the integration, provisioning, and procurement of voice, data, and video networking technologies. Maintains vendor relations and ensures their compliance with established service contracts. Serves as a liaison to the all institution departments to ensure consistency with communication standards, service delivery, and quality of service for the enterprise network. Participates in the departmental strategic planning process. Manages department budget. Hires, trains, and supervises staff.

**Education and Experience:** Bachelor's degree and 4 years of experience managing communications networks, or 8 years of experience managing communications networks. Knowledge of communication principles, transmission techniques, and mediums. Experience in capacity planning, network design, performance measurement, and optimization.

#### 18872 MANAGER, DATA OPERATIONS

Directs the institution’s data communications operations. Researches, plans and coordinates the installation, maintenance and expansion of the communications network to meet present and future needs. Establishes standards and monitors quality of work in all areas of responsibility. Assists in hardware and software decisions affecting all areas of the institution. Works closely with vendors on the purchase of products, product maintenance and the scheduling of contracted services. In collaboration with Facilities Management and other departments, coordinates major projects including new buildings, renovations and the technical needs of those facilities. Oversees the budget for data communications activities.

**Education and Experience:** Bachelor's degree and 7 years of experience working with communications networks. Knowledge of communications principles, transmission techniques and mediums, data switching systems and networks.

#### 18873 MANAGER, VOICE OPERATIONS

Manages the operation of PBX, IVR wireless and voice mail communications services. Coordinates the implementation of voice services into the production environment in conjunction with the communications architecture. Performs capacity measurement
and planning on all central communications infrastructures. Provides support for voice services. Configures and monitors communications alarms. Assists with the department strategic planning process. Maintains vendor relationships and participates in contract development and negotiation. Manages department budget and prepares enterprise management reports. Hires, trains and supervises staff.

**Education and Experience:** High school diploma or equivalent and 7 years of experience managing large phone systems, OR a Bachelor's degree and 5 years of experience managing large phone systems.

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**18874 MANAGER, IT CLIENT SERVICES**

Manages the Client Services group, the interface for IT department’s computer support to the campus, help desk and Network Communications. May provide support for the institution’s healthcare systems. Develops and maintains a functional business model that integrates the Call Center, field support and other computer/network support. Manages a Call Center that provides telephone and walk-in technical assistance for common computer applications and for internal systems. Consults with other teams within IT to resolve problems. Provides operational leadership in resolving technical questions across all enterprise applications of IT support including systems, desktop, administrative systems, E-mail, web services, and mainframe. Develops and maintains a knowledge base and list of frequently asked questions made available to clients on the web. Uses the web and other technology approaches to make resources and training materials available to clients. Communicates information about IT services, the status of its systems and other IT related topics to the university community. Prepares reports for division management. Manages department budget. Supervises professional staff and student employees.

**Education and Experience:** Bachelor's degree and 7 years of experience providing senior level information technology customer support service that includes work in a technical environment managing technical staff.

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**18875 DIRECTOR, NETWORK COMMUNICATIONS TECHNICAL SERVICES**

Responsible for technical planning, systems and personnel to support the overall Information Services strategy. Manages the technical infrastructure and support to allow the delivery of services in a timely manner. Monitors the direction of technology to keep staff current and minimize obsolescence. Manages budgets, staff, resolution of technical conflicts and infrastructure planning. May provide general oversight and monitoring of a 7/24 data network operation.

**Education and Experience:** Bachelor's degree and 10 years of information technology experience which includes project management, systems design and development, systems operations and support, network design, and business analysis. Technical architecture knowledge of centralized, decentralized, and client/server systems.

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**MUSEUM**

**18900 DIRECTOR, MUSEUM**

Responsible for all aspects of care, management, and operations of the Museum. Develops and implements sound policies and procedures for the care and use of the permanent collection according to high professional standards. This area of responsibility includes conservation, preservation, documentation, exhibition, accessibility, interpretation and acquisition. Develops programs of exhibitions and other activities specifically directed toward making the Museum a dynamic teaching tool for undergraduates and graduate students and concomitantly for the general public. May teach courses. Takes a direct, personal role in fundraising activities for the Museum, including on-going stewardship of benefactors and potential benefactors. Has overall responsibility for the financial condition of the Museum and actively promotes efforts in all areas to balance the budget and control operating costs. Establishes outreach policies to make the educational program of the Museum available to a broad public audience, particularly in local communities.

**Education and Experience:** Academic training in art history at the graduate level, Ph.D. preferred, and 7 - 10 years museum management experience. Demonstrated administrative, managerial, and fund-raising abilities.

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**18901 MUSEUM REGISTRAR 1**

Registers incoming and outgoing temporary loans inclusive of record documentation. Maintains temporary loan storage. Coordinates delivery of art to connoisseurship exams, seminars, and classes. Coordinates and oversees in-house exhibitions and weekly inter-museum transits. Provides support to Registrars for acquisition, outgoing loans, and loan exhibitions. Performs data entry for permanent and loan collection as required. Handles ordering and billing of all office supplies and office forms.

**Education and Experience:** Bachelor’s degree in art history and 1 - 2 years of museum registrarial or related experience.

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**18902 MUSEUM REGISTRAR 2**

Manages safe movement and storage of permanent and loan collection and all related records and documentation. Manages international and domestic loans, and in-house loans and traveling exhibitions. Manages accessioning of the permanent collection. Oversees daily registration and operations in Registrar’s office. Manages inter- and intra-traffic of art works,
including weekly transits, in-house exhibitions, gallery changes, and art work in offices. Manages loan collection, including shipping arrangements, records, and forthcoming exhibitions. Supervises registrars and preparators.

**Education and Experience:** Bachelor’s degree in art history, museology or related field, and 3 - 5 years of museum registration experience.

**18903 MUSEUM REGISTRAR 3**
Directs all activities of the Registrar’s Department and supervises staff positions. Primary responsibility is collection maintenance and management with regard to records, forms, legal documents, manual and computer files, and systems associated with acquisition, deaccessioning, lending, borrowing, packing, shipping (international and domestic), inventory, storage customs, and traveling exhibitions. Assures the ethical integrity of the Museum's collection management policies and procedures. Serves as liaison with outside scholars, museum personnel, students, researchers, donors, and the general public by answering requests for information regarding collections and museum policies and procedures.

**Education and Experience:** Bachelor’s degree in art history or museology, advanced degree preferred, and 5 - 7 years museum registrarial and supervisory experience. Knowledge of basic museum practices, procedures, and standards.

**18913 CURATOR 3**
Assists in collection research and cataloguing, exhibition installation, organization and administration of loan exhibition, and the preparation of publications. Assists and advises students and public, receives visitors and answers correspondence and scholarly inquiries. Conducts educational programs, lectures, docent training, and other professional activities. Works with curatorial interns, and supervises students and casual employees.

**Education and Experience:** Ph.D. or near equivalent in history of art, with specialization in the related field, region, and/or period, and 3 - 5 years of museum curatorial experience or equivalent preferred.

**18914 CURATOR 4**
Organizes and maintains department offices and areas in which works are stored. Makes recommendations on and oversees conservation of collection. Recommends purchases and solicits gifts for the collection. Conducts and publishes research on the collection, maintains collection records in keeping with professional practices. Supervises the installation of temporary traveling exhibitions and organizes and supervises the installation of exhibitions in the museum. Increases awareness and appreciation of collection through educational programs, lectures, teaching, docent training, exhibitions, museum publications, and other professional activities. Assists and advises students and public; encourages and advises private collectors. Assumes an active role in soliciting funds of acquisition, exhibition, conservation, and publications, from individuals, foundations, corporations and federal agencies.

**Education and Experience:** Ph.D. in relevant field, region and/or period, with particular experience in research papers or publications, and 6 years progressively responsible curatorial experience, including collections management, organization of exhibitions, and publication of exhibition catalogues.

**18915 SUPERVISOR, MUSEUM SECURITY**
Responsible for the training, performance assignment, administration, and deployment of museum security personnel during their shift. Provides protection of the collections and building occupants by computer, alarm and CCTV monitoring, base communications, patrols, and reporting and deployment of security personnel in response to an alarm. Provides safety, information and controlled environment for the visiting public and all building occupants. Performs other related duties.

**Education and Experience:** Associate’s degree or 2 years of college, and 2 years of supervisory experience or a combination of both. Computer-based fire and security systems experience preferred.