



University of Colorado
Anschutz Medical Campus

University Staff Job Description Library Professional Level Positions

In an effort to increase efficiency and consistency, standardized job families and levels have been created for all University Staff (non-classified) professional level positions. There are 15 job families covering a range of traditionally accepted career fields; each job family has 10 possible levels. The position library below outlines each of these families/levels and provides guidance on appropriate corresponding qualifications and competencies.

Instructions:

- Browse library contents below.
- Select job family and level that best fits your position.
- Fill-in sections in yellow.
- Copy and paste completed family/level and position details from this document into section one of the Combined Job Description / Job Ad Template.
- Follow instructions in Combined Job Description / Job Ad Template. If search, complete posting section at bottom of form.
- Attach completed Combined Job Description / Job Ad Template to your Non-Person Profile (NPP) submission in HCM.
- Follow Campus Specific Non-Person Profile Instructions for abbreviated HCM entry steps.

Resources:

[Combined Job Description / Job Ad Template](#)

[University Staff Campus Specific Non-Person Profile Instructions](#)

[Campus Specific Guidelines](#)

Table of Contents:

[Academic Services](#)

[Business Services](#)

[Communication](#)

[Development](#)

[Engineering & Architecture](#)

[External Relations](#)

[Facilities](#)

[Finance & Accounting](#)

[Healthcare](#)

[Hospitality](#)

[Human Resources](#)

[Information Technology](#)

[Public Safety](#)

[Research Services](#)

[Student Services](#)

[Table of Contents](#)

Academic Services

[Director](#)

[Associate Director](#)

[Assistant Director](#)

[Program Director](#)

[Manager](#)

[Program Manager](#)

[Principal Professional](#)

[Senior Professional](#)

[Professional](#)

[Entry Professional](#)

[Table of Contents](#)

Updated May 2023

Academic Services Director

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

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

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

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

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

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

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Academic Services Associate Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

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

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

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

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

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Academic Services Assistant Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

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

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

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

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

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)



University of Colorado
Anschutz Medical Campus

Academic Services Program Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

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

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

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

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

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Updated May 2023



University of Colorado
Anschutz Medical Campus

Academic Services Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

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

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

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

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

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Updated May 2023

Academic Services Program Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

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

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

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

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

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.



University of Colorado
Anschutz Medical Campus

Academic Services Principal Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

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

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

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

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

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

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

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

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

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

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

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

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

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Academic Services Senior Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

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

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis and 2 years of professional level experience.

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

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

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Academic Services Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

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

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution and 1 year of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

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

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

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Academic Services Entry Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

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

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

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

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

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

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

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Business Services

[Director](#)

[Associate Director](#)

[Assistant Director](#)

[Program Director](#)

[Manager](#)

[Program Manager](#)

[Principal Professional](#)

[Senior Professional](#)

[Professional](#)

[Entry Professional](#)

Business Services Director

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

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, finance, accounting, education, social sciences, healthcare administration, public administration, communications, information systems, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Business Services Associate Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, finance, accounting, education, social sciences, healthcare administration, public administration, communications, information systems, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.



University of Colorado
Anschutz Medical Campus

Business Services Assistant Director
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, finance, accounting, education, social sciences, healthcare administration, public administration, communications, information systems, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Updated May 2023

Business Services Program Director
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, finance, accounting, education, social sciences, healthcare administration, public administration, communications, information systems, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Business Services Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, finance, accounting, education, social sciences, healthcare administration, public administration, communications, information systems, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Business Services Program Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, finance, accounting, education, social sciences, healthcare administration, public administration, communications, information systems, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Business Services Principal Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

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

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, finance, accounting, education, social sciences, healthcare administration, public administration, communications, information systems, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Business Services Senior Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, finance, accounting, education, social sciences, healthcare administration, public administration, communications, information systems, or a directly related field from an accredited institution and 2 years of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Business Services Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

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

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, finance, accounting, education, social sciences, healthcare administration, public administration, communications, information systems, or a directly related field from an accredited institution and 1 year of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Business Services Entry Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

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

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, finance, accounting, education, social sciences, healthcare administration, public administration, communications, information systems, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Communication

[Director](#)

[Associate Director](#)

[Assistant Director](#)

[Program Director](#)

[Manager](#)

[Program Manager](#)

[Principal Professional](#)

[Senior Professional](#)

[Professional](#)

[Entry Professional](#)

Communication Director

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

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **marketing, journalism, public relations, communications, business administration, business,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Communication Associate Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **marketing, journalism, public relations, communications, business administration, business,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Communication Assistant Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **marketing, journalism, public relations, communications, business administration, business,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Communication Program Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **marketing, journalism, public relations, communications, business administration, business,** or a directly related field from an accredited.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Communication Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **marketing, journalism, public relations, communications, business administration, business,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Communication Program Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **marketing, journalism, public relations, communications, business administration, business,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Communication Principal Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

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

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **marketing, journalism, public relations, communications, business administration, business**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)



University of Colorado
Anschutz Medical Campus

Communication Senior Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **marketing, journalism, public relations, communications, business administration, business**, or a directly related field from an accredited institution and 2 years of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Communication Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **marketing, journalism, public relations, communications, business administration, business**, or a directly related field from an accredited institution and 1 year of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Communication Entry Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **marketing, journalism, public relations, communications, business administration, business**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Development

[Director](#)

[Associate Director](#)

[Assistant Director](#)

[Program Director](#)

[Manager](#)

[Program Manager](#)

[Principal Professional](#)

[Senior Professional](#)

[Professional](#)

[Entry Professional](#)

Development Director

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

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Development Associate Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Development Assistant Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Development Program Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Development Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Development Program Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Development Principal Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

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

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Development Senior Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree from an accredited institution and 2 years of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Development Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree from an accredited institution and 1 year of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Development Entry Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

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

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Engineering/Architecture

[Director](#)

[Associate Director](#)

[Assistant Director](#)

[Program Director](#)

[Manager](#)

[Program Manager](#)

[Principal Professional](#)

[Senior Professional](#)

[Professional](#)

[Entry Professional](#)

Engineering/Architecture Director

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

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business, business administration, finance, accounting, education, communications, marketing, engineering, architecture,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Engineering/Architecture Associate Director
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business, business administration, finance, accounting, education, communications, marketing, engineering, architecture**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Engineering/Architecture Assistant Director
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business, business administration, finance, accounting, education, communications, marketing, engineering, architecture**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Engineering/Architecture Program Director
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business, business administration, finance, accounting, education, communications, marketing, engineering, architecture**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Engineering/Architecture Manager
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business, business administration, finance, accounting, education, communications, marketing, engineering, architecture**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Engineering/Architecture Program Manager
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business, business administration, finance, accounting, education, communications, marketing, engineering, architecture**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Engineering/Architecture Principal Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business, business administration, finance, accounting, education, communications, marketing, engineering, architecture,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Engineering/Architecture Senior Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business, business administration, finance, accounting, education, communications, marketing, engineering, architecture**, or a directly related field from an accredited institution and 2 years of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Engineering/Architecture Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business, business administration, finance, accounting, education, communications, marketing, engineering, architecture**, or a directly related field from an accredited institution and 1 year of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Engineering/Architecture Entry Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family manage the physical infrastructure of the University. Functions include planning, architectural design, capital project commissioning, building code compliance, engineering disciplines (electrical, mechanical, civil, etc.), architectural drafting, landscape design, energy conservation and construction project management.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business, business administration, finance, accounting, education, communications, marketing, engineering, architecture,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

External Relations

[Director](#)

[Associate Director](#)

[Assistant Director](#)

[Program Director](#)

[Manager](#)

[Program Manager](#)

[Principal Professional](#)

[Senior Professional](#)

[Professional](#)

[Entry Professional](#)

External Relations Director

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

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, public administration, public health, marketing, communications, public relations, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

External Relations Associate Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, public administration, public health, marketing, communications, public relations, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

External Relations Assistant Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree **in business, business administration, public administration, public health, marketing, communications, public relations**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, **diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

External Relations Program Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, public administration, public health, marketing, communications, public relations, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

External Relations Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, public administration, public health, marketing, communications, public relations, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

External Relations Program Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, public administration, public health, marketing, communications, public relations, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

External Relations Principal Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, public administration, public health, marketing, communications, public relations, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

External Relations Senior Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree **in business, business administration, public administration, public health, marketing, communications, public relations**, or a directly related field from an accredited institution and 2 years of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

External Relations Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, public administration, public health, marketing, communications, public relations, or a directly related field from an accredited institution and 1 year of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

External Relations Entry Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family involve building relationships with external parties for the purposes of information sharing and facilitation of strategic partnerships. Functions include government relations, alumni relations, commercial business relations, non-profit relations, and event planning/management.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business, business administration, public administration, public health, marketing, communications, public relations, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Facilities

[Director](#)

[Associate Director](#)

[Assistant Director](#)

[Program Director](#)

[Manager](#)

[Program Manager](#)

[Principal Professional](#)

[Senior Professional](#)

[Professional](#)

[Entry Professional](#)

Facilities Director

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

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Facilities Associate Director
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Facilities Assistant Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Facilities Program Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Facilities Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Facilities Program Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide professional management of operation, maintenance and renovation of university buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds, and waste management; and materials management including property, mailing, inventory and distribution services.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Facilities Principal Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Facilities Senior Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution and 2 years of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Facilities Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution and 1 year of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Facilities Entry Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide professional management of operation, maintenance and renovation of University buildings and equipment. Functions include fire protection; physical plant operations; power systems and utilities management; custodial, skilled trades, grounds and waste management; and materials management including property, mailing, inventory and distribution services.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in planning, business administration, public administration, facilities management, construction management, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Finance & Accounting

[Director](#)

[Associate Director](#)

[Assistant Director](#)

[Program Director](#)

[Manager](#)

[Program Manager](#)

[Principal Professional](#)

[Senior Professional](#)

[Professional](#)

[Entry Professional](#)

Finance & Accounting Director

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

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/banking, investments, treasury and travel audit.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, business, finance, accounting,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Finance & Accounting Associate Director
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/banking, investments, treasury and travel audit.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, business, finance, accounting,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Finance & Accounting Assistant Director
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/banking, investments, treasury and travel audit.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, business, finance, accounting,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Finance & Accounting Program Director
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/banking, investments, treasury and travel audit.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, business, finance, accounting,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Finance & Accounting Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/banking, investments, treasury and travel audit.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, business, finance, accounting,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Finance & Accounting Program Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/banking, investments, treasury and travel audit.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, business, finance, accounting,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Finance & Accounting Principal Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/banking, investments, treasury and travel audit.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, business, finance, accounting**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Finance & Accounting Senior Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/banking, investments, treasury and travel audit.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, business, finance, accounting,** or a directly related field from an accredited institution and 2 years of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Finance & Accounting Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/banking, investments, treasury and travel audit.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, business, finance, accounting**, or a directly related field from an accredited institution and 1 year of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Finance & Accounting Entry Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide the accounting and financial activities for the University. Functions include general accounting, budget, financial analysis and audit, tax and reporting, accounts payable and receivables, government cost reimbursement, contract administration, cashiering, cash management/banking, investments, treasury and travel audit.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, business, finance, accounting,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Healthcare

[Director](#)

[Associate Director](#)

[Assistant Director](#)

[Program Director](#)

[Manager](#)

[Program Manager](#)

[Principal Professional](#)

[Senior Professional](#)

[Professional](#)

[Entry Professional](#)

Healthcare Director

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

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Healthcare Associate Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Healthcare Assistant Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Healthcare Program Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **biological science, nutrition, nursing, health, human services, psychology, counseling, social work,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Healthcare Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Healthcare Program Manager
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **biological science, nutrition, nursing, health, human services, psychology, counseling, social work,** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Healthcare Principal Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **biological science, nutrition, nursing, health, human services, psychology, counseling, social work**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Healthcare Senior Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution and 2 years of professional level experience.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Healthcare Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution and 1 year of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Healthcare Entry Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family are responsible for performing a wide range of professional duties to support the university's teaching, research and/or service missions through the provision of health and wellness services, dealing with general, indirect patient care operations and management of healthcare services. Functions include hospital administration, healthcare regulatory compliance, patient relations, operational services, admissions, and medical records. Includes professional assignments in medicine, dentistry, nursing, pharmacy, counseling and behavioral health, public health, dietetics and nutrition, other allied health fields, alternative medicine and therapies, and related disciplines.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in biological science, nutrition, nursing, health, human services, psychology, counseling, social work, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Hospitality

[Director](#)

[Associate Director](#)

[Assistant Director](#)

[Program Director](#)

[Manager](#)

[Program Manager](#)

[Principal Professional](#)

[Senior Professional](#)

[Professional](#)

[Entry Professional](#)

Hospitality Director

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

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree ***in hospitality, museum, art, entertainment, tourism, communications, event management***, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Hospitality Associate Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree ***in hospitality, museum, art, entertainment, tourism, communications, event management***, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Hospitality Assistant Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree ***in hospitality, museum, art, entertainment, tourism, communications, event management***, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Hospitality Program Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree ***in hospitality, museum, art, entertainment, tourism, communications, event management***, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Hospitality Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree ***in hospitality, museum, art, entertainment, tourism, communications, event management***, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Hospitality Program Manager
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree **in hospitality, museum, art, entertainment, tourism, communications, event management**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Hospitality Principal Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree **in hospitality, museum, art, entertainment, tourism, communications, event management**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Hospitality Senior Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree ***in hospitality, museum, art, entertainment, tourism, communications, event management***, or a directly related field from an accredited institution and 2 years of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Hospitality Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree ***in hospitality, museum, art, entertainment, tourism, communications, event management***, or a directly related field from an accredited institution and 1 year of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Hospitality Entry Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide hosting services for students, parents, faculty, staff, other visitors and guests of the University. Functions include food service management, catering, event planning, hotel operations and conference services.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree ***in hospitality, museum, art, entertainment, tourism, communications, event management***, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Human Resources

[Director](#)

[Associate Director](#)

[Assistant Director](#)

[Program Director](#)

[Manager](#)

[Program Manager](#)

[Principal Professional](#)

[Senior Professional](#)

[Professional](#)

[Entry Professional](#)

Human Resources Director

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

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **public administration, public policy, business, higher education administration, social sciences, behavioral sciences** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
- Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
- Ability to communicate effectively, both in writing and orally, including public speaking.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Thorough knowledge of current management and leadership methods and best practices.



University of Colorado
Anschutz Medical Campus

Human Resources Associate Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **public administration, public policy, business, higher education administration, social sciences, behavioral sciences** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
- Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
- Ability to communicate effectively, both in writing and orally, including public speaking.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Thorough knowledge of current management and leadership methods and best practices.

[Table of Contents](#)

Human Resources Assistant Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in public administration, public policy, business, higher education administration, social sciences, behavioral sciences or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
- Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
- Ability to communicate effectively, both in writing and orally, including public speaking.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Thorough knowledge of current management and leadership methods and best practices.

[Table of Contents](#)

Human Resources Program Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **public administration, public policy, business, higher education administration, social sciences, behavioral sciences** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
- Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
- Ability to communicate effectively, both in writing and orally, including public speaking.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Thorough knowledge of current management and leadership methods and best practices.

[Table of Contents](#)

Human Resources Manager
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **public administration, public policy, business, higher education administration, social sciences, behavioral sciences** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
- Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
- Ability to communicate effectively, both in writing and orally, including public speaking.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Thorough knowledge of current management and leadership methods and best practices.

[Table of Contents](#)

Human Resources Program Manager
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **public administration, public policy, business, higher education administration, social sciences, behavioral sciences** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
- Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
- Ability to communicate effectively, both in writing and orally, including public speaking.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Thorough knowledge of current management and leadership methods and best practices.

[Table of Contents](#)



University of Colorado
Anschutz Medical Campus

Human Resources Principal Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

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

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

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

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

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

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

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **public administration, public policy, business, higher education administration, social sciences, behavioral sciences** or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
- Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
- Ability to communicate effectively, both in writing and orally, including public speaking.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Thorough knowledge of current management and leadership methods and best practices.

[Table of Contents](#)

Human Resources Senior Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **public administration, public policy, business, higher education administration, social sciences, behavioral sciences** or a directly related field from an accredited institution and 2 years of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
- Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
- Ability to communicate effectively, both in writing and orally, including public speaking.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Thorough knowledge of current management and leadership methods and best practices.

[Table of Contents](#)

Updated May 2023



University of Colorado
Anschutz Medical Campus

Human Resources Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

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

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

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

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

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

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

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in public administration, public policy, business, higher education administration, social sciences, behavioral sciences or a directly related field from an accredited institution and 1 year of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
- Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
- Ability to communicate effectively, both in writing and orally, including public speaking.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Thorough knowledge of current management and leadership methods and best practices.

[Table of Contents](#)

Human Resources Entry Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide the management of human capital. Functions include providing advice and guidance to managers and employees, and performing functions including strategic planning and analysis, compliance with policies and laws, employment and compensation, job evaluation, performance and leave management, employee training/development, reward and recognition, employee relations, affirmative action, benefits, employee records/information, and payroll.

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

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

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

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

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

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

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in public administration, public policy, business, higher education administration, social sciences, behavioral sciences or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to analyze, interpret, and evaluate a broad range of laws, rules, and regulations in order to exercise good judgment in applying them to human resource challenges.
- Knowledge of the professional standards, concepts, and practices of recruitment and selection, employee relations, or organizational development and human resource policy.
- Ability to communicate effectively, both in writing and orally, including public speaking.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Thorough knowledge of current management and leadership methods and best practices.

[Table of Contents](#)

Information Technology

[Director](#)

[Associate Director](#)

[Assistant Director](#)

[Program Director](#)

[Manager](#)

[Program Manager](#)

[Principal Professional](#)

[Senior Professional](#)

[Professional](#)

[Entry Professional](#)

Information Technology Director

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

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in computer science, management/computer information systems, computer engineering, information technology, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Information Technology Associate Director
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **computer science, management/computer information systems, computer engineering, information technology**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Information Technology Assistant Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **computer science, management/computer information systems, computer engineering, information technology**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Information Technology Program Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **computer science, management/computer information systems, computer engineering, information technology**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Information Technology Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **computer science, management/computer information systems, computer engineering, information technology**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Information Technology Program Manager
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **computer science, management/computer information systems, computer engineering, information technology**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Information Technology Principal Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **computer science, management/computer information systems, computer engineering, information technology**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Information Technology Senior Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **computer science, management/computer information systems, computer engineering, information technology**, or a directly related field from an accredited institution and 2 years of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Information Technology Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **computer science, management/computer information systems, computer engineering, information technology**, or a directly related field from an accredited institution and 1 year of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Information Technology Entry Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family develop, maintain, and support computer systems, software and networks. Functions include enterprise operations, distributed computing, academic computing, research computing, computer hardware and software management, computer networking, telecommunications, systems development, database administration, server administration, website management, programming, desktop support, and help desk operations.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **computer science, management/computer information systems, computer engineering, information technology**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Public Safety

[Director](#)

[Associate Director](#)

[Assistant Director](#)

[Program Director](#)

[Manager](#)

[Program Manager](#)

[Principal Professional](#)

[Senior Professional](#)

[Professional](#)

[Entry Professional](#)

Public Safety Director

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

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, public administration, public relations, emergency management, homeland security, city/regional planning**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Public Safety Associate Director
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, public administration, public relations, emergency management, homeland security, city/regional planning**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Public Safety Assistant Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business administration, public administration, public relations, emergency management, homeland security, city/regional planning, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Public Safety Program Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, public administration, public relations, emergency management, homeland security, city/regional planning**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Public Safety Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business administration, public administration, public relations, emergency management, homeland security, city/regional planning, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Public Safety Program Manager
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, public administration, public relations, emergency management, homeland security, city/regional planning**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Public Safety Principal Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, public administration, public relations, emergency management, homeland security, city/regional planning**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Public Safety Senior Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in business administration, public administration, public relations, emergency management, homeland security, city/regional planning, or a directly related field from an accredited institution and 2 years of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Public Safety Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, public administration, public relations, emergency management, homeland security, city/regional planning**, or a directly related field from an accredited institution and 1 year of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Public Safety Entry Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide a safe and secure environment. Functions include police leadership, police operations, police communications, and emergency management.

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

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in **business administration, public administration, public relations, emergency management, homeland security, city/regional planning**, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Research Services

[Director](#)

[Associate Director](#)

[Assistant Director](#)

[Program Director](#)

[Manager](#)

[Program Manager](#)

[Principal Professional](#)

[Senior Professional](#)

[Professional](#)

[Entry Professional](#)

Research Services Director

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

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Research Services Associate Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Research Services Assistant Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Research Services Program Director
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ **add qualifications that directly relate to the duties of the position.**

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Research Services Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

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

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

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

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

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

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Research Services Program Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

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

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

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

Supervision Exercised: who reports to this role (job title and how many)

Duties: (must add up to 100% - 10+ bullet points)

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Research Services Principal Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.

Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

Duties: (must add up to 100% - 10+ bullet points)

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Research Services Senior Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

Duties: (must add up to 100% - 10+ bullet points)

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution and 2 years of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Research Services Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

Duties: (must add up to 100% - 10+ bullet points)

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution and 1 year of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Research Services Entry Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family provide direct professional support of research activities. Functions include contracts and grants solicitation and administration, grant/agreement preparation, review and negotiation, regulatory compliance, sponsor communication and post and pre award management, human subject compliance, research animal management, research laboratory coordination and instruction, environmental health and safety, radiation control, hazardous materials use, disposal and training.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and Development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

Duties: (must add up to 100% - 10+ bullet points)

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in public health, public administration, social/behavioral sciences, physical sciences, nursing, healthcare, finance, accounting, business administration, business, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Student Services

[Director](#)

[Associate Director](#)

[Assistant Director](#)

[Program Director](#)

[Manager](#)

[Program Manager](#)

[Principal Professional](#)

[Senior Professional](#)

[Professional](#)

[Entry Professional](#)

Student Services Director

Working Title (title cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Directors are responsible for the ongoing leadership and oversight of a department, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. Directors are responsible and accountable for the analysis of fiscal and human resources required to achieve department objectives including hiring, compensation, termination, and performance management of subordinate employees.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: who does the role report to (job title)

Supervision Exercised: who reports to this role (job title and how many)

Duties: (must add up to 100% - 10+ bullet points)

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Student Services Associate Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Associate Directors are responsible for working closely with the Director to manage a department or specific areas of a department. These positions recommend strategy, have responsibility for fiscal and/or human resources and have the authority to act on the Director's behalf.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: who does the role report to (job title)

Supervision Exercised: who reports to this role (job title and how many)

Duties: (must add up to 100% - 10+ bullet points)

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Student Services Assistant Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Assistant Directors have responsibility for projects, functions or processes within a department. These positions may recommend strategy and provide professional support to Directors and may have the authority to act on the Director's behalf. Assistant Directors typically supervise other staff but do not generally control the allocation of fiscal or human resources.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: who does the role report to (job title)

Supervision Exercised: who reports to this role (job title and how many)

Duties: (must add up to 100% - 10+ bullet points)

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Student Services Program Director

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Program Directors are responsible for the ongoing leadership and oversight of a program or function, including the Development of strategies and processes which contribute to the University and/or campus mission and accountability for services provided. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: who does the role report to (job title)

Supervision Exercised: who reports to this role (job title and how many)

Duties: (must add up to 100% - 10+ bullet points)

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Student Services Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Managers are responsible for the day-to-day operation of functional work units, including the Development and implementation of processes consistent with college, school or departmental strategies and processes and the supervision of professional and support staff.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: who does the role report to (job title)

Supervision Exercised: who reports to this role (job title and how many)

Duties: (must add up to 100% - 10+ bullet points)

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Student Services Program Manager

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the Development and implementation of processes consistent with college, school or departmental strategies and processes. These positions typically do not supervise others.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: who does the role report to (job title)

Supervision Exercised: who reports to this role (job title and how many)

Duties: (must add up to 100% - 10+ bullet points)

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ ***add qualifications that directly relate to the duties of the position.***

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.



University of Colorado
Anschutz Medical Campus

Student Services Principal Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Principal Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed at an advanced or expert level.

Principal Professionals are either work leads over others or are considered a subject matter expert in a particular area.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: who does the role report to (job title)

Supervision Exercised: who reports to this role (job title and how many)

Duties: (must add up to 100% - 10+ bullet points)

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

The position requires extensive, diverse and progressively responsible experience, including direct responsibility for _____ add qualifications that directly relate to the duties of the position.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Student Services Senior Professional
Working Title (cannot be higher than job code title)
School/College - Unit/Department
Position #
FTE:
Unique Compensation Code (UCC):

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Senior Professionals are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field. Work is performed fully independently.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: *who does the role report to (job title)*

Supervision Exercised: *who reports to this role (job title and how many)*

Duties: (must add up to 100% - 10+ bullet points)

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution and 2 years of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

Student Services Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Professionals at the intermediate level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: who does the role report to (job title)

Supervision Exercised: who reports to this role (job title and how many)

Duties: (must add up to 100% - 10+ bullet points)

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution and 1 year of professional level experience.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.

[Table of Contents](#)

Student Services Entry Professional

Working Title (cannot be higher than job code title)

School/College - Unit/Department

Position #

FTE:

Unique Compensation Code (UCC):

Jobs in this career family support students' emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program or traditional academic unit. Functions include student counseling, career guidance, residence life, multicultural affairs, support of student activities and organizations, recreation services and intramural athletics administration.

Professionals at the entry level are responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and Development capacity.

Nature of work (1-2 paragraphs that describes the specific responsibilities of position):

Supervision Received: who does the role report to (job title)

Supervision Exercised: who reports to this role (job title and how many)

Duties: (must add up to 100% - 10+ bullet points)

X% - duty statement

X% - duty statement

Minimum Qualifications: include specific fields(s) of study

A bachelor's degree in education, communication, social science, women and gender studies, psychology, computer science, information systems, business, health sciences, physical sciences, public administration, business administration, higher education, counseling, hospitality, liberal arts, finance, accounting, human services, student affairs, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications: recommendation is to have 3-5 that directly relate to the duties of the position.

Competencies: Knowledge, Skills, and Abilities (KSA's) recommended 5-7 that directly relate to the duties of the position

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.