

Professional (P) Family

Jobs in this family require at minimum, education and experience equivalent to a bachelor’s degree and are exempt from the Fair Labor Standards Act (FLSA).

- Administrative Services Professional Series4
 - Administrative Coordinator—Job Standard (Alternate Career Progression)4
 - Administrative Counsel—Job Standard (Alternate Career Progression)6
 - Administrative Services Manager—Job Standard (Alternate Career Progression)7
 - Business Operations Administrator—Job Standard (Alternate Career Progression) 10
 - Deputy Police Chief (Alternate Career Progression) 12
 - Facility Coordinator—Job Standard (Alternate Career Progression)..... 14
 - Professional Senior Executive Assistant—Job Standard (Alternate Career Progression). 15
 - Safety Coordinator—Job Standard (Alternate Career Progression) 17
 - Technical Safety Officer—Job Standard (Alternate Career Progression)..... 19
 - Administrative Analyst/Planner—Job Standard 21
 - Administrator Analyst/Planner Senior-Job Standard 23
 - Administrative Analyst/Planner Career Progression 25
 - Administrative Facilities Professional - Job Standard 26
 - Administrative Facilities Professional Senior—Job Standard 28
 - Administrative Facilities Professional Career Progression 29
 - Administrative Professional - Job Standard 31
 - Administrative Professional Senior - Job Standard 32
 - Administrative Professional Career Progression 34
 - Communications Professional - Job Standard..... 36
 - Communications Professional Senior - Job Standard 37
 - Communications Professional Career Progression 39
 - Constituent Relations Professional - Job Standard 41
 - Constituent Relations Professional Senior - Job Standard 42
 - Constituent Relations Career Progression 44
- Health Care Professional Series 46

Clinical Engineer—Job Standard (Alternate Career Progression)	46
Clinical Veterinarian—Job Standard (Alternate Career Progression).....	48
Health Care Administrator/M.D. (Alternate Career Progression)	49
Health Care Doctor - Job Standard (Alternate Career Progression)	51
Health Care Manager - Job Standard (Alternate Career Progression).....	53
Health Care Nurse - Job Standard (Alternate Career Progression).....	55
Health Care Provider - Job Standard (Alternate Career Progression).....	57
Health Care Counseling Administrator – Job Standard	58
Health Care Counselor - Job Standard	60
Health Care Counselor Senior - Job Standard	61
Health Care Counselor Career Progression	63
Health Care Professional - Job Standard.....	65
Health Care Professional Senior - Job Standard	66
Health Care Professional Career Progression	68
Information Technology Professional Series	69
Information Technology Manager—Job Standard (Alternate Career Progression)	70
Information Technology Specialist—Job Standard (Alternate Career Progression).....	72
Information Technology Professional—Job Standard	74
Information Technology Professional Senior - Job Standard	76
Career Progression Information Technology Professional	78
Outreach Professional Series.....	79
Outreach Coordinator—Job Standard (Alternate Career Progression)	80
Outreach Manager - Job Standard (Alternate Career Progression).....	82
Outreach Professional - Job Standard	84
Outreach Professional Senior—Job Standard.....	85
Career Progression Job Standards – Outreach Professional	87
Research Professional Series.....	89
Research Center Administrator - Job Standard (Alternate Career Progression)	89
Researcher/Analyst - Job Standard (Alternate Career Progression)	91

Research Engineer—Job Standard (Alternate Career Progression)	93
Research Specialist—Job Standard (Alternate Career Progression)	95
Student/Academic Services Professional Series.....	97
Associate Dean Student Services - Job Standard (Alternate Career Progression)	98
Career Development Counselor - Job Standard (Alternate Career Progression)	100
Career Development Counselor Senior- Job Standard (Alternate Career Progression) ..	102
Early Childhood Teaching Professional – Job Standard (Alternate Career Progression)	104
Library Professional - Job Standard (Alternate Career Progression)	105
Residence Director—Job Standard (Alternate Career Progression)	107
Student/Academic Services Manager - Job Standard (Alternate Career Progression) ..	110
Student Services Administrator - Job Standard (Alternate Career Progression)	112
Academic Services Professional – Job Standard.....	114
Academic Services Professional Senior - Job Standard.....	115
Academic Services Professional Career Progression	117
Athletic Assistant Coach - Job Standard	119
Athletic Head Coach - Job Standard.....	120
Athletic Head Coach Senior - Job Standard	122
Athletic Coach Career Progression	124
Enrollment Management Professional - Job Standard.....	126
Enrollment Management Professional Senior - Job Standard.....	128
Enrollment Management Professional Career Progression.....	129
Student Life Professional - Job Standard.....	131
Student Life Professional Senior - Job Standard	132
Student Life Professional Career Progression	134
Student Services Professional - Job Standard	136
Student Services Professional Senior - Job Standard	137
Student Services Professional Career Progression	139

Administrative Services Professional Series

Positions in the Administrative Services Professional Series provide the full range of specialized assistance, comprehensive financial/business support, administrative coordination, process implementation, and management oversight in support of general to complex, broad-spectrum, University-wide programs, projects, and processes related to human resource, business/financial, and management systems.

Examples of work include: coordinate on-site services or events; compile, maintain, analyze, audit, and prepare financial data and statistical reports; maintain and oversee files and documentation; establish and document systems criteria, design initiatives, and action plans; perform needs assessment; evaluate and recommend standardized protocols; oversee and conduct litigation; monitor and track projects; provide specialized communications assistance, marketing, and promotional support; and provide technical and engineering assistance and budget oversight.

Administrative Coordinator—Job Standard (Alternate Career Progression)

Positions in the Administrative Services Professional Series provide the full range of specialized assistance, comprehensive financial/business support, administrative coordination, process implementation, and management oversight in support of general to complex, broad-spectrum, University-wide programs, projects, and processes related to human resource, business/financial, and management systems.

Examples of work include: coordinate on-site services or events; compile, maintain, analyze, audit, and prepare financial data and statistical reports; maintain and oversee files and documentation; establish and document systems criteria, design initiatives, and action plans; perform needs assessment; evaluate and recommend standardized protocols; oversee and conduct litigation; monitor and track projects; provide specialized communications assistance, marketing, and promotional support; and provide technical and engineering assistance and budget oversight.

Job Family	Professional
Series	Administrative Services Professional
Job Code	3091, 3092

FLSA	Exempt
Union Status	

Job Overview

Coordinate, oversee, and implement operational services in support of major University projects and programs.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Coordinate, oversee, and implement operational services in support of major University projects and programs; use judgment in prioritizing activities and applying processes within the context of area guidelines; perform needs assessments; evaluate and recommend standardized protocols, methods, and systems to support, facilitate, or enhance operational or institutional objectives; develop short-term plans and program goals; may develop and monitor budgets.

Oversee or create general to complex documentation, correspondence, publications, proposals, or promotional/instructional materials related to area of specialization; oversee maintenance of files and records.

Coordinate internal/external resources; facilitate meetings, speakers, or committees; participate in or develop programs, workshops, and presentations designed to support or improve quality standards, maximize consistency of processes or services, and enhance program visibility.

Serve as liaison with internal and external constituents: interpret, analyze, and communicate complex policy and regulatory information; monitor and ensure

adherence to University and external regulatory requirements and guidelines based on a comprehensive knowledge and understanding of University policies and procedures.

May provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in related field and two to four years' related experience required. *For 2080 (40 hr/wk) positions a valid driver's license or ability to obtain and driver's check may be required.

Administrative Counsel—Job Standard (Alternate Career Progression)

Job Family	Professional
Series	Administrative Services Professional
Job Code	3001
FLSA	Exempt
Union Status	

Job Overview

Provide high-level legal counsel and administrative oversight in support of senior University administration and Board of Trustees.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide high-level legal counsel and administrative oversight in support of senior University administration and Board of Trustees with limited guidance, within the context of University policies and procedures.

Oversee and conduct litigation and external administrative proceedings initiated by or in conflict with the University to ensure effective resolution; monitor externally retained legal representation.

Serve as resource and provide legal advice and recommendations pertinent to significant institutional policy development; review major contracts ensuring compliance with regulatory and University provisions and for legal implications affecting University administration and operations; exercise discretion in the use and dissemination of information that may be of a highly confidential or sensitive nature.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Eligibility for admission to the Vermont Bar and five to eight years' legal experience required.

Administrative Services Manager—Job Standard (Alternate Career Progression)

Job Family	Professional
------------	--------------

Series	Administrative Services Professional
Job Code	3011, 3012
FLSA	Exempt
Union Status	

Job Overview

Provide management oversight and leadership of a department or major unit in support of University programs, goals, and mission; reports to a Classified Executive or an officer of the institution.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide management oversight and leadership; use judgment in prioritizing workflow, selecting methods, and applying operational and organizational processes; design and implement mid- to long-range initiatives, action plans, and goals with general guidance; develop operational, management, and planning projections and strategies; evaluate and make recommendations related to processes, procedures, and policies.

Coordinate administrative functions; monitor and analyze area and University policies to ensure institutional consistency, organizational quality, effectiveness, and integrity of communications/programs/services; participate in or develop budget projections and approve expenditures; oversee personnel actions, recruitment/retention, performance, and constructive discipline; manage specialized training and operational activities.

Oversee data management; ensure compliance with pertinent confidentiality guidelines; interpret and analyze data, identify trends, and establish and document systems criteria; develop and provide high-level administrative and management reports; and compose internal and external communications that may be of a time-sensitive or highly charged nature.

Provide information, consultation, and direction; respond to and address complex inquiries specific to area of expertise and consistent with area guidelines; collaborate with and serve as a resource and liaison with internal and external constituents; interpret and communicate area, procedural, and process information for operational, planning, and management purposes; research, negotiate, and resolve complex issues and outcomes; ensure compliance with University standards and regulatory guidelines based on a thorough knowledge and understanding of University policies and procedures; may serve as a University representative at internal and external events and activities.

Provide administrative supervision to more than two ongoing employees in a University recognized department or major unit and may functionally supervise designated affiliates. A major unit must have at least one exempt employee.

Distinct Functions

Perform functions pertinent to area of specialization; examples include: manage general to complex, broad-spectrum, University-wide programs, projects, and processes related to human resource, business/financial, and management systems.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's* degree in a specialized or related field and six to eight years' related experience required. *Level of degree may vary based on specific job functions.

(MS)

Business Operations Administrator—Job Standard (Alternate Career Progression)

Job Family	Professional
Series	Administrative Services Professional
Job Code	3541
FLSA	Exempt
Union Status	

Job Overview

Provide oversight of complex administrative functions and business operations; actively participate and provide leadership in strategic planning process; establish, implement and coordinate organizational systems and processes for a college or division within the University. Reports to a Dean, Associate or Assistant Vice President, or Vice President.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide oversight of complex administrative functions and business operations; establish, implement, and coordinate strategic systems and processes for a college within the University; use judgment in prioritizing workflow, resolving problems, selecting and applying methods with general guidance; develop, initiate and oversee mid- to long-range systems and processes related to human resources, financial management and business operations which facilitate, advance or clarify college mission and goals.

Provide expertise and participate in institution wide initiatives and committees; serve as liaison and University representative to community and regulatory agencies; interpret, analyze, and communicate complex policy, procedural, and process information related to administrative and financial issues; provide leadership in advising and facilitating outcome resolution for operational, planning, and management purposes and to ensure compliance with University and regulatory guidelines based on a thorough knowledge and understanding of University policies and procedures; exercise discretion in disclosure of sensitive/confidential information.

Provide leadership in the development, implementation, assessment and revision of financial planning projections and strategies; evaluate and provide recommendations related to college policies, procedures, and practices to ensure business and financial resources are aligned with strategic plan; administer financial resources, budget operations, processes and operational systems; oversee multiple, complex budgets and financial and human resource activities, technology and special initiatives or service operations.

Oversee, analyze, interpret and make organizational recommendations based on financial and administrative data that may be of a highly sensitive or confidential nature; develop and provide high-level administrative, statistical, and management reports using standard and specialized software applications.

Provide administrative supervision to more than two University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in a related or specialized field and three to five years related experience required.

Deputy Police Chief (Alternate Career Progression)

Job Family	Professional
Job Code	3652
Series	Administrative Service Professional
FLSA	Exempt
Union Status	

Job Overview

Provide administrative oversight and leadership of shift operations, services and communications for operations and enforcement activities of University protective services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform administrative oversight of shift operations, services and communications for operations and enforcement activities of University protective services; use judgment in prioritizing workflow and applying operational and organizational processes; oversee designated shift operation functions ensuring consistency and compliance with departmental guidelines; assist to develop, write and implement policies and procedures; assist to develop operating budgets.

Provide leadership in investigating criminal activity and monitoring progress; develop and implement special activity units specific to criminal activity trends and/or incidents based on a thorough knowledge and understanding of internal

and external regulations, policies, procedures and local, state and federal laws; coordinate implementation of services, routine patrols, emergency response, service operations, dispatch activities, and security for special events; conduct organizational assessments.

Respond to critical requests for information and emergency situations; provide leadership in problem resolution.

Serve as liaison with internal and external community and University governance organizations related to crime prevention, safety, training, orientation, and evaluation of new or probationary employees; interpret department and University policy; develop and implement orientation and ongoing training programs in compliance with University and statutory requirements; provide individual and group instruction on law enforcement issues, personal safety, and crime prevention; monitor employee performance; participate in area safety training.

Operate University vehicle on/off campus.

Provide administrative supervision to University staff and functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor degree in related field, two to six years' specialized experience, and certification by the Vermont Criminal Justice Training Council within probationary period required. Physical examination, written examination, psychological evaluation, and background investigation required pursuant to Rule 32 of Vermont Criminal Justice Training Council. Valid driver's license or ability to obtain and driver's check required.

Facility Coordinator—Job Standard (Alternate Career Progression)

Job Family	Professional
Series	Administrative Services Professional
Job Code	3311, 3312
FLSA	Exempt
Union Status	

Job Overview

Provide operational oversight and administration of a facility supporting University programs.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide operational oversight and administration of a facility supporting University research or outreach programs; use judgment in prioritizing workflow and applying operational and procedures within the context of established guidelines; assist in and develop goals, strategies, and policies for operations, equipment, and facilities growth and maintenance; oversee and coordinate activities to facilitate and ensure optimum use of services.

Serve as liaison with internal and external constituents or contractors; collaborate with community organizations, agencies, and faculty to develop and provide educational presentations and programs; coordinate and conduct visitor

tours, events, clinics, courses, and marketing efforts to promote public relations, funding opportunities and revenue generation or to enhance academic offerings.

Oversee daily operations and administrative functions; approve expenditures; assist in or develop area operating budget and monitor inventory and equipment; and ensure compliance with internal standards and external regulatory guidelines based on a comprehensive knowledge and understanding of University policies and procedures.

May operate University vehicle.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in related or specialized field and five years' related experience required. A valid driver's license or ability to obtain and driver's check may be required. A Commercial Driver's License (CDL) or ability to obtain or other specialized licensure may be required.

Professional Senior Executive Assistant—Job Standard (Alternate Career Progression)

Job Family	Professional
Series	Administrative Services Professional
Job Code	3561
FLSA	Exempt

Job Overview

Provide high-level administrative and/or operational oversight and utilize comprehensive subject matter expertise to influence, define and support designated University administrative operations and goals. Reports to an executive officer.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide high-level administrative and/or operational oversight and utilize comprehensive subject matter expertise to influence, define and support designated University administrative operations and goals; use judgment in prioritizing workflow and in application of organizational and operational processes; oversee, coordinate and facilitate multiple, critical projects, relationships and strategic initiatives, ensuring compliance and consistency with organizational policies, institutional goals and regulatory requirements.

May manage daily operations; perform staff planning and evaluations; allocate staff responsibilities.

Conduct Senior staff activities and provide executive representation at leadership meetings, committees and task forces; develop and administer high level communications and administrative reports for internal and external presentation and exercise discretion in use and disclosure of material which may be highly charged, confidential, or time-sensitive.

Serve as liaison with internal and external constituents; interpret, analyze, and communicate highly complex internal/external policy, procedural, and process

information for operational, planning, and management purposes based on a thorough knowledge and understanding of University policies and procedures.

Participate in strategic planning and budget process; provide recommendations and advice regarding management and allocation of budgets and limited resources.

May provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's* degree in a specialized or related field and six to eight years' related experience required. *Level of degree may vary based on specific job functions.
(MS)

Safety Coordinator—Job Standard (Alternate Career Progression)

Job Family	Professional
Series	Administrative Services Professional
Job Code	3601
FLSA	Exempt
Union Status	

Job Overview

Coordinate, oversee, and implement chemical, technical and/or biological safety programs; assess risks and serve as technical resource to advise on regulatory compliance issues in support of University safety services and goals.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Coordinate, oversee, and implement chemical, technical and/or biological safety and regulatory compliance programs and services in support of University laboratories and programs; use judgment in prioritizing activities and applying processes within the context of area guidelines; perform needs assessments; interpret regulations: evaluate and recommend or implement controls for hazards and maintain regulatory compliance.

Conduct audits of University facilities; assess safety issues and steps needed for correction; provide prevention and compliance information and general technical safety guidance and training to University constituents. Follow up to assure identified hazards are corrected and appropriate procedures are implemented. Maintain related records.

Assist in the development and implementation of campus-wide and department specific programs, policies and procedures to meet safety and compliance requirements.

Create documentation, correspondence, or instructional materials related to area of specialization; oversee maintenance of files and records.

Investigate non-emergency complaints to determine level of hazard and potential sources and potential remedies. Coordinate internal/external resources.

Serve as liaison with internal and external constituents: interpret, analyze, and communicate complex policy and regulatory information; monitor and ensure adherence to University and external regulatory requirements and guidelines based on a comprehensive knowledge and understanding of University policies and procedures.

May provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in related field and two to four years' related experience required.

Technical Safety Officer—Job Standard (Alternate Career Progression)

Job Family	Professional
Series	Administrative Services Professional
Job Code	4281
FLSA	Exempt
Union Status	

Job Overview

Oversee and provide leadership for highly specialized technical services and operational planning to influence, define and support University safety services and goals. Serve as designated officer per regulatory requirements addressing compliance issues relative to specific area of expertise.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide oversight and leadership; exercise judgment in prioritization of workflow, selection of methods and application of operational and technical processes with general guidance; assist with design and implement mid to long range initiatives, action plans and goals; evaluate and make recommendations related to processes, procedures and policies.

Coordinate administrative functions; monitor and analyze area and University policies to ensure institutional consistency, organizational quality, effectiveness and integrity of communications/programs/services; maintain and ensure security of equipment, instrumentation and inventory; participate in or develop budget, inventory/equipment monitoring systems and equipment purchase/replacement schedules; oversee personnel actions, recruitment/retention, performance and constructive discipline; manage specialized training and operational activities.

Oversee data management; ensure compliance with pertinent confidentiality guidelines; interpret and analyze data, identify trends, establish and document systems criteria; develop high level administrative and management reports, prepare regulatory/technical documentation and compose internal and external communications.

Provide information, consultation and direction; respond to and address complex inquiries specific to area of expertise and consistent with area guidelines; collaborate with and serve as a resource and liaison with internal and external constituents; interpret and communicate area, procedural and process information for operational, planning and management purposes; research, negotiate and resolve complex issues and outcomes; ensure compliance with University standards and regulatory guidelines based on a thorough knowledge

and understanding of University policies and procedures; may serve as a University representative at internal and external events and activities.

Provide administrative supervision to one or more ongoing employees and may functionally supervise designated affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a related field and four to six years specialized experience required.

Administrative Analyst/Planner—Job Standard

This job standard is part of a career progression within the Administrative Services Professional Series consisting of Administrative Analyst/Planner and Administrative Analyst/Planner Senior.

Job Family	Professional
Series	Administrative Services Professional
Job Code	3051, 3052
FLSA	Exempt
Union Status	

Job Overview

Provide specialized analysis, planning and data management in support of designated University administrative operations.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide specialized analysis, planning and data management in support of designated University administrative operations; use judgment in applying analytical processes and solving problems within the context of established University guidelines; assist in or develop processes or procedures to assess or meet campus wide objectives and strategic goals, limit institutional risk and assure long-term financial stability.

Compile, reconcile, and maintain budgetary, statistical, resource or regulatory data; analyze, summarize, and disseminate or publish results; assist in and collaborate with internal constituents to design and develop evaluation techniques, data specifications, and resource parameters; maintain security and integrity of data, and compliance with University and regulatory policies and procedures.

Monitor and update multiple informational databases; document, process and archive forms, files and records; track resource information and prepare technical and administrative reports; use standard and specialized software applications.

Serve as a resource and liaison; provide information and guidance, interpret and communicate complex policy and procedural information to internal and external constituents based on a comprehensive knowledge and understanding of University processes and procedures.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a related or specialized field and two to four years' related experience required.

Administrator Analyst/Planner Senior-Job Standard

This job standard is part of a career progression within the Administrative Services Professional Series consisting of Administrative Analyst/Planner and Administrative Analyst/Planner Senior.

Job Family	Professional
Series	Administrative Services Professional
Job Code	3061
FLSA	Exempt
Union Status	

Job Overview

Oversee and provide leadership in facilitating specialized analysis, planning and data management and utilize comprehensive subject matter expertise to influence, define and support designated University administrative operations and goals.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Oversee and provide leadership in facilitating specialized analysis, planning and data management and utilize comprehensive subject matter expertise to influence, define and support designated University administrative operations and goals; use judgment in prioritizing workflow, applying analytical processes, selecting work methods, and negotiating outcomes within the context of established University guidelines; provide expertise in long-range planning for processes, procedures or special projects to assess, meet or advance campus wide objectives and strategic goals, reduce or limit institutional risk and assure long-term financial stability.

Compile complex institutional data; provide high level auditing, analysis, evaluation, and reporting of internal controls, accounting practices, business transactions and strategies; develop procedures and participate in development of internal policies to ensure reliability and integrity of data and compliance with pertinent University and regulatory policies and procedures.

Oversee management of complex institutional data, fund, account or budget documentation; update multiple informational databases; prepare high-level administrative reports and documentation that may be confidential in nature; use standard and specialized software applications.

Serve as a resource and liaison; provide information, technical advice and guidance, and interpret, analyze and communicate complex policy, procedural and organizational information to internal and external constituents based on a thorough knowledge and understanding of University processes and procedures. May provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a related or specialized field and five to six years' related experience required.

Administrative Analyst/Planner Career Progression

Nature of Work

ANALYST/PLANNER

Provide specialized analysis, planning, and data management in support of designated University administrative operations

Use judgment in applying analytical processes and solving problems within University guidelines

Influence short-range internal operations

ANALYST/PLANNER SERIES

Oversee and provide leadership in facilitating specialized analysis, planning, and data management to influence, define, and support designated University administrative operations and goals

Use judgment in prioritizing workflow, applying analytical processes, determining work methods, and solving problems within University guidelines

Influence mid- to long-range internal operations

Expertise

ANALYST/PLANNER

Compile, reconcile, and maintain data; monitor and update multiple databases

Develop evaluation techniques, specifications, and resource parameters for projects and procedures to meet campus-wide objectives

Prepare technical and administrative reports

Use standard and specialized software applications

ANALYST/PLANNER SERIES

Oversee management of complex institutional data

Provide expertise in long-range planning of processes, procedures, and internal policies to ensure to assess, meet, or advance campus-wide objectives and strategies

Prepare high-level administrative reports

Use standard and specialized software applications

Interaction

ANALYST/PLANNER

Serve as a resource and liaison to internal and external constituents; communicate policy and procedural information

Use comprehensive knowledge and understanding of University processes and procedures

Accesses sensitive/confidential information

ANALYST/PLANNER SERIES

Serve as a liaison to internal/external constituents; interpret, analyze, and communicate complex policy, procedural, and organizational information

Use thorough knowledge and understanding of University processes and procedures

Accesses and applies judgment in disclosure of sensitive/confidential information

Supervision

ANALYST/PLANNER

May provide functional supervision to non-exempt and student employees

ANALYST/PLANNER SERIES

May provide administrative or functional supervision to exempt, non-exempt and student employees

Conditions

ANALYST/PLANNER

Standard office environment

Work may be deadline-driven

n/a

ANALYST/PLANNER SERIES

Standard office environment

Weekend or evening hours may be required

Environment may be highly charged

Minimum Qualifications

ANALYST/PLANNER

Bachelor's degree in a related or specialized field and two to four years' related experience required

ANALYST/PLANNER SERIES

Bachelor's degree in a related or specialized field and five to six years' related experience required

Administrative Facilities Professional - Job Standard

This job standard is part of a career progression within the Administrative Services Professional Series consisting of Administrative Facilities Professional and Administrative Facilities Professional Senior.

Job Family	Professional
Series	Administrative Services Professional
Job Code	3101, 3102
FLSA	Exempt
Union Status	

Job Overview

Provide specialized technical services and administrative oversight in support of University facilities projects.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide specialized technical services and administrative oversight in support of University facilities projects; use judgment in prioritizing work tasks and determining technical applications and remediation efforts; perform technical/engineering surveys and review specifications and schedules; provide recommendations regarding project design, energy conservation, and deferred and preventative maintenance for multiple construction, renovation, or grounds projects, within the context of University guidelines.

Perform document management functions; review, update, and maintain agreements, drawings, specifications, utility masters, and campus maps pertinent to area of expertise; prepare preliminary cost estimates, cost/benefit data, contract and bid materials, facilities assessments, and related technical reports using specialized software applications; may manage project budgets.

Collaborate with internal and external constituents and consulting firms; perform inspections, monitor, track, and evaluate activities related to testing, facilities, equipment, renovation, and/or construction projects to ensure compliance with University quality standards and project specifications; advise on technical problem resolution based on a comprehensive knowledge and understanding of University policies and procedures; may provide technical training for staff.

May operate University vehicle.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a related or specialized field and two to five years' related experience required. Valid driver's license or ability to obtain, and driver's check may be required.

Administrative Facilities Professional Senior—Job Standard

This job standard is part of a career progression within the Administrative Services Professional Series consisting of Administrative Facilities Professional and Administrative Facilities Professional Senior.

Job Family	Professional
Series	Administrative Services Professional
Job Code	3111
FLSA	Exempt
Union Status	

Job Overview

Oversee and provide leadership in facilitating highly specialized technical services and operational planning to influence, define and support University facilities project goals.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Oversee and provide leadership in facilitating highly specialized technical services and operational planning to influence, define and support University facilities project goals; use judgment in prioritizing work flow, determining technical applications and developing long-range goals; perform institutional needs analysis for proposed construction plans; oversee, provide recommendations, and approve contracts, specifications, schedules, project

designs, and plans for multiple construction, renovation, or grounds projects within the context of University guidelines.

Perform document management functions: oversee maintenance of and/or develop technical documentation, cost/benefit data, and contract and bid materials; develop budgets and cost estimates and related technical reports using specialized software applications; may use professional stamp/signature for document authorization.

Collaborate with internal and external constituents and consulting firms; oversee and evaluate activities related to testing, contractors, and project managers throughout design and construction phases of projects; ensure compliance with University quality standards, regulatory codes, and timely project completion; provide leadership in negotiating and resolving complex technical concerns and problems based on a thorough knowledge and understanding of University policies and procedures.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a specific field, six to nine years' related experience and specialized professional licensure required.

Administrative Facilities Professional Career Progression

Nature of Work

PROFESSIONAL

Provide specialized technical services and administrative oversight in support of University facilities projects

Use judgment in prioritizing work tasks, determining technical applications, and remediation efforts

Influence area operations and short range University processes

PROFESSIONAL SENIOR

Oversee and provide leadership in facilitating highly specialized technical services and operational planning to influence, define, and support University facilities project goals

Use judgment in prioritizing workflow, determining technical applications, and developing long-range goals

Influence area operations and long-range University processes

Expertise

PROFESSIONAL

Update and maintain drawings, specifications, and utility master and campus maps

Prepare preliminary cost estimates, cost/benefit data, contract and bid materials, facilities assessments, and related technical reports

Use specialized software applications

n/a

PROFESSIONAL SENIOR

Provide recommendations and approve specifications, schedules, project designs, and plans

Develop budget, cost estimates, and related technical reports; oversee technical documentation and cost/benefit data; approve contract and bid materials

May use professional stamp/signature for document authorization

Use specialized software applications

Interaction

PROFESSIONAL

Coordinate with internal and external constituents and consulting firms; monitor and track activities; advise on technical problem resolution; may provide technical training for staff

Use comprehensive knowledge and understanding of University policies and procedures

PROFESSIONAL SENIOR

Coordinate with internal and external constituents and consulting firms; oversee activities; provide leadership in negotiating and resolving complex technical concerns and problems

Use thorough knowledge and understanding of University policies and procedures

Supervision

PROFESSIONAL

May provide functional supervision to exempt, non-exempt, and student employees

PROFESSIONAL SENIOR

Provide functional or administrative supervision to exempt, non-exempt, and student employees

Conditions

PROFESSIONAL

Work may be deadline-driven

Occasional exposure to physical danger and inclement weather

PROFESSIONAL SENIOR

Work may be deadline-driven

Occasional exposure to physical danger and inclement weather

Minimum Qualifications

PROFESSIONAL

Bachelor's degree in a related or specialized field and two to five years' related experience required

Valid Vermont driver's license, ability to obtain license, or driver's check required if operating a University vehicle

PROFESSIONAL SENIOR

Bachelor's degree in a specific field, six to nine years related experience required

Specialized professional licensure

Administrative Professional - Job Standard

This job standard is part of a career progression within the Administrative Services Professional Series consisting of Administrative Professional and Administrative Professional Senior.

Job Family	Professional
Series	Administrative Services Professional
Job Code	3031, 3032
FLSA	Exempt
Union Status	

Job Overview

Perform administrative/business operations; implement and coordinate organizational processes for designated University areas.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform administrative/business operations; implement and coordinate organizational processes for designated University areas; use judgment in prioritizing work, resolving problems, and selecting methods within the framework of area guidelines; assess functions and identify short-term goals; assist in or establish, implement, and coordinate

organizational processes related to human resources, fiscal management, and operational systems to facilitate work processes; assist in or develop operational, management, or planning projections and strategies; assist with or conduct utilization/impact analysis.

Coordinate activities and processes related to area human resources, fiscal management, and operational systems; administer personnel actions, surveys, and studies; provide facilities, scheduling, space/equipment, and inventory management; and facilitate informational sessions.

Oversee and perform data management functions; compile, monitor, analyze, and prepare financial and administrative data that may be of a highly sensitive or confidential nature; develop and provide administrative, statistical, and related reports using standard and specialized software applications.

Serve as liaison with internal and external constituents; address inquiries and provide guidance, advice, or mediation specific to area of expertise and consistent with departmental guidelines; gather, interpret, and communicate complex internal/external policy and procedural information related to administrative and financial issues; advise and assist with strategies, projections, and process information for operational, planning, and management purposes to facilitate outcome resolution and ensure compliance with University and regulatory guidelines based on a comprehensive knowledge and understanding of University policies and procedures; use judgment in the use of sensitive/confidential information.

May provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a related field and two to four years' related experience required.

Administrative Professional Senior - Job Standard

This job standard is part of a career progression within the Administrative Services Professional Series consisting of Administrative Professional and Administrative Professional Senior.

Job Family	Professional
------------	--------------

Series	Administrative Services Professional
Job Code	3041, 3042
FLSA	Exempt
Union Status	

Job Overview

Oversee and provide leadership in facilitating complex administrative/business operations for designated University areas to influence, define and support University organizational processes and goals.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Oversee and provide leadership in facilitating complex administrative/business operations for designated University areas to influence, define and support University organizational processes and goals; use judgment in prioritizing work, resolving problems, and selecting and applying methods with general guidance; design mid- to long-range action plans; develop and oversee organizational processes related to human resources, fiscal management, and operational systems to facilitate, enhance, or clarify work practices and processes; develop and implement operational, management, and planning projections and strategies; conduct utilization analysis of operations that may have major University impact; evaluate and make recommendations related to institutional policies, procedures, and practices to improve organizational effectiveness.

Coordinate administrative functions related to human resources, fiscal management, and operational systems for a major, high-impact area, department, or division; administer and oversee multiple, complex budgets and resources, assessment strategies, technology and special initiatives, service operations, or facilities/inventory management practices.

Oversee data management functions; monitor, analyze, and interpret financial and administrative data that may be of a highly sensitive or confidential nature; develop and provide high-level administrative, statistical, and management reports using standard and specialized software applications; provide briefings to senior administration.

Serve as liaison with internal and external constituents and represent the University to community and regulatory agencies; address inquiries and provide guidance, advice, or mediation specific to area of expertise and consistent with departmental guidelines; interpret, analyze, and communicate complex internal/external policy, procedural, and process information related to administrative and financial issues; provide leadership in advising and facilitating outcome resolution for operational, planning, and management purposes and to ensure compliance with University and regulatory guidelines based on a thorough knowledge and understanding of University policies and procedures; exercise discretion in disclosure of sensitive/confidential information.

May provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a related or specialized field and five to six years' related or specific experience required.

Administrative Professional Career Progression

Nature of Work

PROFESSIONAL

Perform administrative/business operations; implement and coordinate organizational processes for designated University areas.

Apply judgment in prioritizing work, solving problems, and selecting methods within framework of area guidelines

Influence area operations

PROFESSIONAL SENIOR

Oversee and provide leadership in facilitating highly specialized technical services and operational planning to influence, define, and support University facilities project goals

Use judgment in prioritizing work, solving problems, and selecting and applying methods with general guidance

Influence area operations and University processes

Expertise

PROFESSIONAL

PROFESSIONAL SENIOR

Compile, monitor, analyze and prepare data

Coordinate activities and processes

Develop and provide reports

Use standard and specialized software applications

Monitor, analyze and interpret data

Coordinate functions for a major, high-impact area, department or division

Administer and oversee multiple complex budgets and resources

Use standard and specialized software applications

Interaction

PROFESSIONAL

Serve as liaison with internal and external constituents

Address inquiries and provide guidance, advice, or mediation

Interpret and communicate complex internal/external policy, procedural, and process information

Use comprehensive knowledge and understanding of University policies and procedures

Use judgment in use of sensitive/confidential information

n/a

PROFESSIONAL SENIOR

Serve as liaison with internal and external constituents and represent the University to community and regulatory agencies

Address inquiries and provide guidance, advice, or mediation

Interpret, analyze, and communicate complex internal/external policy, procedural, and process information

Provide leadership in advising and facilitating outcome resolution

Use thorough knowledge and understanding of University policies and procedures

Exercise discretion in disclosure of sensitive/confidential information

Supervision

PROFESSIONAL

May provide functional or administrative supervision to exempt, non-exempt and student employees

PROFESSIONAL SENIOR

Provide functional or administrative supervision to exempt, non-exempt and student employees

Conditions

PROFESSIONAL

PROFESSIONAL SENIOR

External deadlines may apply

n/a

External deadlines may apply

Environment may be highly charged

Minimum Qualifications

PROFESSIONAL

Bachelor's degree in a related field and two to four years' related experience

PROFESSIONAL SENIOR

Bachelor's degree in a related or specialized field and five to six years' related or specialized experience

Communications Professional - Job Standard

This job standard is part of a career progression within the Administrative Services Professional Series consisting of Communications Professional and Communications Professional Senior.

Job Family	Professional
Series	Administrative Services Professional
Job Code	3071, 3072
FLSA	Exempt
Union Status	

Job Overview

Provide specialized multimedia services and perform marketing, public relations, and design functions in support of University communications.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide specialized multimedia services and perform marketing, public relations, and design functions in support of University communications; use judgment in prioritizing work and applying methods; assist in development of concepts, short-term strategies, goals, and objectives and facilitate completion of projects within the framework of area

guidelines; research and evaluate updated media tools, techniques, and methods; provide recommendations, instruction, and guidance to promote optimum use of services and/or creative outlets consistent with University guidelines.

Provide information and collaborate with internal and external constituents to ensure consistency and quality of multimedia production and materials; may serve as a representative at University activities and provide public relations assistance specific to area of expertise based on a general knowledge and understanding of University policies and procedures.

Develop, design, and/or compose internal and external communications that may be time-sensitive; research and produce informational materials for publications, news events, press releases, research materials, grant proposals, and media guides.

Provide creative design, marketing, and promotions support; perform preliminary project cost analysis and compile market research data; review and assist in developing specifications and production schedules and resolve aesthetic, design, and technical issues; organize distribution of communication materials; may operate technical equipment; may assist with budget administration.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a related field and two to four years' related experience required.

Communications Professional Senior - Job Standard

This job standard is part of a career progression within the Administrative Services Professional Series consisting of Communications Professional and Communications Professional Senior.

Job Family	Professional
Series	Administration Services Professional
Job Code	3081

FLSA	Exempt
Union Status	

Job Overview

Oversee and provide leadership in facilitating specialized multimedia services and coordinating marketing, public relations, and design functions to influence, define and support University communications goals.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Oversee and provide leadership in facilitating specialized multimedia services and coordinating marketing, public relations, and design functions to influence, define and support University communications goals; use judgment in prioritizing workflow, applying methods, and making decisions related to communications and media processes; conceptualize, design, and determine direction of multimedia projects; develop short- and long-term communication goals; design complex communication vehicles to ensure consistency in promotional initiatives and to advance strategic goals with general guidance.

Provide information to, serve as liaison, and collaborate with internal and external constituents to plan and oversee final production of complex multimedia materials and projects; ensure consistency and quality; provide leadership in interpreting and relating technical and conceptual information to enhance the University's visibility and public relations efforts based on a comprehensive knowledge and understanding of University policies and procedures; serve as a representative at University activities.

Develop, design and compose internal and external communications that may be of a time-sensitive or highly charged nature; research and contribute stories and special feature articles for University publications; oversee and/or develop on-line communication formats; perform editorial functions.

Provide and oversee creative design, marketing, and promotions support; develop strategies and project cost analysis; compile and evaluate market research data; analyze effectiveness of multimedia communications and provide recommendations for future

initiatives; provide leadership in problem resolution; develop editorial calendars; oversee distribution of publications, promotional, and information materials; may develop and monitor operating budgets.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a related or specialized field and five to six years' related or specific experience required.

Communications Professional Career Progression

Nature of Work

PROFESSIONAL

Provide specialized multimedia assistance and perform marketing, public relations, and design functions in support of University communications

Use judgment in prioritizing work and applying methods

Influence area operations

PROFESSIONAL SENIOR

Oversee and provide leadership in facilitating specialized multimedia services and coordinating marketing, public relations, and design functions to influence, define, and support University communications goals

Use judgment in prioritizing workflow, applying methods, and making decisions related to communications and media processes

Influence area operations and University processes

Expertise

PROFESSIONAL

Develop and compose internal and external communications

Research and produce informational materials

Perform general copy writing and editing

n/a

PROFESSIONAL SENIOR

Develop and compose internal and external communications

Research and contribute feature articles

Oversee or update on-line communication formats

Perform high-level editorial functions

Interaction

PROFESSIONAL

Provide information and collaborate with internal and external community

Provide public relations assistance

Use comprehensive knowledge and understanding of University policies and procedures

May serve as representative at University activities

PROFESSIONAL SENIOR

Provide leadership in interpreting and relating technical and conceptual information to enhance the University's visibility and public relations efforts

Use thorough knowledge and understanding of University policies and procedures

Serve as representative at University activities

n/a

Supervision

PROFESSIONAL

May provide functional supervision to designated employees

PROFESSIONAL SENIOR

Provide administrative or functional supervision to designated employees

Conditions

PROFESSIONAL

Work may be deadline-driven

n/a

PROFESSIONAL SENIOR

Work environment is deadline-driven

Environment may be highly charged

Minimum Qualifications

PROFESSIONAL

Bachelor's degree in a related field and two to four years' related experience required

PROFESSIONAL SENIOR

Bachelor's degree in a related or specialized field and five to six years' related or specific experience required

Constituent Relations Professional - Job Standard

This job standard is part of a career progression within the Administrative Services Professional Series consisting of Constituent Relations Professional and Constituent Relations Professional Senior.

Job Family	Professional
Series	Administrative Services Professional
Job Code	3131
FLSA	Exempt
Union Status	

Job Overview

Coordinate programs and events and develop strategies to integrate programming and development to solicit, enhance, strengthen, and sustain constituent relations in support of the University.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Coordinate programs and events and develop strategies to integrate programming and development to solicit, enhance, strengthen, and sustain constituent relations in support of the University; use judgment in prioritizing individual work and selecting work methods and processes; develop short-term budget and operational goals; review and revise program promotion/evaluation methods; recruit and manage volunteers.

Develop and coordinate programs, community partnerships and special events; design and coordinate production of materials to broaden alumni interest, recognize donors and enhance constituent relations based on a comprehensive knowledge of University policies and procedures.

Serve as liaison with internal and external constituents; identify, cultivate, and meet

constituents at a local, regional, and national level; coordinate and oversee committees, volunteers, and alumni groups; may provide high-level staffing to senior administrators during cultivation or solicitation meetings; use judgment in use and disclosure of sensitive/confidential information.

Collaborate with peers and University departments to develop and initiate opportunities and promote programs and constituent relations.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a related area and two to four years' related experience required.

Constituent Relations Professional Senior - Job Standard

This job standard is part of a career progression within the Administrative Services Professional Series consisting of Constituent Relations Professional and Constituent Relations Professional Senior.

Job Family	Professional
Series	Administrative Service Professional
Job Code	3141
FLSA	Exempt
Union Status	

Job Overview

Build relationships with government, business, public, private and non-profit organizations and individuals to gather information, foster collaborative relationships, advocate for University interests and inform and influence public policy. Develop and initiate communication strategies to leverage and showcase research, educational and innovation

value of University resources. Advise on community, legislative and regulatory matters that may affect the University.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Build relationships with government, business, public, private and non-profit organizations and individuals to gather information, foster collaborative relationships, advocate for University interests and inform and influence public policy. Develop and initiate communication strategies to leverage and showcase research, educational and innovation value of University resources. Determine work methods, program direction, budget, and mid- to long-range operational goals; review, revise, and develop program policy and promotion strategies; recruit, manage, and establish role and direction of volunteers. Advise on community, legislative and regulatory matters that may affect the University.

Serve as liaison with the UVM Foundation and provide leadership in developing, promoting and implementing programs and events to influence, define and coordinate development goals and business and research partnerships.

Research, plan and develop strategies and coordinate projects; identify potential problems and opportunities for proactive collaboration between local, state and federal government, community entities and the University.

Design and implement communication strategies for advancing the mission and priorities of the University. Coordinate the University's positions on policy and legislation to ensure coordinated government relations.

Collaborate with peers and University departments to strategically develop and plan projects that promote constituency relations and ensure ongoing alumni involvement.

Serve as liaison with internal and external constituents; advise on legislative and regulatory matters that may affect the University; in collaboration with UVM Foundation, identify, cultivate, prioritize, and solicit select top/principal prospects and donors at a regional and national level; provide high-level staffing to senior administrators and officers; may prioritize Presidential involvement and travel and/or represent a college or school; exercise discretion in use and disclosure of highly sensitive/confidential, complex or highly charged information.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in related field and five to six years' related experience required.

Constituent Relations Career Progression

Nature of Work

PROFESSIONAL

Coordinate programs and events and develop strategies to integrate programming and development to solicit, enhance, strengthen, and sustain constituent relations in support of a University division

Serve as liaison with the UVM Foundation

Use judgment in prioritizing individual work and selecting work methods and processes

Influence departmental processes and operations

n/a

PROFESSIONAL SENIOR

Build relationships with government, business, public, private and non-profit organizations and individuals to gather information, foster collaborative relationships, advocate for University interests and inform and influence public policy.

Develop and initiate communication strategies to leverage and showcase research, educational and innovation value of University resources

Serve as liaison with the UVM Foundation and provide leadership in promoting and facilitating programs and events to influence, define, and coordinate development goals and business and research partnerships with general to limited guidance

Determine work methods, program direction, budget, and mid- to long-range operational goals

Influence departmental and University processes and operations

Expertise

PROFESSIONAL

Develop and coordinate programs, events and community partnerships

PROFESSIONAL SENIOR

Identify potential problems/opportunities for proactive collaboration between external entities and the University

Coordinate logistics

Coordinate functions for a major, high-impact area and involve influential external constituents in key events

Use standard software applications

Use standard software applications

Interaction

PROFESSIONAL

PROFESSIONAL SENIOR

Advise/guide and exchange information with internal and external constituents

Serve as liaison; advise/guide, exchange information with, and influence internal and external constituents

Use comprehensive knowledge of University policies and procedures

Represent University or division

Accesses and applies judgment in use and disclosure of sensitive/confidential information

Use thorough knowledge of departmental and University policies and procedures

n/a

Access, interpret, and exercise discretion in use and disclosure of highly sensitive/confidential, complex, or highly charged information

Supervision

PROFESSIONAL

PROFESSIONAL SENIOR

May provide functional supervision to non-exempt and student employees

May provide functional supervision to non-exempt and student employees

Conditions

PROFESSIONAL

PROFESSIONAL SENIOR

Moderate travel, night, and weekend hours

Extensive travel, night, and weekend hours

Minimum Qualification

PROFESSIONAL

PROFESSIONAL SENIOR

Bachelor's degree in a related field and two to four years' related experience

Bachelor's degree in a related field and five to six years' related experience

Health Care Professional Series

Positions in the Health Care Professional series provide the full range of comprehensive primary health, nursing, counseling, and rehabilitative services and perform activities related to health education programming, consultation, administrative operations, and student practicum oversight in support of University health care services.

Examples of work include: provide individual and group counseling and psychotherapy; serve as counseling advisor for University departments; coordinate and/or present educational programs; oversee and provide athletic training services and physical therapy; evaluate, diagnose, and treat patients; maintain highly confidential records and documentation; and develop policies and procedures.

Clinical Engineer—Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions.

Job Family	Professional
Series	Health Care Professional
Job Code	3551
FLSA	Exempt
Union Status	

Job Overview

Provide specialized clinical engineering development, consultation and reporting in support of University services to member medical facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide specialized clinical engineering development, consultation and reporting in support of University services to member medical facilities; use judgment in prioritizing work and making decisions regarding methods and solutions within the context of clinical engineering principles.

Provide clinical engineering consultation services to external medical constituents; perform health care technology, equipment replacement and maintenance management analysis and planning; analyze and develop reports related to medical device hazards, recalls, problems and incidents involving equipment; review codes and standards to ensure compliance with internal and external requisites based on a thorough knowledge of regulatory guidelines and understanding of University policies and procedures.

Develop internal quality systems and procedural guidelines for facility and equipment inspection programs; provide instructional and educational seminars related to technical, safety or risk management; may develop test apparatus.

Provide recommendations related to software enhancements; develop database search, data analysis, reporting and custom operational systems.

Participate in development of new or enhance services to member facilities; may provide services for a specialty program.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a specialized field and two to four years related experience required.

Clinical Veterinarian—Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions.

JOB FAMILY	Professional
SERIES	Health Care Professional
JOB CODE	3221
FLSA	Exempt
UNION STATUS	

Job Overview

Provide direct veterinary care and consultation services in support of University research animal care management services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide direct veterinary care and consultation services in support of University research animal care management services; use broad guidelines within the framework of recognized and established University and veterinary best practice standards; assess, determine diagnosis, evaluate, and prescribe treatment options.

Serve as resource for faculty, researchers, and staff related to veterinary care of research animals; use judgment in use and dissemination sensitive information; ensure compliance with protocol guidelines.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

DVM degree, three to five years' related experience, and Vermont licensure or eligibility to obtain within 6 months required. USDA accreditation and DEA registration or ability to obtain within 3 months of attaining VT veterinary license.

Health Care Administrator/M.D. (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Health Care Professional Series.

Job Family	Professional
Series	Health Care Professional
Job Code	3571
FLSA	Exempt
Union Status	

Job Overview

Administer and provide clinical services; develop, coordinate, and provide medical oversight to academic medical rotations; and actively participate and provide leadership in strategic planning within the Center for Health & Wellbeing (CHWB) Medical, Women's, and Laboratory clinics in support of University health services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Administer and provide clinical services, develop, coordinate and provide medical oversight to academic medical rotations, and actively participate and provide leadership in strategic planning within the Center for Health & Wellbeing (CHWB) Medical, Women's and Laboratory clinics in support of University health services; participate in and initiate organizational processes and strategies within the framework of recognized and established University and medical best practice standards to ensure compliance with regulatory and accreditation guidelines.

Oversee Medical, Women's and Laboratory clinic operations and academic medical and nursing rotations; coordinate and participate in chart and peer review, monitor standards of care, and respond to University medical emergencies; oversee and ensure client care guidelines/standards and regulatory and accreditation compliance.

Provide clinical and consultation services; assess, determine diagnosis, evaluate, and prescribe treatment options to clinic patients; educate and counsel both clinic and call-in patients; maintain and ensure compliance of highly confidential records and documentation.

Provide leadership and participate in long-range and strategic planning, operations coordination, budget negotiations, policy and procedure development for CHWB; participate in senior leadership meetings and represent CHWB on committees and work groups.

Serve as resource for internal and external constituents; consult with other providers and medical consultants regarding cases management and referrals to specialists; provide consultation to CHWB staff and participate in on-site clinical instruction/precepting of nursing, medical students, and residents.

Provide administrative supervision to more than two University staff and functional supervision to designated employees and affiliates.

Minimum Qualifications

Education and experience equivalent to:

MD degree, five to seven years' physician practice and administrative and/or leadership experience, Vermont Licensure or eligibility to obtain, and Board eligibility in primary care specialty (pediatrics, adult, family, or internal medicine) required. CPR certification and DEA certification or eligibility required.

Health Care Doctor - Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Health Care Professional Series.

Job Family	Professional
Series	Health Care Professional
Job Code	3161
FLSA	Exempt
Union Status	

Job Overview

Provide direct health care and consultation services and develop specialty programs in support of University health services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide direct health care and consultation services and develop speciality programs in support of University health services; use broad guidelines within the framework of recognized and established University and medical best practice standards; assess, determine diagnosis, evaluate, and prescribe treatment options; provide general medical care or short-term psychotherapy on an outpatient basis.

Provide administrative oversight of comprehensive services, activities, and resources of a major functional area; develop short- and long-range operational goals, participate in University policy and program development, and oversee compliance with internal and external regulatory and accreditation requirements; maintain and ensure compliance for highly confidential patient records and documentation; prepare reports and guidelines; plan and administer operating budget.

Serve as resource for internal and external program constituents related to student health issues and collaborate with outside specialists, hospital personnel, other community health care providers, patients, and families regarding patient case management and referral; use judgment in use and dissemination of highly confidential and sensitive information; ensure compliance with confidentiality guidelines.

Plan and provide specialized in-service health education programs to staff and interns.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

MD degree, three to five years' related experience, and Vermont licensure or eligibility to obtain required.

Health Care Manager - Job Standard (Alternate Career Progression)

This is the management level standard associated with the Health Care Professional Series.

Job Family	Professional
Series	Health Care Professional
Job Code	3151
FLSA	Exempt
Union Status	

Job Overview

Provide management oversight and leadership of a department or major unit in support of University programs, goals, and mission; reports to an executive officer of the institution.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide management oversight and leadership; use judgment in prioritizing workflow, selecting methods, and applying operational and organizational processes; design and implement mid- to long-range initiatives, action plans, and goals with general guidance; develop operational, management, and planning projections and strategies; evaluate and make recommendations related to processes, procedures, and policies.

Coordinate administrative functions; monitor and analyze area and University policies to ensure institutional consistency, organizational quality, effectiveness, and integrity of communications/programs/services; participate in or develop budget projections and approve expenditures; oversee personnel actions, recruitment/retention, performance, and constructive discipline; manage specialized training and operational activities.

Oversee data management; ensure compliance with pertinent confidentiality guidelines; interpret and analyze data, identify trends; establish and document systems criteria; develop and provide high-level administrative and management reports; compose internal and external communications that may be of a time-sensitive or highly charged nature.

Provide information, consultation, and direction; respond to and address complex inquiries specific to area of expertise and consistent with area guidelines; collaborate with and serve as a resource and liaison with internal and external constituents; interpret and communicate area, procedural, and process information for operational, planning, and management purposes; research, negotiate, and resolve complex issues and outcomes; ensure compliance with University standards and regulatory guidelines based on a thorough knowledge and understanding of University policies and procedures; may serve as a University representative at internal and external events and activities.

Provide administrative supervision to more than two ongoing employees in a University recognized department or major unit and may functionally supervise designated affiliates. A major unit must have at least one exempt employee.

Minimum Qualifications

Education and experience equivalent to:

Master's degree* in a specialized or related field and three to five years' related experience required. *Level of degree and licensure may vary based on specific job functions.

Health Care Nurse - Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Health Care Professional Series.

Job Family	Professional
Series	Health Care Professional
Job Code	3171
FLSA	Exempt
Union Status	

Job Overview

Provide nursing care and program coordination in support of University health care services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide nursing care and program coordination in support of University health services; use judgment in applying operational processes and treatment methods within established medical guidelines and best practice standards; perform assessment, determine diagnosis, and treat patients in an outpatient environment or refer to other health care providers; educate, counsel, and triage patients; evaluate outcomes and provide recommendations to improve quality and consistency of services.

Consult with internal and external clinicians and other community health care providers, patients, and families regarding patient case management and referral options based on a comprehensive knowledge and understanding of University and external policies and procedures; use judgment in the use and dissemination of sensitive or confidential information and ensure compliance with confidentiality guidelines; may share on-call responsibility and/or sports medical coverage.

Participate in research activities, protocol development, or coordination of related special services or programs; examples may include occupational health services and wellness programs.

Maintain clinical data and medical records according to protocol; prepare reports using standard software applications.

May provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor of Science in Nursing and two to four years' related experience required. Specialized Vermont Board of Medical Practice approved certification and/or licensure required.

Health Care Provider - Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Health Care Professional Series.

Job Family	Professional
Series	Health Care Professional
Job Group	3581
FLSA	Exempt
Union Status	

Job Overview

Provide primary health care and program coordination in support of University health care services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Consult with internal and external clinicians and other community health care providers, patients, and families regarding patient case management and referral options based on a comprehensive knowledge and understanding of University

and external policies and procedures; use judgment in the use and dissemination of sensitive or confidential information and ensure compliance with confidentiality guidelines; may share on-call responsibility and/or sports medical coverage.

Participate in medical records audits, research activities, quality improvement projects; periodic review and update of Policy and Procedures and guidelines; other clinically related administrative tasks.

Participate in providing clinical supervision of NP/PA students, medical students and resident physicians assigned to clinical rotation in the clinic.

Maintain clinical data and medical records according to protocol; prepare reports using standard software applications.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in health field and graduate of Nurse Practitioner (NP) program or certification from a State Board of Medicine approved Physician Assistant (PA) program and two to four years experience in direct patient care.

Health Care Counseling Administrator – Job Standard

This job standard may be part of one or more career progressions within the Health Care Professional Series.

Job Family	Professional
Series	Health Care Professional

Job Code	3661
FLSA	Exempt
Union Status	Non-union

Job Overview

Administer and oversee counseling and therapy services for students and related educational/outreach programming; actively participate and provide leadership in strategic planning within the Center for Health & Wellbeing (CHWB) Mental Health services clinics in support of University health services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Administer and oversee counseling and therapy services for students and related educational/outreach programming, actively participate and provide leadership in strategic planning within the Center for Health & Wellbeing (CHWB) Mental Health services clinics in support of University health services; participate in and initiate organizational processes and strategies within the framework of recognized and established University and mental health best practice standards to ensure compliance with regulatory and accreditation guidelines.

Oversee clinic operations and services and academic internship program; coordinate and participate in chart and peer review, monitor standards of care, and respond to University emergencies; oversee and ensure client care guidelines/standards and regulatory and accreditation compliance.

Provide leadership and participate in long-range and strategic planning, operations coordination, budget review, policy and procedure development for CHWB; participate in senior leadership meetings and represent CHWB on committees and work groups.

Serve as resource for internal and external constituents; provide consultation to CHWB staff and participate in on-site clinical instruction of student interns.

Provide administrative supervision to more than two University staff and functional supervision to designated employees and affiliates.

Minimum Qualifications

Education and experience equivalent to: Master's degree, five to seven years' counseling practice and administrative and/or leadership experience required. Appropriate state licensure, registration, or certification within a 2-year period of hire required.

Health Care Counselor - Job Standard

This job standard is part of a career progression within the Health Care Professional Series consisting of Health Care Counselor and Health Care Counselor Senior.

Job Family	Professional
Series	Health Care Professional
Job Code	3201
FLSA	Exempt
Union Status	

Job Overview

Provide general counseling and coordinate services, educational programs, and workshops in support of University health care services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide general counseling and coordinate services, educational programs, and workshops in support of University health care services; use judgment in problem solving and determining work methods; provide in/outpatient individual and group counseling services; address personal, social, substance abuse, vocational, and educational concerns within the framework of departmental guidelines and best practice standards.

Coordinate educational programs and workshops; plan, develop, and implement courses and other special programs to inform, educate, and increase mental health awareness; serve as counseling advisor for University departments and student groups based on a comprehensive understanding and knowledge of departmental and University policies and procedures; may collaborate with University departments and community agencies to enhance mental and medical services on campus.

Prepare and maintain client files and reports; use discretion in application and dissemination of confidential information and ensure confidentiality and compliance with applicable regulations.

May provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in a counseling field and two to four years' related experience required. Specialized professional certification or licensure may be required.

Health Care Counselor Senior - Job Standard

This job standard is part of a career progression within the Health Care Professional Series consisting of Health Care Counselor and Health Care Counselor Senior.

Job Family	Professional
Series	Health Care Professional
Job Code	3211
FLSA	Exempt
Union Status	

Job Overview

Provide leadership for, oversee and provide counseling services and educational programming to influence, define, and support University health care services and goals.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide leadership for, oversee and provide counseling services and educational programming to influence, define, and support University health care services and goals; use judgment in problem solving, prioritizing workflow, and applying departmental processes; develop and provide case management, crisis intervention, in/outpatient, individual, and group counseling services, and psychotherapy with general guidance and within best practice standards.

Develop, coordinate and oversee educational programs, assessment, outreach activities, and special services; plan, develop, and implement courses,

intervention, and other special programs to inform, educate, and increase mental health awareness; serve as resource and provide psychological consultation for internal and external community constituents based on a thorough understanding and knowledge of departmental and University policies and procedures.

Prepare and maintain client files and reports; oversee compliance with applicable regulations and data quality of clinical and administrative documentation and records; use discretion in application and dissemination of confidential information and ensure confidentiality; make recommendations regarding and facilitate implementation of operational procedures; conduct research activities specific to area of specialization; prepare related reports.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Doctoral degree in Psychology and three to five years' related experience required. Specialized professional license required.

Health Care Counselor Career Progression

Nature of Work

COUNSELOR

Provide general counseling and coordinate services, educational programs, and workshops in support of University health care services

Use judgment in problem solving and determining work methods within departmental guidelines and best practice standards

COUNSELOR SENIOR

Provide leadership for, oversee and provide counseling services and educational programming to influence, define, and support University health care services and goals

Use judgment in problem solving, prioritizing workflow, and applying departmental processes with general guidance and within best practice standards

Influence individuals and departmental operations

Influence individuals and departmental operations

Expertise

COUNSELOR

COUNSELOR SENIOR

Address personal, social, vocational and educational issues

Provide crisis intervention and psychotherapy

Use software applications specific to work area

Conduct research

n/a

Use software applications specific to work area

Interaction

COUNSELOR

COUNSELOR SENIOR

Counsel individuals/groups and serve as counseling advisor to departments

Counsel individuals/groups and serve as resource and psychological consultant for internal and external community constituents

Use comprehensive knowledge and understanding of departmental and University policies and procedures

Use thorough knowledge and understanding of departmental and University policies and procedures

Use discretion in application and dissemination of confidential and emotional information

Use discretion in application and dissemination of confidential, highly charged and emotional information

Supervision

COUNSELOR

COUNSELOR SENIOR

May provide administrative or functional supervision to exempt, non-exempt, and student employees

Provide administrative or functional supervision to exempt, non-exempt, and student employees

Conditions

COUNSELOR

COUNSELOR SENIOR

Occasional evening or weekend hours

Occasional evening or weekend hours

n/a

Environment may be highly charged

Minimum Qualifications

COUNSELOR

COUNSELOR SENIOR

Master's degree in a specific field and two to four years' related experience

Doctoral degree in Psychology and three to five years' related experience

Specialized certification or license may be required

Specialized license required

n/a

*Level of degree may vary based on specific job functions.

Health Care Professional - Job Standard

This job standard is part of a career progression within the Health Care Professional series consisting of Health Care Professional and Health Care Professional Senior.

Job Family	Professional
Series	Health Care Professional
Job Code	3191
FLSA	Exempt
Union Status	

Job Overview

Provide specialized health and rehabilitation service functions in support of University health services and clinical research programs.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide specialized health and rehabilitation services in support of University health services and clinical research programs; use judgment in making decisions regarding application of treatment modalities within established guidelines and best practice standards; perform tests, evaluations and provide advice, oversight, rehabilitative treatment applications, and health services to students, faculty, and staff.

Develop and organize programs, research trials or clinics and present workshops,

educational sessions, and other outreach activities related to physical conditioning, injury prevention, nutrition, and general health care.

Coordinate protocol implementation and monitoring.

Serve as liaison with internal constituents related to health and rehabilitative issues; interact with University clinical staff regarding treatment, progress, and education of patients based on general knowledge and understanding of University policies and procedures.

Maintain confidential treatment records and documentation; prepare related reports, care guidelines, articles, and papers.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree* in related or specialized field and one to three years' related experience required. Specific professional certification or licensure may be required.*Level of degree may vary based on specific job functions. (MS)

Health Care Professional Senior - Job Standard

This job standard is part of a career progression within the Health Care Professional series consisting of Health Care Professional and Health Care Professional Senior.

Job Family	Professional
Series	Health Care Professional
Job Group	3531
FLSA	Exempt
Union Status	

Job Overview

Oversee and provide leadership in facilitating specialized health and rehabilitation services to influence, define, and support University health care services and goals.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Oversee and provide leadership in facilitating specialized health and rehabilitation services to influence, define, and support University health care services and goals; use judgment in making decisions regarding workflow, providing services, and applying treatment modalities within established guidelines and best practice standards; develop and implement mid-range organizational and operational processes, procedures, and guidelines; oversee evaluation and rehabilitative treatment applications and provision of services; may provide direct care and services; oversee budget, scheduling, and maintenance of clinical equipment and facilities.

Develop and organize programs or clinics and present workshops, educational sessions, and other outreach activities related to physical conditioning, injury prevention, nutrition, and general health care.

Serve as liaison with internal and external constituents and facilitate communication and collaboration with University departments and outside training programs related to varsity athletic and rehabilitative issues; interact with specialists, University clinical staff, coaches, and families regarding treatment, progress, and education of patients based on comprehensive knowledge and understanding of University policies and procedures.

Maintain confidential treatment records and documentation; prepare related reports, care guidelines, articles, and papers; ensure compliance with internal and external guidelines and regulatory requirements.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in specialized or related field, two to four years' related experience and specialized professional certification required.

Health Care Professional Career Progression

Nature of Work

PROFESSIONAL

Provide specialized health and rehabilitation services in support of University health services and clinical research programs

Use judgment in decisions regarding application of treatment modalities within established guidelines and best practice standards

Influence individuals and departmental operations

PROFESSIONAL SENIOR

Oversee and provide leadership in facilitating specialized health and rehabilitation services to influence, define, and support University health care services and goals

Use judgment in decisions regarding workflow, service provision and applying treatment modalities within established guidelines and best practice standards

Influence individuals, departmental operations and University processes

Expertise

PROFESSIONAL

Perform evaluations, treatment and health services

Operate standard office equipment

n/a

PROFESSIONAL SENIOR

Develop processes, procedures and guidelines, and oversee treatment applications

Oversee budget, scheduling, and maintenance of clinical equipment and facilities

Operate standard office equipment

Interaction

PROFESSIONAL

Serve as liaison with internal constituents related to health and rehabilitative issues

Interact with University clinical staff regarding treatment, progress, and education of patients

PROFESSIONAL SENIOR

Serve as liaison with internal and external constituents and facilitate communication and collaboration with University departments and outside training programs related to varsity athletic and rehabilitative issues

Interact with specialists, University clinical staff, coaches, and families regarding treatment, progress, and education of patients

Use comprehensive knowledge and understanding of University policies and procedures

Use thorough knowledge and understanding of University policies and procedures

Supervision

PROFESSIONAL

PROFESSIONAL SENIOR

May provide functional supervision to exempt, non-exempt, and student employees

Provide administrative or functional supervision to exempt, non-exempt, and student employees

Conditions

PROFESSIONAL

PROFESSIONAL SENIOR

Occasional light lifting

Occasional exposure to inclement weather

Occasional exposure to inclement weather

Occasional irregular hours and travel

Occasional irregular hours and travel

n/a

Minimum Qualifications

PROFESSIONAL

PROFESSIONAL SENIOR

Bachelor's degree in a healthcare field and one to three years' related experience required.

Master's degree in a healthcare field, two to four years' related experience, and specialized certification required

Specific certification or licensure may be required

n/a

Information Technology Professional Series

Positions in the Information Technology Professional Series provide the full range of technical oversight, support services, and analysis related to implementation and operation of networks, servers, personal computing devices, software systems, and services in support of University information technology.

Examples of work include: provide information technology consultation, analysis, and problem resolution; provide comprehensive support for network systems; monitor system security; deploy, customize, and interface computer applications; provide programming services; monitor system control programs; and provide management oversight of technology services.

Information Technology Manager—Job Standard (Alternate Career Progression)

This is the management level standard associated with the Technology Professional Series.

Job Family	Professional
Series	Technical Professional
Job Code	3231
FLSA	Exempt
Union Status	

Job Overview

Provide management oversight and leadership of a department or major unit in support of University programs, goals, and mission; reports to an executive officer of the institution.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide management oversight and leadership; use judgment in prioritizing workflow, selecting methods, and applying operational and organizational processes; design and implement mid- to long-range initiatives, action plans, and goals with general guidance; develop operational, management, and planning projections and strategies; evaluate and make recommendations related to processes, procedures, and policies.

Coordinate administrative functions; monitor and analyze area and University policies to ensure institutional consistency, organizational quality, effectiveness, and integrity of communications/programs/services; participate in or develop budget projections and approve expenditures; oversee personnel actions, recruitment/retention, performance, and constructive discipline; manage specialized training and operational activities.

Oversee data management; ensure compliance with pertinent confidentiality guidelines; interpret and analyze data, identify trends, and establish and document systems criteria; develop and provide high-level administrative and management reports and compose internal and external communications that may be of a time-sensitive or highly charged nature.

Provide information, consultation, and direction; respond to and address complex inquiries specific to area of expertise and consistent with area guidelines; collaborate and serve as a resource and liaison with internal and external constituents; interpret and communicate area, procedural, and process information for operational, planning, and management purposes; research, negotiate, and resolve complex issues and outcomes; ensure compliance with University standards and regulatory guidelines based on a thorough knowledge and understanding of University policies and procedures; may serve as a University representative at internal and external events and activities.

Provide administrative supervision to more than two ongoing employees in a University recognized department or major unit and may functionally supervise designated affiliates. A major unit must have at least one exempt employee.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree* in a specialized or related field and six years' related experience required. *Level of degree may vary based on specific job functions. (MS)

Information Technology Specialist—Job Standard (Alternate Career Progression)

This title is not part of a career progression within the Technology Professional Series.

Job Family	Professional
Series	Technology Professional
Job Code	3501
FLSA	Exempt
Union Status	

Job Overview

Provide highly specialized and advanced computing and technical consultation services to faculty, staff, and students related to specific high-level applications and hardware/software systems development, evaluation, and integration in support of University academic areas.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide highly specialized and advanced computing and technical consultation services to faculty, staff, and students related to specific high-level application

and hardware/software system development, evaluation, and integration in support of University academic areas; use judgment in determining work priorities, solving problems, and applying technical solutions with limited guidance; provide complex hardware, software, system, and web support; assist users by developing or using new or mainstream technologies; research, develop, and implement complex applications within industry standards.

Collaborate with and advise client users and perform highly skilled assessment; provide leadership in developing and implementing novel solutions related to academic research, scientific computing, statistical methodology, and data management based on a thorough knowledge and understanding of area needs and University policies, procedures, and guidelines.

Provide advanced technical support services and ensure system integrity; troubleshoot errors; install, test, and evaluate systems, software, and technologies; perform systems configuration and high-level programming and administer system security; provide instruction in area of expertise.

Develop user and best practice documentation; maintain software application and license records; ensure licenses are updated.

Serve as primary liaison and coordinate vendor relations, negotiations, and contracts.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in a related or specialized field and three to five years' related or specialized experience required.

Information Technology Professional—Job Standard

This job standard is part of a career progression within the Information Technology Professional Series consisting of Information Technology Professional and Information Technology Professional Senior.

Job Family	Professional
Series	Information Technology Professional
FLSA	Exempt
Job Code	3251
Union Status	

Job Overview

Provide technical support and perform analysis related to implementation and operation of networks, servers, personal computing devices, software systems, and services in support of University information technology.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide technical support and perform analysis related to implementation and operation of networks, servers, personal computing devices, software systems, and services in support of University information technology; use judgment in determining work priorities, solving problems, and applying technical solutions; assess user needs, analyze data, program, and system requirements, and provide recommendations/modifications to enhance functionality; test, install, configure, and optimize network hardware and software; develop, code, implement, and

maintain application software and monitor operation and performance of information technology systems to maximize system integrity.

Respond to and resolve computer-related inquiries; serve as a resource to internal and external constituents; provide guidance, investigate, and resolve malfunctions and problems; perform skilled assessment, diagnostics, and/or repair of equipment/computer components; perform software/hardware maintenance, troubleshooting, and programming; provide end-user and web design support; assist in, develop, and implement standard solutions within industry standards and based on a comprehensive knowledge and understanding of University policies, procedures, and guidelines.

Provide technical support services; monitor system security and accounts, create and implement testing plans and maintain peripherals.

Coordinate and provide support activities for implementation of procedural and/or system enhancements, solutions, or modifications; deploy hardware, software, and network components; may oversee and perform data administration, administrative, budgetary, and acquisition processes.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in an information technology field and one to three years' related or specialized experience required.

Information Technology Professional Senior - Job Standard

This job standard is part of a career progression within the Information Technology Professional Series consisting of Information Technology Professional and Information Technology Professional Senior.

Job Family	Professional
Series	Information Technology Professional
Job Code	3261
FLSA	Exempt
Union Status	

Job Overview

Oversee and provide leadership in facilitating development, implementation and advanced technical support services related to networks, servers, personal computing devices and software systems to influence, define and support University information technology goals.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Oversee and provide leadership in facilitating development, implementation and advanced technical support services related to networks, servers, personal computing devices and software systems to influence, define and support University information technology goals; use judgment in determining work priorities, solving problems, and in administration of operational and technical processes and procedures; develop information technology systems; perform

requirements analysis and process redesign; provide solutions and project leadership to enhance functionality and ensure administrative/operational integration; develop and maintain complex applications, hardware and software, network interfaces, and storage and backup facilities; oversee and monitor operation and performance of large-scale or University-wide information technology systems to ensure system integrity.

Respond to and resolve computer-related inquiries; serve as a resource to internal and external constituents; provide guidance, investigate and resolve malfunctions and problems, and perform highly skilled assessment; provide complex hardware, software, network, system, and web design support and advanced programming for a broad range of hardware/software environments; advise users in implementation and use of new or shared technologies; conceptualize, develop, and implement complex solutions or project specifications, that may have University-wide or external impact, within industry standards and based on a thorough knowledge and understanding of University policies, procedures, and guidelines.

Provide advanced technical support services; install and maintain server and host operating systems, coordinate training, and administer system security; coordinate vendor relations, negotiations, and contracts.

Coordinate and/or oversee support activities for implementation of complex procedural and/or system enhancements, solutions, or modifications; oversee budgetary or acquisition processes; prepare documentation and provide administrative reports related to protocols and procedures.

May provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in an information technology field and four to five years' related or specialized experience required.

Career Progression Information Technology Professional

Nature of Work

PROFESSIONAL

Provide technical support and perform analysis related to implementation and operation of networks, servers, personal computing devices, software systems, and services in support of University information technology

Use judgment in prioritizing work, solving problems, and applying technical solutions

Influence area operations

PROFESSIONAL SENIOR

Oversee and provide leadership in facilitating development, implementation and advanced technical support services related to networks, servers, personal computing devices and software systems to influence, define and support University information technology goals

Use judgment in prioritizing work, solving problems, and applying technical solutions

Influence operations in multiple areas

Expertise

PROFESSIONAL

Provide technical support services; monitor system security, create testing plans, maintain peripherals

Investigate problems and perform skilled assessment, diagnostics, repair, maintenance and programming

Assist in and develop standard solutions

n/a

PROFESSIONAL SENIOR

Provide advanced technical support; install and maintain operating systems, coordinate training, vendor relations, negotiations and contracts

Investigate problems, perform highly skilled assessment and complex hardware, software, network, system and web design and advanced programming

Conceptualize, develop, and implement complex solutions

Oversee budgetary or acquisition process

Interaction

PROFESSIONAL

Respond to and resolve computer-related inquiries, serve as resource to internal

PROFESSIONAL SENIOR

Respond to and resolve computer-related inquiries, serve as resource to internal and

constituents, and provide end user support and guidance

Use comprehensive knowledge and understanding of University policies, procedures, and guidelines

external constituents; provide end user support, advise and guidance

Use thorough knowledge and understanding of University policies, procedures, and guidelines

Supervision

PROFESSIONAL

May provide functional supervision to non-exempt and student employees

PROFESSIONAL SENIOR

May provide administrative or functional supervision to non-exempt and student employees

Conditions

PROFESSIONAL

Occasional lifting up to 25 lbs may be required

PROFESSIONAL SENIOR

Occasional lifting up to 25 lbs may be required

Minimum Qualifications

PROFESSIONAL

Bachelor's degree in an information technology field and one to three years' related or specialized experience

PROFESSIONAL SENIOR

Bachelor's degree in an information technology field and four to five years' related or specialized experience

Outreach Professional Series

Positions in the Outreach Professional series provide the full range of development, coordination, oversight and administration of primarily externally focused community services, programs, educational projects and initiatives designed to provide integrated academic and nonacademic opportunities, enrichment opportunities and professional development at a local, regional and national level, and to promote the University's academic mission.

Examples of work include: develop and coordinate programs and create/oversee production of multimedia promotional and instructional materials; recruit and organize volunteers; write competitive proposals and solicit funding; identify and assess resources; develop project reports and summaries; provide quality assessment and oversight; and administer budgets.

Outreach Coordinator—Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions.

Job Family	Professional
Series	Outreach Professional
Job Code	3521
FLSA	Exempt
Union Status	

Job Overview

Provide oversight of and coordinate statewide programs and activities in support of multiple, federally funded University outreach initiatives.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide oversight of and coordinate statewide educational programs and activities in support of multiple, federally funded University outreach initiatives; use judgment in prioritizing workflow, selecting methods, and applying operational and organizational processes; develop and implement mid- to long-range service, program, or project objectives, processes, and procedures within general guidelines; provide leadership in creating and implementing curriculum and initiatives designed to provide community education and promote the University's mission; oversee program delivery, evaluate outcomes, and implement changes to ensure consistency of services, goals, and objectives and

compliance with University standards and external regulations.

Recruit, organize, and instruct volunteers, recruit/enroll participants, and initiate and provide leadership to community coalitions, groups, and committees on a statewide level; build and maintain community and agency support to enhance outreach efforts.

Provide consultation and training to internal and external constituents and local/regional community sources and agencies; promote program goals and objectives, ensure maximum use of services and resources, and facilitate outcomes in support of and beneficial to targeted audiences based on a thorough knowledge and understanding of University and external policies, procedures, and guidelines.

Develop and oversee promotional and instructional materials, specialized publications, related communications, and documentation; may identify potential funding sources and assist in preparation of competitive proposals, summaries, and administrative and project reports; oversee maintenance of files and contractual agreements; use standard and specialized software applications; administer program budgets, allocate resources, and approve expenditures.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in related field and two to four years' related experience required.

Outreach Manager - Job Standard (Alternate Career Progression)

This is the management level standard associated with the Outreach Professional Series.

Job Family	Professional
Series	Outreach Professional
Job Code	3321
FLSA	Exempt
Union Status	

Job Overview

Provide management oversight and leadership of a department or major unit in support of University programs, goals, and mission; reports to an executive officer of the institution.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide management oversight and leadership; use judgment in prioritizing workflow, selecting methods, and applying operational and organizational processes; design and implement mid- to long-range initiatives, action plans, and goals with general guidance; develop operational, management, and planning projections and strategies; evaluate and make recommendations related to processes, procedures, and policies.

Coordinate administrative functions; monitor and analyze area and University policies to ensure institutional consistency, organizational quality, effectiveness, and integrity of communications/programs/services; participate in or develop budget, projections and approve expenditures; oversee personnel actions, recruitment/retention, performance, and constructive discipline; manage specialized training and operational activities.

Oversee data management; ensure compliance with pertinent confidentiality guidelines; interpret and analyze data, identify trends, and establish and document systems criteria; develop and provide high-level administrative and management reports and compose internal and external communications that may be of a time sensitive or highly charged nature.

Provide information, consultation, and direction; respond to and address complex inquiries specific to area of expertise and consistent with area guidelines; collaborate with and serve as a resource and liaison with internal and external constituents; interpret and communicate area, procedural, and process information for operational, planning, and management purposes; research, negotiate, and resolve complex issues and outcomes; ensure compliance with University standards and regulatory guidelines based on a thorough knowledge and understanding of University policies and procedures; may serve as a University representative at internal and external events and activities.

Provide administrative supervision to more than two ongoing employees in a University recognized department or major unit and may functionally supervise designated affiliates. A major unit must have at least one exempt employee.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in a related field and three to five years' specialized experience required.

Outreach Professional - Job Standard

This job standard is part of a career progression within the Outreach Professional Series consisting of Outreach Professional and Outreach Professional Senior.

Job Family	Professional
Series	Outreach Professional
Job Code	3331, 3334
FLSA	Exempt, Non-exempt
Union Status	

Job Overview

Develop, coordinate, and implement primarily externally focused community services, programs, and educational projects in support of University outreach.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Develop, coordinate, and implement primarily externally focused community services, programs, and educational projects in support of University outreach; use judgment in prioritizing work and selecting methods; develop and implement service, program, or project objectives, processes, and procedures within area guidelines; perform needs assessment and implement initiatives designed to provide community educational opportunities and enrichment, promote the University's academic mission, and stimulate public interest and support; evaluate outcomes and make recommendations to enhance services

and ensure compliance with University standards and external regulations.

Provide consultation services to and collaborate with internal and external constituents, local community resources, and agencies to promote information exchange; may organize special events, workshops, or activities and facilitate outcomes in support of and beneficial to targeted audiences, faculty, and special interest groups based on a comprehensive knowledge and understanding of University and external policies, procedures, and guidelines.

Create promotional and instructional materials, specialized publications, related communications, and documentation; identify potential funding sources and assist in writing grant proposals; prepare summaries and project reports; oversee maintenance of files and contractual agreements; prepare and monitor related budgets; use standard and specialized software applications.

May provide administrative and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a related or specialized field and two to four years' related experience required. Specific professional certification or licensure may be required.

Outreach Professional Senior—Job Standard

This job standard is part of a career progression within the Outreach Professional Series consisting of Outreach Professional and Outreach Professional Senior.

Job Family	Professional
------------	--------------

Series	Outreach Professional
Job Code	3341
FLSA	Exempt
Union Status	

Job Overview

Oversee and provide leadership in facilitating primarily externally focused community services, programs, and educational projects to influence, define, and support University outreach goals.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Oversee and provide leadership in facilitating primarily externally focused community services, programs, and educational projects to influence, define, and support University outreach goals; use judgment in prioritizing work, selecting methods, and applying organizational processes; develop and implement mid- to long-range service, program, or project objectives, processes, and procedures within general guidelines; provide leadership in creating and implementing initiatives designed to provide integrated academic and nonacademic opportunities, enrichment, and professional development, promote the University's academic mission, and to stimulate public interest and support; evaluate outcomes and facilitate changes to enhance services and ensure consistency of services, goals, and objectives and compliance with University standards and external regulations.

Provide consultation and training services to and collaborate with internal and

external constituents, local/regional community resources, and agencies to promote information exchange; organize and implement special events, workshops, seminars, or activities; negotiate and facilitate outcomes in support of and beneficial to targeted audiences, faculty, and special interest groups based on a thorough knowledge and understanding of University and external policies, procedures, and guidelines.

Create and oversee multimedia promotional and instructional materials, specialized publications, related communications, and documentation; identify potential funding sources and prepare competitive proposals, summaries, and administrative and project reports; oversee maintenance of files and contractual agreements; develop budget projections, monitor expenditures, and administer related budgets; use standard and specialized software applications

May provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in a related or specialized field and two to four years' related experience required.

Career Progression Job Standards – Outreach Professional

Nature of Work

PROFESSIONAL

Develop, coordinate, and implement primarily externally focused community services, programs, and educational projects in support of University outreach

PROFESSIONAL SENIOR

Oversee and provide leadership in facilitating primarily externally focused community services, programs, and educational projects to influence, define, and support University outreach goals

Use judgment in prioritizing work and selecting methods

Use judgment in prioritizing work, selecting methods, and applying organizational processes

Influence individuals and departmental processes

Influence individuals, departmental processes and operations

Expertise

PROFESSIONAL

PROFESSIONAL SENIOR

Assist in or develop service, program or project objectives

Develop and implement mid/long range service, program or project objectives

Create multimedia promotional and instructional materials, publications, and related communications

Oversee, create and implement organizational initiatives, materials, publications and related communications

Use standard and specialized software applications

Use standard and specialized software applications

Interaction

PROFESSIONAL

PROFESSIONAL SENIOR

Provide consultation services

Provide consultation and training services

Collaborate with internal and external constituents, local community resources, and agencies to promote information exchange

Collaborate with internal and external constituents, local and regional community resources, and agencies to promote information exchange

Use comprehensive knowledge and understanding of University and external policies, procedures, and guidelines

Use thorough knowledge and understanding of University and external policies, procedures, and guidelines

Supervision

PROFESSIONAL

PROFESSIONAL SENIOR

May provide functional supervision to exempt, non-exempt and student employees

May provide administrative or functional supervision to exempt, non-exempt, and student employees

Conditions

PROFESSIONAL

PROFESSIONAL SENIOR

Travel may be required

Travel may be required

May be exposed to unpleasant conditions

n/a

Minimum Qualifications

PROFESSIONAL

PROFESSIONAL SENIOR

Bachelor's degree in a related or specialized field and one to three years' related experience

Master's degree in a related or specialized field and two to four years' related experience

Specific certification or licensure may be required

n/a

Research Professional Series

Positions in the Research Professional series provide the full range of coordination, administration, design and evaluation activities and perform advanced and highly complex technical, clinical, laboratory and scientific procedures and data management in support of multiple University research programs.

Examples of work include: design and prepare evaluation procedures, instruments, and sampling plans; coordinate clinical research protocols and use of labs, special instrumentation, and research facilities; conduct highly complex experiments; establish and document systems criteria; perform complex analysis of research data; prepare and present results for reports and publication.

Research Center Administrator - Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions.

Job Family	Professional
Series	Research Professional
Job Code	3271

FLSA	Exempt
Union Status	

Job Overview

Administer, oversee, and provide leadership in facilitating multiple research studies for a college/school within the University.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Administer, oversee, and provide leadership in facilitating multiple research studies for a college/school within the University; use judgment in prioritizing workflow, selecting methods and applying operational processes; design and implement short- to long-term goals with general guidance; develop operational, management, and financial processes and strategies; evaluate and make recommendations related to processes, procedures, and policies to ensure compliance with University standards and regulatory guidelines.

Administer budgeting processes and account management; develop and ensure consistent tracking and accounting processes; negotiate and develop contracts/budgets and approve expenditures; establish and document systems criteria; develop and provide high-level briefings and administrative and management reports; compose internal and external communications.

Provide information, consultation, and direction; respond to and address complex inquiries ensuring compliance with area guidelines; collaborate with and

serve as a liaison with internal and external constituents; interpret and communicate area, procedural, and process information; research, negotiate, and resolve complex issues, opportunities, and outcomes; initiate and promote outreach and marketing activities to broaden community interest and participation.

Manage specialized training and operational activities; monitor and analyze communications, programs, or services to ensure consistency with mission and goals, organizational quality, effectiveness, and integrity based on a thorough knowledge and understanding of University policies and procedures.

Provide administrative supervision to University staff and may functionally supervise designated affiliates.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in specialized field and four to six years' related experience required.

Researcher/Analyst - Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Research Professional Series.

Job Family	Professional
Series	Research Professional

Job Code	3301, 3302
FLSA	Exempt
Union Status	

Job Overview

Coordinate and implement advanced research, technical, and complex data analysis; oversee research activities or facilities in support of designated University research initiatives.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Coordinate and implement advanced research, technical, and complex data analysis; oversee research activities or facilities in support of designated University research initiatives; use judgment in prioritizing workflow and applying research procedures with general guidance; develop protocols, systems, research proposals and evaluation methods and instruments; plan and oversee research activities, validate methods, and evaluate progress and results.

Conduct research and provide highly complex technical assistance; serve as primary resource for internal and external constituents regarding research techniques and procedures, research laboratories, specialized instrumentation and equipment, and ensure compliance with research protocols; oversee and authorize budget expenditures.

Perform complex analysis and interpret research data; determine data needs and develop and assess quality assurance methods and standards to ensure data integrity; create and maintain evaluation documentation, files, and records; prepare statistical and administrative reports.

Plan, design, and develop research objectives, projects, new protocols, experiments, and grant proposals in collaboration with researchers; conduct literature searches; prepare reports for journal publications and presentations; author or co-author manuscripts; assist in development of related manuals and scientific documentation.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in specific or related science and three to five years' related experience required.

Research Engineer—Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Research Professional Series.

Job Family	Professional
Series	Research Professional

Job Code	3281
FLSA	Exempt
Union Status	

Job Overview

Design, develop, and maintain complex and specialized equipment, instrumentation and engineering solutions and provide oversight and instruction specific to engineering applications in support of technical, clinical, and/or academic research initiatives.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Design, develop, and maintain complex and highly specialized equipment and instrumentation and engineering solutions and provide oversight and instruction specific to engineering applications in support of technical, clinical, and/or academic research initiatives; use judgment in prioritizing work and making decisions regarding methods and solutions; design, fabricate, test, implement, and maintain complex mechanical and electronic instrumentation, systems, and equipment with general guidance; coordinate and evaluate research projects, new protocols, and experimental laboratory, clinical, and technical research studies within the context of engineering principles.

Provide oversight and instruction in use of specialized equipment, instrumentation, and experimental methodology; install and modify software

applications for specialized experimental and analysis applications.

Develop collaborative relationships with and provide consultation to internal and external constituents specific to area of specialization; may develop educational and/or engineering service programs based on a comprehensive knowledge of departmental guidelines and understanding of University policies and procedures.

Plan, design, and assist in or develop program objectives, projects, new protocols, grant proposals, and abstracts in collaboration with researchers; perform data analysis and prepare technical reports and presentations; assist in development of related manuals and scientific documentation, .may author or co-author manuscripts.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in an engineering related field and two to four years' related experience required.

Research Specialist—Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Research Professional Series.

Job Family	Professional
------------	--------------

Series	Research Professional
Job Code	3291, 3292
FLSA	Exempt
Union Status	

Job Overview

Coordinate and administer programs, projects, and activities and provide specialized technical expertise in support of designated University research initiatives and areas.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Coordinate and administer programs, projects, and activities and provide specialized technical expertise in support of designated University research initiatives and areas within the context of established guidelines; use judgment in prioritizing workflow and applying operational and research methods and processes; assist in or develop experiments, protocols, programs, research proposals, and evaluation methods and instruments; plan and oversee research initiatives and activities; review and evaluate project progress.

Coordinate data management; perform complex analysis and interpret research data; develop and assess quality assurance methods and standards to ensure

data integrity; create and maintain evaluation documentation, data files, and records; present results and prepare statistical and administrative reports.

Administer activities specific to area of expertise based on a comprehensive knowledge of departmental and University policies and procedures; ensure compliance with research and regulatory requirements; develop and oversee program budget, equipment, facility, and supplies; initiate funding opportunities and oversee grant and publication production and distribution.

Serve as primary resource for internal and external constituents; respond to requests; interpret and provide information and data related to program initiatives, processes, and policies; provide instruction and guidance to principal investigators and students and leadership in facilitating problem resolution.

May operate University vehicle.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's* degree in a related field and three to five years' related experience required. Valid driver's license or ability to obtain, and driver's check may be required. *Level of degree may vary based on specific job functions. (MS)

Student/Academic Services Professional Series

Positions in the Student/Academic Services Professional Series provide the full range of administration, coordination, operational and management oversight and perform activities to enhance and support University student life, athletics, enrollment management and integrated support services, functions and programs.

Examples of work include: coordinate and implement pre-season conditioning programs, practice sessions and game plans, provide direct coaching for designated teams, perform recruitment and retention activities; conduct interviews, presentations and informational sessions, develop seminars, programs or workshops, perform data management and administrative functions, advise, provide guidance and direct support to students and develop strategies, goals and objectives.

Associate Dean Student Services - Job Standard (Alternate Career Progression)

Title interchangeable with Associate Dean Student Services and used at the discretion of the Dean. This job standard may be part of one or more career progressions within the Student/Academic Services Professional Series.

Job Family	Professional
Series	Student/Academic Services Professional
Job Code	3511
FLSA	Exempt
Union Status	

Job Overview

Administer comprehensive student service functions for a College in support of specific University academic and enrollment management goals. Reports to a Dean, Associate or Assistant Vice President, or Vice President.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Administer comprehensive student service functions for a College in support of specific University academic and enrollment management goals; use judgment in prioritizing workflow and coordinating and applying programmatic processes and procedures; develop action plans and goals; evaluate and make recommendations related to processes, procedures, and policies designed to maximize academic services, recruitment/retention efforts, and to establish or enhance community relationships.

Coordinate and provide operational oversight of specialized programs, projects, or functions to support prospective/enrolled students; collaborate with academic leaders and monitor area and University policies to ensure organizational consistency or to enhance services, curricular offerings, development initiatives and effective marketing; serve as a University representative at internal and external events and activities

Serve as liaison with prospective and enrolled students and internal and external constituents related to candidacy, financial aid, student, academic, campus, and community opportunities; provide direction, counseling and mediation services; interpret, analyze, and communicate complex policy and procedural information for operational, planning, and management purposes based on a thorough knowledge and understanding of University standards; ensure compliance with related requirements.

Oversee data management functions; ensure compliance with confidentiality guidelines; review, evaluate, and assist in or make final determinations on outcomes, timelines, and applicant criteria; develop and prepare administrative and management reports; use standard software applications.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in related field and three to five years' related experience required.

Career Development Counselor - Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions.

Job Family	Professional
Series	Student/Academic Services Professional
Job Code	3631
FLSA	Exempt
Union Status	

Job Overview

Provide career services to students and graduates including major choice, career exploration, internships, job search, and graduate school advising; develop and implement workshops, programs and events within the University's Division of Student Affairs.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide career services to students and graduates including major choice, career exploration, internships, job search, and graduate school advising; develop and implement workshops, programs and events; use judgment in prioritizing work and selecting methods; organize and develop programs, services, and initiatives.

Assess clients' needs and provide appropriate balance of information, challenge and support. Assist students and alumni in developing and attaining career development and experiential learning goals, applying theory and research, and using tools effectively.

Coach and counsel students on exploration, decision-making and job search skills and strategies. Provide current information on economic realities and occupational areas. Consult with students, faculty/staff, alumni, prospects and families to build awareness and engagement across academic and co-curricular lines.

Develop, market, deliver and evaluate relevant workshops, programs and events. Research topics and audiences, draft content, and deliver customized presentations to diverse constituencies. Develop related materials, handouts, specialized publications, and communications;

Serve as liaison and University representative to internal and external constituents; respond to and address inquiries and concerns; provide counsel, advice, and direct support specific to area of expertise to foster career development and academic and personal success, consistent with department guidelines; represent Career Center, Hub and UVM at campus events and with individuals, community, regional and national organizations.

Perform data management and administrative functions; maintain files, records, and databases that may be of a sensitive or confidential nature; coordinate and evaluate data; may prepare documentation, and administrative and management reports using standard or specialized software applications.

May provide supervision to designated employees, students and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in counseling, higher education, or related field and one to three years' related experience required. Specialized certification may be required.

Career Development Counselor Senior- Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions.

JOB FAMILY	Professional
SERIES	Student/Academic Services Professional
JOB CODE	3671
FLSA	Exempt
UNION STATUS	

Job Overview

Oversee and provide leadership in facilitating programmatic coordination and delivery of career services for students and graduates, using comprehensive subject matter expertise to influence, define, and support delivery of career services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Oversee and provide leadership in facilitating programmatic coordination and delivery of career services for students and graduates, including, but not limited to major choice, career exploration, decision making, goal setting, building and articulating transferable skills, job/internship searching, networking, interviewing, salary negotiation, career shifts,

upskilling and advanced training. Define, influence and support career services using subject matter expertise. Use judgement in prioritizing work, resolving problems, and selecting and applying methods with general guidance. Design mid-range program goals and strategies. Develop and oversee workshops, programs, and event delivery, curricular and resource materials, and evaluation methods; ensure quality, consistency, and integrity of career services and promote diverse student integration.

Coordinate and provide leadership in determining advanced strategies and processes to facilitate career services; identify, address, and implement processes to ensure student and alumni success. Coach and counsel students on exploration, decision-making and job search skills and strategies. Collaborate with University constituents to address gaps in curriculum and programming and provide/ develop recommendations for student and alumni success. Determine best practices for career services and support strategic goals of the department.

Serve as liaison with internal and external constituents and represent the University to community and agencies; address general to complex inquiries and provide guidance, advice, and support regarding career services. Interpret, analyze, and communicate available services, resources, and information to facilitate positive outcomes and ensure compliance with University and regulatory guidelines based on a thorough knowledge and understanding of University policies and procedures, applicable laws, and ethical guidelines.

Provide oversight of data management functions: coordinate files, records, and databases that may be of a sensitive or confidential nature; compile, interpret, and evaluate data; prepare detailed communications, reports, and documentation using standard and specialized software applications.

May provide supervision to designated employees, students and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in counseling, higher education, or related field and three years' related experience required. Specialized certification may be required.

Early Childhood Teaching Professional – Job Standard (Alternate Career Progression)

Job Family	Professional
Series	Student/Academic Services Professional
Job Code	3621
FLSA	Exempt
Union Status	

Job Overview

Provide early childhood education and a practicum setting for pre-service early childhood education majors and document and develop emergent curriculum within the UVM Campus Children’s School.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide early childhood education and a practicum setting for pre-service early childhood education majors and document and develop emergent curriculum. use judgment in prioritizing workflow, selecting methods and applying administrative and academic processes; develop long-range program goals and strategies; develop and oversee curricular and resource materials and evaluation methods; ensure quality, consistency, and integrity of program and/or service.

Provide daily teaching and care of young children; build and maintain relationships with families, colleagues, undergraduate students, work study students and faculty through ongoing communications, meetings and written notes and portfolios.

Provide daily supervision to student teachers in collaboration with course instructor. Guide student teachers in development of curriculum, planning and daily operations of classroom.

Utilize varied multimedia technology to document classroom activities and create and enhance curriculum. Prepare documentation in writing and using varied mediums; utilize documentation in presentations, workshops, training and ongoing professional development.

Maintain classroom space, common space, playground and other facility areas.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in Early Childhood Education or a related field and one or more years related experience required. Red Cross certification or the ability to obtain required. Current Vermont State Teacher Certification or ability to obtain within six months required.

Library Professional - Job Standard (Alternate Career Progression)

Job Family	Professional
Series	Student/Academic Services Professional

Job Code	3431, 3434
FLSA	Exempt, Non-exempt
Union Status	

Job Overview

Supervise staff and oversee and administer comprehensive library services in designated areas of the University library system.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Supervise staff and oversee and administer comprehensive library services in designated areas of the University library system; use judgment in prioritizing work; develop, coordinate, and oversee implementation and application of library operating policies and procedures; receive, respond to, and resolve specific inquiries and issues pertinent to library operations or collections, which may be complex in nature, within the framework of departmental guidelines.

Supervise staff and oversee library services in designated areas to ensure optimum use of collections and resources in addition to compliance with University and external regulatory standards and guidelines; provide access to library collections by evaluating and analyzing resources; use online catalog and related database systems to create records and cross-reference and index collections based on comprehensive knowledge of library policies and procedure.

Provide reference services, assistance, guidance, and instruction related to library collections; facilitate information retrieval and resource identification for

users and resource sharing partners; assist in or develop library collections.

Develop and oversee records, data, and files; compile statistical data and develop related reports; ensure security and maintenance of office equipment and peripherals in public areas; may implement and administer library acquisitions, budgets and endowments.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree and two to four years' related library and supervisory experience required.

Residence Director—Job Standard (Alternate Career Progression)

Job Family	Professional
Series	Student/Academic Services Professional
Job Code	3641, 3644
FLSA	Exempt, Non-exempt
Union Status	

Job Overview

Coordinate and administer a residential program in a housing complex, including student development and operations components within the University's Division of Student Affairs. Reside on campus and supervise graduate and undergraduate students working as Assistant Resident Directors and Resident Assistants in residence halls and/or on-campus apartments.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Coordinate and administer a residential program in a housing complex, including student development and operations components in assigned residence hall; use judgment in prioritizing work and selecting methods; organize and develop programs, services, and initiatives designed to foster community and civic engagement through educational sessions; may assist in development and implementation of systems to facilitate organizational processes.

Reside on campus and supervise graduate and undergraduate students working as Assistant Resident Directors (ARD) and Resident Assistants (RA) in residence halls and/or on-campus apartments. Recruit and select ARD's and RA's. Develop and implement training and evaluate staff.

Develop and implement programs, educational sessions, or supplemental activities that promote student engagement and community awareness, and increase multicultural and intercultural competence.

Serve as liaison and University representative to internal and external constituents; respond to and address inquiries and concerns; provide counsel, advice, and direct support consistent with department guidelines; interpret and communicate policies, procedures, and processes; facilitate outcome resolution and ensure compliance with University and regulatory guidelines based on a

comprehensive knowledge of University policies and procedures.

Serve as a University hearing officer; conducts incident review and restorative meetings and conduct hearings. Actively

Respond to issues requiring counseling support; provide welfare checks for students of concern and facilitate related meetings and follow-up housing support agreements and communications, including with parents. Respond to emergency calls and make referrals to campus and community resources.

Manage operational functions for residence halls such as key distribution and collection, damage assessment, reporting and billing, maintenance requests, and hall openings and closings. Serve as facility manager for residence halls including conducting room checks, reporting and following up on housekeeping, maintenance and mover requests.

Perform data management and administrative functions; maintain files, records, and databases that may be of a sensitive or confidential nature; coordinate and evaluate data; prepare documentation, and administrative and management reports using standard or specialized software applications; monitor budgets.

Provides supervision to graduate student and may provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in Higher Education and Student Affairs (HESA) or related field required.

Student/Academic Services Manager - Job Standard (Alternate Career Progression)

This is the management level standard associated with the Student/Academic Services Professional Series.

Job Family	Professional
Series	Student/Academic Services Professional
Job Code	3461
FLSA	Exempt
Union Status	

Job Overview

Provide management oversight and leadership of a major unit in support of University programs, goals, and mission; reports to an executive officer of the institution.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide management oversight and leadership; use judgment in prioritizing workflow, selecting methods, and applying operational and organizational processes; design and implement mid- to long-range initiatives, action plans, and goals with general guidance; develop operational, management, and planning projections and strategies; evaluate and make recommendations related to processes, procedures, and policies.

Coordinate administrative functions; monitor and analyze area and University policies to ensure institutional consistency, organizational quality, effectiveness, and integrity of communications/programs/services; participate in or develop budget projections and approve expenditures; oversee personnel actions, recruitment/retention, performance, and constructive discipline; manage specialized training and operational activities.

Oversee data management; ensure compliance with pertinent confidentiality guidelines; interpret and analyze data, identify trends and establish and document systems criteria; develop and provide high-level administrative and management reports and compose internal and external communications that may be of a time-sensitive or highly charged nature.

Provide information, consultation, and direction; respond to and address complex inquiries specific to area of expertise and consistent with area guidelines; collaborate and serve as a resource and liaison with internal and external constituents; interpret and communicate area, procedural, and process information for operational, planning, and management purposes; research, negotiate, and resolve complex issues and outcomes; ensure compliance with University standards and regulatory guidelines based on a thorough knowledge and understanding of University policies and procedures; may serve as a University representative at internal and external events and activities.

Provide administrative supervision to more than two ongoing employees in a University recognized department or major unit and may functionally supervise designated affiliates. A major unit must have at least one exempt employee.

Minimum Qualifications

Education and experience equivalent to:

Master's degree* in a related field and three to five years' related experience required. *Level of degree may vary based on specific job functions. (BS)

Student Services Administrator - Job Standard (Alternate Career Progression)

Title interchangeable with Associate Dean Student Services and used at the discretion of the Dean. This job standard may be part of one or more career progressions within the Student/Academic Services Professional Series.

Job Family	Professional
Series	Student/Academic Services Professional
Job Code	3511
FLSA	Exempt
Union Status	

Job Overview

Administer comprehensive student service functions for a College in support of specific University academic and enrollment management goals. Reports to a Dean, Associate or Assistant Vice President, or Vice President.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Administer comprehensive student service functions for a College in support of specific University academic and enrollment management goals; use judgment in prioritizing workflow and coordinating and applying programmatic processes and procedures; develop action plans and goals; evaluate and make recommendations related to processes, procedures, and policies designed to maximize academic services, recruitment/retention efforts, and to establish or enhance community relationships.

Coordinate and provide operational oversight of specialized programs, projects, or functions to support prospective/enrolled students; collaborate with academic leaders and monitor area and University policies to ensure organizational consistency or to enhance services, curricular offerings, development initiatives and effective marketing; serve as a University representative at internal and external events and activities

Serve as liaison with prospective and enrolled students and internal and external constituents related to candidacy, financial aid, student, academic, campus, and community opportunities; provide direction, counseling and mediation services; interpret, analyze, and communicate complex policy and procedural information for operational, planning, and management purposes based on a thorough knowledge and understanding of University standards; ensure compliance with related requirements.

Oversee data management functions; ensure compliance with confidentiality guidelines; review, evaluate, and assist in or make final determinations on outcomes, timelines, and applicant criteria; develop and prepare administrative and management reports; use standard software applications.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in related field and three to five years' related experience required.

Academic Services Professional – Job Standard

This job standard is part of a career progression within the Student/Academic Services Professional Series consisting of Academic Services Professional and Academic Services Professional Senior.

Job Family	Professional
Series	Student/Academic Services Professional
Job Code	3351, 3354
FLSA	Exempt, Non-exempt
Union Status	

Job Overview

Provide programmatic coordination and delivery of specialized academic support services, curricular activities, and programs in support of University students.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide programmatic coordination and delivery of specialized academic support services, curricular activities, and programs in support of University students; use judgment in prioritizing work and selecting methods; assist in or develop short-range program goals and strategies; coordinate and monitor implementation systems, curricular and resource materials, and evaluation methods; ensure quality of program and/or service.

Coordinate, develop, and provide services to address specific student curricular requisites; facilitate and conduct training, provide individualized or group instruction, and develop and/or demonstrate techniques or procedures; organize and administer internal and external community, technical, or facility resources; plan and develop projects and programs designed to enhance and promote curricular opportunities.

Serve as liaison with internal and external constituents; address inquiries and provide advice, referrals, and information specific to area of expertise and consistent with departmental guidelines; interpret, analyze, and communicate program, resource, and procedural information to clarify expectations, facilitate positive outcomes, and ensure compliance with University and regulatory guidelines based on a comprehensive knowledge and understanding of University policies and procedures.

Provide data management functions: maintain files, records, and databases that may be of a sensitive or confidential nature; compile and evaluate data; prepare detailed communications, reports, and schedules using standard and specialized software applications.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a specialized or related field and one to three years' related experience required. Specialized professional certification may be required.

Academic Services Professional Senior - Job Standard

This job standard is part of a career progression within the Student/Academic Services Professional Series consisting of Academic Services Professional and Academic Services Professional Senior.

Job Family	Professional
Series	Student/Academic Services Professional
Job Code	3361

FLSA	Exempt
Union Status	

Job Overview

Oversee and provide leadership in facilitating programmatic coordination and delivery of specialized academic advising and support services, curricular activities, and programs, using comprehensive subject matter expertise to influence, define, and support University student academic service goals.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Oversee and provide leadership in facilitating programmatic coordination and delivery of specialized academic support services, curricular activities, and programs, using comprehensive subject matter expertise to influence, define, and support University student academic service goals; use judgment in prioritizing workflow, selecting methods and applying administrative and academic processes; develop long-range program goals and strategies; develop and oversee delivery and implementation systems, curricular and resource materials, and evaluation methods; ensure quality, consistency, and integrity of program and/or service and promote diverse student integration.

Coordinate and provide leadership in determining advanced strategies and processes to facilitate learning; identify, address, and implement specific student curricular requisites and systems to monitor progress; collaborate with University constituents, develop recommendations, and oversee design and implementation of curricular/course modifications, educational training, and projects and programs designed to enhance, promote, or influence curricular opportunities; counsel individuals or groups; may perform diagnostic testing.

Serve as liaison with internal and external constituents: address general and technical inquiries and provide advice, referrals, and information specific to area of expertise and consistent with departmental guidelines; interpret, analyze, and communicate program, resource, and complex procedural and process information to clarify expectations and program eligibility, facilitate positive outcomes, and ensure compliance with University and regulatory guidelines based on a thorough knowledge and understanding of University policies and procedures.

Provide oversight of data management functions: coordinate files, records, and databases that may be of a sensitive or confidential nature; compile, interpret, and evaluate data; prepare detailed communications, reports, and documentation using standard and specialized software applications.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in a specialized or related field and two to four years' specialized or related experience required.

Academic Services Professional Career Progression

Nature of Work

PROFESSIONAL

Provide data management functions: maintain files, records, and databases; compile and evaluate data; prepare detailed communications, reports, and schedules

Provide programmatic coordination and delivery of specialized academic support services, curricular activities, and programs in support of University students

Use judgment in prioritizing work and selecting methods

Influence individuals and area operations

PROFESSIONAL SENIOR

Oversee and provide leadership in facilitating programmatic coordination and delivery of specialized academic support services, curricular activities, and programs to influence, define, and support University student academic service goals

Use judgment in prioritizing workflow, selecting methods, and applying administrative and academic processes

Influence individuals and multiple areas

n/a

Expertise

PROFESSIONAL

Facilitate/conduct training and instruction, develop programs and projects

PROFESSIONAL SENIOR

Determine strategies and oversee design and implementation of curricular/course modifications, training, projects, and programs

Maintain files, records, and databases; compile and evaluate data; prepare detailed communications, reports, and schedules

Provide oversight of data management functions

Use standard and specialized software applications

Use standard and specialized software applications

Interaction

PROFESSIONAL

PROFESSIONAL SENIOR

Serve as liaison with internal and external constituents

Serve as liaison with internal and external constituents

Address inquiries and provide advice, referrals, and information

Address general and technical inquiries and provide advisory, referral, and information services

Interpret, analyze, and communicate program, procedural, and process information

Interpret, analyze, and communicate program, complex procedural, and process information

Use comprehensive knowledge and understanding of University policies and procedures

Use thorough knowledge and understanding of University policies and procedures

Has access to sensitive/confidential information

Use judgment in disclosure of sensitive/confidential information

Supervision

PROFESSIONAL

PROFESSIONAL SENIOR

Provide guidance to interns and may provide functional supervision to non-exempt or student employees

Provide guidance to practicum/intern students and provide functional supervision to exempt, non-exempt, or student employees

Conditions

PROFESSIONAL

PROFESSIONAL SENIOR

Standard office environment

Standard office environment

Minimum Qualifications

PROFESSIONAL

PROFESSIONAL SENIOR

Bachelor's degree in a specialized or related field and one to three years' related experience

Master's degree in a specialized or related field and two to four years' specialized or related experience

Specialized certification may be required

n/a

Athletic Assistant Coach - Job Standard

This job standard is part of a two-tier career progression within the Student/Academic Services Professional Series. The progression for Athletic Assistant Coach is to either Athletic Head Coach or Athletic Head Coach Senior.

Job Family	Professional
Series	Student/Academic Services Professional
Job Code	3371
FLSA	Exempt
Union Status	

Job Overview

Provide coaching assistance and instruction in support of a specific University student athletic program.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide coaching assistance and instruction in support of a specific University student athletic program; use judgment in prioritizing work and selecting and applying methods; assist in and develop instructional strategies and objectives to promote progressive, independent, and team physical/cognitive skills development and assessment; assist in or develop conditioning programs; coordinate and implement practice sessions and game plans; develop evaluative procedures and assess student progress.

Perform departmental activities; provide accurate sports information to internal and external media and assist with competitive recruiting following University and external

regulatory guidelines; meet with alumni groups and community and regional organizations to promote University athletics and enhance public relations and community support based on a comprehensive knowledge and understanding of University policies and procedures.

Provide guidance, counseling, and instruction to student athletes; meet with students during scheduled times; develop course outlines, instructional strategies, activities, and student and course evaluation processes allowing for student feedback and maximum program effectiveness.

Ensure compliance with NCAA, conference and institutional athletic regulations. Violation of such rules and regulations shall be subject to disciplinary or corrective action as set forth by the provision of NCAA enforcement policies, up to and including the possibility of suspension without pay or termination.

Perform data management functions; maintain student records, recruitment files, travel, and operating expenses, inventory, and equipment; prepare and provide scouting reports.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree and one to three years' related experience required. Specialized certification may be required. Knowledge of and adherence to all applicable rules, regulations and policies stipulated by the NCAA, the affiliated conference and institutional athletic regulations required.

Athletic Head Coach - Job Standard

This job standard is part of a two-tier career progression within the Student/Academic Services Professional Series. The progression for Athletic Assistant Coach is to either Athletic Head Coach or Athletic Head Coach Senior.

Job Family	Professional
Series	Student/Academic Services Professional

Job Code	3381
FLSA	Exempt
Union Status	

Job Overview

Provide coaching, instruction, and administrative oversight in support of a specific University student athletic program.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide coaching, instruction, and administrative oversight in support of a specific University student athletic program; use judgment in prioritizing work and selecting and applying methods and organizational procedures; develop and implement organizational strategies, annual goals, and objectives to promote progressive, independent, and team physical/cognitive skills development; establish, implement, and ensure compliance with policies, guidelines, and rules of conduct for student athletes involved in competitive conference or regional-level intercollegiate teams; coordinate and implement pre-season conditioning programs, practice sessions, and game plans; develop evaluative procedures and assess individual and team progress.

Provide leadership in departmental activities; provide accurate sports and athletic information to internal and external media; develop criteria for team selection and retention and perform competitive recruitment searches following University and external regulatory guidelines; meet with alumni groups and community and regional organizations to promote University athletics and enhance public relations and community support based on a thorough knowledge and understanding of University policies and procedures.

Provide guidance, counseling, and instruction to student athletes; meet with students during scheduled times; oversee instructional, staff, student, and course evaluation

processes; may organize and implement strength and conditioning programs for varsity athletic teams; collaborate with medical staff to assess athletic rehabilitation needs, protocols, and exercise plans.

Ensure compliance with NCAA, conference and institutional athletic regulations. Violation of such rules and regulations shall be subject to disciplinary or corrective action as set forth by the provision of NCAA enforcement policies, up to and including the possibility of suspension without pay or termination.

Oversee data management functions: monitor student records, recruitment files, financial aid distribution records, travel and operating expenditures, inventory and equipment; monitor operating budget.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a specific or related field and two to four years' experience required. Specialized certification may be required. Knowledge of and adherence to all applicable rules, regulations and policies stipulated by the NCAA, the affiliated conference and institutional athletic regulations required.

Athletic Head Coach Senior - Job Standard

This job standard is part of a two-tier career progression within the Student/Academic Services Professional Series. The progression for Athletic Assistant Coach is to either Athletic Head Coach or Athletic Head Coach Senior.

Job Family	Professional
Series	Student/Academic Services Professional
Job Code	3391
FLSA	Exempt
Union Status	

Job Overview

Provide coaching, instruction, and administrative oversight in support of a specific major University student athletic program.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide coaching, instruction, and administrative oversight in support of a specific major University student athletic program; exercise discretion in prioritizing work and selecting and applying methods and organizational procedures; develop and implement organizational strategies, annual goals, and objectives to promote progressive, independent, and team physical/cognitive skills development; establish, implement, and ensure compliance with policies, guidelines, and rules of conduct for student athletes involved in highly competitive conference, regional, or national level intercollegiate teams; coordinate and implement pre-season conditioning programs, practice sessions, and game plans; develop evaluative procedures and assess individual and team progress.

Provide leadership in departmental activities: provide accurate sports and athletic information to internal and external media; develop criteria for team selection and retention and perform competitive national recruitment searches following University and external regulatory guidelines; meet with alumni groups and community and regional organizations to promote University athletics and enhance public relations and community support based on a thorough knowledge and understanding of University policies and procedures.

Provide guidance, counseling, and instruction to student athletes; meet with students during scheduled times; oversee instructional, staff, student, and course evaluation processes; may organize and implement strength and conditioning programs for varsity athletic teams; collaborate with medical staff to assess athletic rehabilitation needs, protocols, and exercise plans.

Ensure compliance with NCAA, conference and institutional athletic regulations. Violation of such rules and regulations shall be subject to disciplinary or corrective action as set forth by the provision of NCAA enforcement policies, up to and including the possibility of suspension without pay or termination.

Oversee data management functions: monitor student records, recruitment files, financial aid distribution records, travel, and operating expenditures, inventory, and equipment; monitor operating budget and determine Athletic Grant-in-Aid Awards.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a specific or related field and five to seven years' related experience required. Specialized certification may be required. Knowledge of and adherence to all applicable rules, regulations and policies stipulated by the NCAA, the affiliated conference and institutional athletic regulations required.

Athletic Coach Career Progression

Nature of Work

ASSISTANT COACH

Provide coaching assistance and instruction in support of a specific University student athletic program

Use judgment in prioritizing work and selecting and applying methods

Influence individuals and area operations

HEAD COACH

Provide coaching, instruction, and administrative oversight in support of a specific University student athletic program

Use judgment in prioritizing work and selecting and applying methods and organizational procedures

Influence individuals and organizational processes

HEAD COACH SENIOR

Provide coaching, instruction, and administrative oversight in support of a specific major University student athletic program

Use discretion in prioritizing work and selecting and applying methods and organizational procedures

Influence individuals, organizational processes and University operations

Expertise

ASSISTANT COACH

Develop course outlines, instructional strategies, activities, and student and course evaluation processes

HEAD COACH

Provide direct coaching for designated competitive conference and regional intercollegiate athletic teams

HEAD COACH SENIOR

Serve as departmental leader in athletic activities

Assess student progress	Assess individual and team progress	Provide direct coaching for designated highly competitive conference, regional, and national intercollegiate athletic teams
n/a	n/a	Assess individual and team progress

Interaction

ASSISTANT COACH	HEAD COACH	HEAD COACH SENIOR
Guide, counsel, and instruct student athletes	Guide, counsel, and instruct student athletes	Guide, counsel, and instruct student athletes
Provide information to internal and external constituents	Provide information to internal and external constituents	Provide information to internal and external constituents that may be highly charged
Use comprehensive knowledge and understanding of University policies and procedures	Perform recruiting activities	Perform highly competitive recruiting
Ensure compliance with NCAA, conference and institutional athletic regulations.	Collaborate with medical staff to assess athletic rehabilitation needs, protocols, and exercise plans	Collaborate with medical staff to assess athletic rehabilitation needs, protocols, and exercise plans
n/a	Use thorough knowledge and understanding of University policies and procedures	Use thorough knowledge and understanding of University policies and procedures
n/a	Ensure compliance with NCAA, conference and institutional athletic regulations	Ensure compliance with NCAA, conference and institutional athletic regulations.

Supervision

ASSISTANT COACH	HEAD COACH	HEAD COACH SENIOR
-----------------	------------	-------------------

Provide guidance to student employees

Provide functional supervision to exempt, non-exempt, and student employees

Provide functional supervision to exempt, non-exempt, and student employees

Conditions

ASSISTANT COACH

HEAD COACH

HEAD COACH SENIOR

Exposure to inclement weather

Exposure to inclement weather

Exposure to inclement weather

n/a

Moderate travel

Frequent travel

Minimum Qualifications

ASSISTANT COACH

HEAD COACH

HEAD COACH SENIOR

Bachelor's degree in a specialized or related field and one to three years' related experience

Bachelor's degree in a specialized or related field and two to four years' experience

Bachelor's degree in a specific or related field and five to seven years' related experience

Specialized certification may be required

Specialized certification may be required

Specialized certification may be required

Knowledge of and adherence to all applicable rules, regulations and policies stipulated by the NCAA, the affiliated conference and institutional athletic regulations required.

Knowledge of and adherence to all applicable rules, regulations and policies stipulated by the NCAA, the affiliated conference and institutional athletic regulations required.

Knowledge of and adherence to all applicable rules, regulations and policies stipulated by the NCAA, the affiliated conference and institutional athletic regulations required.

Enrollment Management Professional - Job Standard

This job standard is part of a career progression within the Student/Academic Services Professional Series consisting of Enrollment Management Professional and Enrollment Management Professional Senior.

Job Family	Professional
Series	Student/Academic Services Professional

Job Code	3401
FLSA	Exempt
Union Status	

Job Overview

Perform activities related to recruitment, retention, and delivery of academic services to students in support of University enrollment management goals.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform activities related to recruitment, retention, and delivery of academic services to students in support of University enrollment management goals; use judgment in prioritizing work and in decisions regarding application of methods and operational processes; assist in or plan and develop short-range strategies; develop programs, initiatives, processes, and procedures, within established guidelines, designed to support students, promote University academic, cultural, and extracurricular strengths, maximize student recruitment/retention efforts, and establish or enhance community relationships.

Provide detailed University and regulatory information; advise prospective and enrolled students and internal and external constituents related to financial aid, academic, student, campus, and community opportunities; provide policy and procedural instruction and guidance based on a comprehensive knowledge and understanding of University standards; ensure compliance with regulatory requirements.

Coordinate programs, projects, and activities for enrolled or prospective students; conduct information sessions, personal interviews, and group presentations; administer and monitor service delivery; may serve as a University representative at internal and external events and activities.

Perform data management functions; maintain files, records, and databases that may be confidential in nature using standard software applications; review and evaluate applications, forms, and data; may make final determinations on outcomes.

May provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree and two to four years' related experience required.

Enrollment Management Professional Senior - Job Standard

This job standard is part of a career progression within the Student/Academic Services Professional Series consisting of Enrollment Management Professional and Enrollment Management Professional Senior

Job Family	Professional
Series	Student/Academic Services Professional
Job Code	3411
FLSA	Exempt
Union Status	

Job Overview

Oversee and provide leadership in facilitating activities related to recruitment, retention, and delivery of academic services to influence, define, and support University enrollment management goals.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Oversee and provide leadership in facilitating activities related to recruitment, retention, and delivery of academic services to influence, define, and support University enrollment management goals; use judgment in prioritizing work and in decisions regarding application of operational processes and procedures; plan and develop mid- to long-range strategies and criteria; provide leadership and oversee implementation of programs, initiatives, processes, and procedures designed to promote University academic, cultural,

and extracurricular strengths, to maximize student recruitment/retention efforts, and to establish or enhance community relationships.

Provide detailed and complex University and regulatory information; advise prospective and enrolled students and internal and external constituents related to financial aid, student, academic, student, campus, and community opportunities; interpret and communicate policy and procedural instruction and guidance based on a thorough knowledge and understanding of University standards; ensure compliance with regulatory requirements.

Coordinate and provide operational oversight of specialized programs, projects, or functions to support enrolled or prospective students; collaborate with academic leaders and monitor area and University policies to ensure organizational consistency or to enhance services, curricular offerings, and effective marketing; serve as a University representative at internal and external events and activities.

Perform and oversee data management functions; ensure compliance with confidentiality guidelines; review, evaluate, and assist in or make final determinations on financial award outcomes, enrollment applications, timelines, and applicant criteria; assist in budget preparation and oversight; use standard software applications.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree and five to six years' related experience required.

Enrollment Management Professional Career Progression

Nature of Work

PROFESSIONAL

Perform specialized activities and provide assistance related to recruitment, retention, and delivery of academic services to students in support of University enrollment management goals

PROFESSIONAL SENIOR

Perform highly specialized activities and provide operational oversight and assistance related to recruitment, retention, and delivery of academic services in support of University enrollment management goals

Use judgment in prioritizing work and applying methods and operational processes

Use independent judgment in prioritizing work and applying operational processes and procedures

Has individual and organizational impact

Has organizational and University-wide impact

Expertise

PROFESSIONAL

PROFESSIONAL SENIOR

Plan and develop short-range strategies

Plan and develop mid- to long-range strategies and criteria

Coordinate programs, projects, or activities

Coordinate, oversee implementation, and ensure consistency of programs

Perform data management functions

Oversee data management functions

Use standard software applications

Use standard software applications

Interaction

PROFESSIONAL

PROFESSIONAL SENIOR

Provide detailed University and regulatory information

Provide detailed and complex University and regulatory information

Advise prospective and enrolled students and internal and external constituents

Advise prospective and enrolled students and internal and external constituents

Provide policy and procedural instruction and guidance

Interpret and provide policy and procedural instruction and guidance

Use comprehensive knowledge and understanding of University standards

Use thorough knowledge and understanding of University standards

May serve as a University representative at internal and external events and activities

Serves as a University representative at internal and external events and activities

Accesses and uses confidential information

Uses discretion in disclosure of confidential information

Supervision

PROFESSIONAL

PROFESSIONAL SENIOR

May provide administrative or functional supervision to exempt, non-exempt, or student employees

Provide administrative supervision to exempt, non-exempt, and student employees

Conditions

PROFESSIONAL

PROFESSIONAL SENIOR

Extensive travel may be required

Extensive travel may be required

Minimum Qualifications

PROFESSIONAL

PROFESSIONAL SENIOR

Bachelor's degree and two to four years' related experience.

Bachelors' degree and five to six years' related experience.

Student Life Professional - Job Standard

This job standard is part of a career progression within the Student/Academic Services Professional Series consisting of Student Life Professional and Student Life Professional Senior.

Job Family	Professional
Series	Student/Academic Services Professional
Job Code	3441, 3444
FLSA	Exempt, Non-exempt
Union Status	

Job Overview

Coordinate programs and provide services within the University's Division of Student Affairs to enrich the student life experience and foster academic and personal success.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Coordinate programs and provide services designed to enrich the student life experience and to foster academic and personal success; use judgment in prioritizing work and selecting methods; organize and develop programs, services, and initiatives designed to enhance or complement learning opportunities through community service placement, educational sessions, and provision of direct counsel and support; perform needs assessment, assist in or determine objectives, and evaluate outcomes; may assist in development and implementation of systems to facilitate organizational processes.

Develop programs, comprehensive educational sessions or supplemental activities; provide outreach services and develop presentation materials, handouts, specialized publications, and related communications; provide resource coordination, and administer activities to ensure use of comprehensive student life services.

Serve as liaison and University representative to internal and external constituents; respond to and address inquiries and concerns; provide counsel, advice, and direct support specific to area of expertise to foster career development and academic and personal success, consistent with department guidelines; interpret and communicate policies, procedures, and processes; facilitate outcome resolution and ensure compliance with University and regulatory guidelines based on a comprehensive knowledge of University policies and procedures.

Perform data management and administrative functions; maintain files, records, and databases that may be of a sensitive or confidential nature; coordinate and evaluate data; may prepare funding proposals, documentation, and administrative and management reports using standard or specialized software applications; may approve expenditures and monitor budgets.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's* degree in related or specialized field and one to three years' related experience required. *Level of degree may vary based on specific job functions.

Student Life Professional Senior - Job Standard

This job standard is part of a career progression within the Student/Academic Services Professional Series consisting of Student Life Professional and Student Life Professional Senior.

Job Family	Professional
Series	Student/Academic Services Professional
Job Code	3451, 3454
FLSA	Exempt, Non-exempt
Union Status	

Job Overview

Oversee and provide leadership in facilitating programs and services within the University's Division of Student and Campus Life to influence, define, and support the student life experience and University goals.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Oversee and provide leadership in facilitating programs and services to influence, define, and support the student life experience and University goals; use judgment in prioritizing work, selecting methods, and applying programmatic processes; develop strategies, short-term goals, and objectives; provide leadership in developing programs, services, and initiatives to enhance the academic climate, facilitate diversity awareness, and complement learning opportunities; evaluate outcomes and develop and implement systems to advance organizational processes.

Develop major outreach programs and specialized University services; oversee or develop materials, specialized publications, and related communications; promote academic and cultural enrichment for students, provide resource coordination, and administer activities to ensure awareness, understanding, and use of comprehensive student life services.

Serve as liaison and University representative to internal and external constituents; respond to and address inquiries, concerns, student grievance, or related issues; provide counsel, advice, and resource support specific to area of expertise to foster career development, academic, and personal success, consistent with department guidelines; interpret and communicate complex policies, procedures, and processes; facilitate

outcome resolution and ensure compliance with University and regulatory guidelines based on a thorough knowledge of University policies and procedures.

Oversee data management and administrative functions; oversee files, records, and databases that may be of a sensitive or confidential nature; coordinate and evaluate data ensuring compliance with confidentiality guidelines; may prepare funding proposals, documentation, and administrative and management reports using standard or specialized software applications; may approve expenditures and monitor budgets.

Provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Master's degree in related or specialized field and three to five years' specific experience required.

Student Life Professional Career Progression

Nature of Work

PROFESSIONAL

Coordinate programs and provide services designed to enrich the student life experience and to foster academic and personal success

Use judgment in prioritizing work and selecting methods

Influence individuals and area processes

PROFESSIONAL SENIOR

Oversee and provide leadership in facilitating programs and services to influence, define, and support the student life experience and University goals

Use judgment in prioritizing work, selecting methods, and applying programmatic processes

Influence individuals and area operations

Expertise

PROFESSIONAL

Organize and develop programs

Design materials

Use standard or specialized software applications

PROFESSIONAL SENIOR

Lead development of major programs

Develop strategies, short term goals and objectives

Use standard or specialized software applications

Interaction

PROFESSIONAL

Serve as liaison and University representative to internal and external constituents

Respond to and address inquiries and concerns

Provide counsel, advice, and direct support

Interpret and communicate policies, procedures, and processes

Facilitate outcome resolution

Use comprehensive knowledge of University policies and procedures

Access sensitive or confidential information

PROFESSIONAL SENIOR

Serve as liaison and University representative to internal and external constituents

Respond to and address inquiries, concerns, student grievance, or related issues

Provide counsel, advice, and resource support

Interpret and communicate complex policies, procedures, and processes

Facilitate outcome resolution

Use thorough knowledge of University policies and procedures

Access and apply judgment in use of sensitive or confidential information

Supervision

PROFESSIONAL

May provide functional supervision to non-exempt and student employees

PROFESSIONAL SENIOR

Provide administrative or functional supervision to exempt, non-exempt, and student employees

Conditions

PROFESSIONAL

Evening and weekend hours

n/a

PROFESSIONAL SENIOR

Evening and weekend hours

Environment may be highly charged

Minimum Qualifications

PROFESSIONAL

Master's degree in a related or specialized field and one to two years' related experience.

PROFESSIONAL SENIOR

Master's degree in related or specialized field and three to five years' specific experience.

Student Services Professional - Job Standard

This job standard is part of a career progression within the Student/Academic Services Professional Series consisting of Student Services Professional and Student Services Professional Senior.

Job Family	Professional
Series	Student/Academic Services Professional
Job Code	3471
FLSA	Exempt
Union Status	

Job Overview

Provide, coordinate, implement, and administer major services, programs, and activities in support of University students.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide, coordinate, implement, and administer major services, programs, and activities in support of University students; use judgment in prioritizing work and selecting methods; organize and develop initiatives to integrate student service functions through informational/instructional forums, direct services, and experiential learning opportunities; perform needs assessment, assist in or determine objectives, and evaluate outcomes; may assist in development and implementation of systems to advance organizational processes.

Develop seminars, programs, workshops, or activities designed to promote and foster personal and career development, academic and athletic excellence, community service, and cultural/social awareness; develop presentation materials, handouts, specialized publications, and related communications; coordinate internal and external public relations, marketing or promotional activities, registration, and related processes.

Serve as liaison and referral resource for internal and external constituents; respond to and address inquiries and concerns; provide guidance and direct support specific to area of expertise and consistent with department guidelines; interpret and communicate policies, procedures, and processes; facilitate outcome resolution and ensure compliance with University and regulatory guidelines based on a comprehensive knowledge of University policies and procedures.

Perform data management and administrative functions; maintain files, records, and databases that may be of a sensitive or confidential nature; coordinate and evaluate data; may prepare funding proposals, documentation, and administrative and management reports using standard and/or specialized software applications; may approve expenditures and monitor budgets.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a related or specialized field and one to three years' related experience required.

Student Services Professional Senior - Job Standard

This job standard is part of a career progression within the Student/Academic Services Professional Series consisting of Student Services Professional and Student Services Professional Senior.

Job Family	Professional
Series	Student/Academic Services Professional
Job Code	3481
FLSA	Exempt
Union Status	

Job Overview

Oversee and provide leadership in coordination, implementation, and administration of major services, programs, and activities to influence, define, and support University student services goals.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Oversee and provide leadership in coordination, implementation, and administration of major services, programs, and activities to influence, define, and support University students; use judgment in prioritizing workflow, selecting methods, and applying programmatic processes; develop strategies, short-term goals, and objectives and provide leadership in development and oversight of initiatives to integrate student service functions through specialized programming and direct services; evaluate outcomes, develop, and implement systems to advance organizational processes.

Develop, organize, and implement programmatic procedures, processes, and promotional activities; coordinate and perform research and marketing analysis and needs assessment and provide recommendations to create or enhance new initiatives; oversee creation of materials, specialized publications, related communications, and internal and external public relations functions.

Serve as liaison and referral resource for internal and external constituents; respond to and address inquiries and concerns; advise and provide guidance and direct support specific to area of expertise and consistent with department guidelines; interpret and communicate policies, procedures, and processes; facilitate outcome resolution and ensure compliance with University and regulatory guidelines based on a thorough knowledge of University policies and procedures.

Oversee data management and administrative functions; oversee files, records, and databases that may be of a sensitive or confidential nature; coordinate and evaluate data; develop contracts and funding proposals and prepare documentation and administrative and management reports using standard and/or specialized software applications; approve expenditures and monitor budgets.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a related or specialized field and four to five years' related experience required.

Student Services Professional Career Progression

Nature of Work

PROFESSIONAL

Provide, coordinate, implement, and administer major services, programs, and activities in support of University students

Use judgment in prioritizing work and selecting methods

Influence individuals

PROFESSIONAL SENIOR

Oversee and provide leadership in coordination, implementation, and administration of major services, programs, and activities to influence, define, and support University students

Use judgment in prioritizing workflow, selecting methods, and applying programmatic processes

Influence individuals and operations

Expertise

PROFESSIONAL

Develop programs, events, presentation materials and coordinate promotional activities

Perform data management and administrative functions

Use standard or specialized software applications

May approve expenditures and monitor budgets

PROFESSIONAL SENIOR

Develop and oversee procedures, processes and promotional activities; create new initiatives

Oversee data management and administrative functions

Use standard or specialized software applications

Approve expenditures and monitor budget

Interaction

PROFESSIONAL

Serve as liaison and referral resource; respond to and address inquiries and concerns

PROFESSIONAL SENIOR

Serve as liaison and referral resource; respond to and address inquiries and concerns

Provide guidance and direct support

Interpret and communicate policies, procedures, and processes

Facilitate outcome resolution

Use comprehensive knowledge of University policies and procedures

Advise, provide guidance, and direct support

Interpret and communicate policies, procedures, and processes

Facilitate outcome resolution

Use thorough knowledge of University policies and procedures

Supervision

PROFESSIONAL

May provide functional supervision to non-exempt and student employee

PROFESSIONAL SENIOR

Provide functional supervision to exempt, non-exempt, and student employees

Conditions

PROFESSIONAL

Standard office or outdoor environment

Possible exposure to inclement weather

PROFESSIONAL SENIOR

Standard office or outdoor environment

Possible exposure to inclement weather

Minimum Qualifications

PROFESSIONAL

Bachelor's degree in a related or specialized field and one to three years' related experience.

PROFESSIONAL SENIOR

Bachelor's degree in a related or specialized field and four to five years' related experience.