Job Family Definition Guide

The following is a list of job family names and definitions used to categorize non-bargaining unit represented Civil Service employees and Professional and Administrative (P&A) employees at the University of Minnesota.

Some positions include responsibilities that cross job families (e.g., administrative and financial). To determine which job family is most appropriate, consider the allocation of time in the position (e.g., 70% administrative duties and 30% financial duties would be included in the administrative job family). If responsibilities are equally distributed between two job families (e.g., 50% administrative and 50% financial), consider the most important skill set if the position were to fall vacant and be replaced. For example, if financial experience is the most essential skill set, the position would be included in the finance job family.

This document is subject to change and refinement.

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Administrative

The administrative job family reflects positions that contain a broad cross-section of business administration functions across all operations of the University including managing or performing finance, budget, HR, and facilities responsibilities. Incumbents may provide professional administrative expertise by coordinating, researching, recommending, and implementing overall business administrative initiatives. They are required to interact with a variety of other offices within the unit. Positions may involve building relationships and engaging the outside community to promote the University, engaging community groups on issues of common interest, and helping address community issues.

**Administration Operations**: Duties involve managing or performing the administrative operations of an organization including developing, implementing, and/or performing processes and procedures. Duties may involve a variety of administrative support duties to individuals, groups, or programs. Supervisory duties are often required.

**Executive Administration/Coordination**: Duties require a great deal of independent initiative and direction, but exist solely for professional level support of senior executive management. Typical duties include representing the senior administrator in their absence, project management, meeting with various constituents, and offering advice to senior leadership team.

**Program Administration**: Work directly with a specific program or project at University. These positions deal with general management of a program or center.

**Project Management**: Duties involve planning, executing, and closing projects, often managing multi-functional project teams. Typical duties include defining project goals, building comprehensive work plan, facilitating commitment and productivities, removing obstacles, managing stakeholders, and motivating team members. Positions have significant latitude on managing project staff and budget. This is not a project process/procedure coordination position.

**Compliance/Policy Analysis**: Work directly related to develop and evaluate programs to ensure University is in compliance with regulations and policies.

**Senior Administration**: Jobs include the top administrators at a university or campus-wide level. These positions oversee entire areas of the University or entire colleges.

**Community Relations and Partnerships**: Jobs involve administrative, managerial, or professional work planning and directing a community service or outreach program. Duties typically include fostering/maintaining external relationships, acting as a community liaison, and/or providing a service to one or more community groups. Jobs involve reaching and serving public stakeholders to promote the University, engaging community/industry/business groups on issues of common interest, and helping them to address those issues in ways that advance the University’s research, teaching, and service mission. Typical functions include planning and/or directing a service program and networking with and serving as a liaison with between University faculty and staff and external partners.

Rev. 9/2015
Alumni Relations/Advancement Operations

**Alumni Relations**: Builds and maintains relationships with alumni to promote the University. Typical duties include: identifies and develops relationships with alumni; manages alumni database; responds to various alumni requests, questions, and communication; develops, conducts, and promotes alumni programs and services to members including reunion, travel/tours, speakers, and general activities to enhance involvement opportunities across the alumni network; develops and conducts alumni fundraising and solicitation activities and programs.

**Advancement Operations**: Primary responsibilities focus on annual giving, donor relations and stewardship. Typical duties include: provides support in stewardship and recognition efforts for donors; coordinates volunteer activities to advance donor fundraising potential; develop communications plans and strategies to support programming/services/initiatives and engage donors; may spend a small portion of time requesting and/or closing on gifts*.

*If over 50% of time is spent on managing a portfolio of major gift donors, see Development Job Family.

Rev. January 2017
Animal Health

The animal care job family employees provide a range of services in animal health care, research animal care, animal diagnostic lab services and management, operation, and maintenance of related facilities.

Jobs involve providing direct animal care for physical health; providing diagnostic services of illness, injury and/or surveillance of animal diseases; and the management, operation, and maintenance of animal facilities to maintain the well-being of animals. Advanced degrees in animal and health care fields are required, to include but not limited to veterinary medicine. Additional required credentials for many animal care positions include professional registration, certification, and state licensure.

Diagnostic services include protecting and promoting animal and human health through early detection and monitoring of animal diseases. Diagnostic services are provided for all animal species including necropsy, bacteriology, clinical chemistry, electron microscopy, serology, endocrinology, histology, immunohistochemistry, virology, parasitology, and molecular diagnostics.

Rev. 7/2015
Athletics and Recreation

The athletics and recreation job family positions deal with the professional activities and programs of coaching, athletic training, athletic operations and administration, and recreation health and wellness.

- ** Athletic Training: Duties involve providing the highest level of physical and mental health care and performance enhancement for their assigned student-athletes and University teams.

- ** Athletics Operations and Administration: Duties include providing support to student-athletes, coaches and sport programs. Support and operational responsibilities include managing events, ticket operations, travel and equipment operations.

- ** Coaching: Duties include developing and maintaining a competitive intercollegiate sport program within the NCAA and Big Ten Conference. Directing all aspects of sport staff in recruiting, practice and game competitions. Responsible for the recruitment/hiring, goal setting, coaching and performance review of all sport staff. Instructing and teaching student-athletes in fundamentals of sport technique and strategy. Planning and executing practice and competition plans including the evaluation of opponents. Evaluating and recruiting qualified student-athletes.

- ** Recreation: Duties involve supporting student development, student learning and health and wellness initiatives by providing recreation programs, events, services, and activities. Work requires a combination of education, training, experience, and proficiency in one or more of the following specialties: aquatics, court sports, fitness, wellness, golf, intramural sports, outdoor recreation, sport clubs, and youth programming.

Rev. 10/2014
Audit

The audit function completes independent, objective, system-wide evaluations of the effectiveness of the University of Minnesota’s risk management, control, and governance processes. These evaluations are used to provide assurance to University leadership and the Board of Regents.

Jobs involve determining that institutional financial, operational, technological, regulatory, and reputational risks are appropriately identified; verifying, through audit testing and validation, that the control processes intended to mitigate these risks are functioning effectively; reporting the results to University administration and the Board of Regents; investigating allegations of financial or operational misconduct. The audit work conducted at times involves handling of sensitive or confidential information or situations.

Rev. 4/2014
Business Development

The business development job family deals with identification, assessment, and development of business opportunities related to the field of study or services of the hiring unit, both internal and external to the University. Typical functions may include: participates in the development of strategies to combine technologies to form the basis for attracting venture capital to finance new ventures; assesses the economic potential and develops strategies for protecting and commercialization; elicits and evaluates invention disclosure from principal investigators in the biological, physical, and engineering sciences; uses professional relationship building skills to identify and cultivate new individual, corporate and institutional/foundation prospects.

Rev. 3/2014
Campus Operations

The Campus Operations job family deals with the broad range of duties essential to efficient, effective and safe operation of facilities and services within and across a University Campus—both large and small. Jobs are organized into two broad categories within the overall Campus Operations job family.

**Campus Planning, Engineering, and Safety**

**Capital Planning and Design:** Deals with the plan, design, and construction of University capital projects, including architectural design, landscape design, engineering design, construction management, renovation, building inspection, general plant extension, and the design, installation, upgrades and expansion of utility/facility/research. Typical duties include: conducts research on project requirements and prepares information regarding specifications, cost, and timeline; oversees design and construction of multiple projects; develops and negotiates construction contracts; maintains working relationship with clients and contractors, etc.

**Environmental Safety:** Deals with the planning, development, maintenance, evaluation, and promotion of occupational and/or environmental health and safety programs to protect the university community and conform with federal, state, and local laws, rules, regulations, and/or university standards. Examples of occupational and/or environmental health and safety programs include asbestos and/or lead abatement, chemical waste, hazardous waste, radiation, and/or sanitation.

**Public Health:** Provides education to a broad range of constituents including the wider community, health-care facility clients, students, and health-care professionals, as well as perform research and ensure health-promoting operations within and external to the University community.

**Campus Operations and Protection**

**Facilities Management and Services:** Deals with the institution-wide operation, maintenance, and renovation of University buildings, facilities, and equipment. Typical functions include supervision and management of plant operations, custodial services, skilled trades, parking and transportation, utilities, grounds, and waste management.

**Public Safety:** Deals with the management of police, fire, general security, and property protection activities for the University. Typical duties include: manages police and security services for the institution; manages fire protection services and activities; serves as liaison with local, state and federal police, fire, and security agencies; maintains a safe and secure work environment for faculty, staff, students, patients, and the general public.

**Campus Services:** Duties aim at enhancing student/faculty/staff life or supporting University business operations through providing general support services in areas of dining, printing, bookstore, and stores management.

Rev. 1/2014
Communications, Marketing and Public Relations

The communications, marketing, and public relations job family deals with dissemination of information and maintaining an accurate image of the University to internal units and the external public. This family also involves marketing of campus activities, services or products and other communicative initiatives. Typical functions include public information, public relations, general communication, media relations, advertising, radio/television broadcasting, editorial design, graphic arts, multi-media production, manuscript creation, and market trends identification and monitoring.

Communications: Provides information and promotional services for individuals, groups, or organizations. Typical duties include: writes technical reports, brochures, and/or manuals for internal documentation, customer reference or publications; designs promotional publications including graphic arts and photography. Manages the editorial content of publications; plans, directs and/or implements information/promotion programs; manages multi-media production and distribution of publications; develops and implements an employee communication programs.

Graphic Arts: Prepares a variety of illustration materials for informational or instructional use. Typical duties include: prepares audio/visual aids, wall charts, posters, diagrams, designs, graphs, figures, apparatus posters, etc. used in classroom instruction, research publication, exhibits, or other similar purposes; confers with staff members to determine their art needs and selects art media (pen and ink, water colors, oils, crayons, etc.) to best meet these needs; makes molds and models from such materials as wood, metal, glass, plastics, paper, wax, or plaster; plans and prepares layouts for exhibits, brochures, and other publications.

Public Relations and Marketing: Represents the University to the media and general public, and/or deal with marketing of campus activities, services, or products to external constituencies to create, enhance, and sustain relationships between the campus and its external constituencies. Typical duties include: plans and conducts a continuous news coverage effort to provide information to the public; plans, directs, or implements a marketing program; provides marketing advice on topics such as selection of advertising media, or activity/service/product to be advertised.

Communications Generalist: Plays a generalist role in planning, developing and maintaining overall unit or campus-wide communications programs. Duties often involve more specializations including department communications, media, news and information, public relations, fund raising, and marketing and promotion. Typical duties include: plans and conducts a continuous news coverage effort to provide information to the public; plans, directs, or implements an information/promotion, fund raising, sales and/or marketing program; designs, writes/edits and/or coordinates production of printing, audiovisual and photographic materials; sets immediate and long-range communication objectives and strategies.

Media/Audiovisual: Jobs deal with the media and audiovisual equipment operations in support of teaching, learning, research, communication, and administrative purposes. Typical duties include: Provides overall management direction for the various service units including still and motion picture photography, educational art and materials, and photographic services; oversees the installation, maintenance and operation of public address, audiovisual, radio broadcasting, radio paging, theater lighting, and data monitoring systems.
Typical functions in the development job family include: major gifts, prospect development, and planned giving.

**Major Gifts**: Primary responsibility is to manage a dynamic portfolio of donors (50% of time or greater). Portfolio management includes donor cultivation and face-to-face solicitation of prospects and donors. Clear metrics exist related to gift production, solicitations, substantive contacts and related activities. Positions in this series have less than 25% of their role involved with advancement operations and support, such as event management, annual giving, and marketing.

**Prospect Development**: Primary responsibilities are to research and identify prospective donors for the University. Analyze biographical and financial information, and develop reports on potential donor prospects, which are used to evaluate donors and determine the potential relationships with the University and areas of interest, and to develop successful cultivation and solicitation approaches and methods. Develop donor profiles for officers, campaign leadership, and executive leadership.

**Planned Giving**: Primary responsibilities are responsible for developing prospects and coordinating the administration of planned gifts through bequests, trusts, and other deferred giving strategies. Contributes to the marketing, cultivation, solicitation and stewardship of planned gifts to increase both the quantity and size of estate, life-income, and other planned gifts in support of the University-wide development.
Education

Positions in the education job family plan, develop, deliver, measure, evaluate, and administer educational programs and services in the community and on campus.

Typical responsibilities include:

- Education Programs – develop and deliver educational programs to internal and external audiences. Have content expertise for the area of the educational program. This includes community, continuing, and professional education.
- Extension education – responsible for providing outreach education to the general public throughout the state. Educational programs are developed with associated University of Minnesota collegiate partner faculty in associated academic disciplines and with community stakeholders.
- Instruction – teach credit and non-credit courses, provide support and instruction to lab learning environments, develop and deliver curriculum, and plan and develop course materials, use and/or creation of scholarly and scientific research.
- Instructional consultation and support – provide teaching consultation and mentorship to faculty, instructional staff, and graduate students across the system; design, deliver, measure, and evaluate courses and workshops.
- Pre K-12 and early childhood education – plan and deliver early childhood education, responsible for child care center operations, oversee and ensure compliance with licensing requirements, provide care and activities to children, and mentor and supervise University students and staff.

Rev. 9/2014
Finance

The finance job family includes positions focused on the financial activities of the University: from transaction processing to complex financial analysis and strategic planning. This family includes the functions of accounting, budgeting, financial forecasting and analysis, tax analysis and compliance, billing and collections, investment management, cash and debt management, and insurance. Members of this family provide service and leadership that supports the mission activities of instruction, research, and public service across the University. They are accountable for managing financial activities at a very detailed level within departments, and/or at the highest institutional level; across all funding sources and all types of transactions. They are responsible for the stewardship of University financial resources and must act in accordance with all relevant policies and regulations.

Management and Operations: Jobs involve transactional and analytical functions that aid leadership with short- and long-term utilization of financial resources. Jobs encompass duties across a range of functions including accounting, budgeting, taxes, insurance, financial analysis, debt management, etc. Typical duties include: implementation and oversight of accounting practices for all funds; compliance with financial government and contract regulations and requirements; billing, accounts receivable and collections management for all activities (clinical, student finance, granting agencies, etc.); disbursement of all non-payroll payables; preparation of financial statements; budget process development and coordination; budget entry; development of reports and forecasts related to budgeted and actual financial activity; analysis and recommendations related to tax and insurance interests; oversight and coordination of debt issuances and funding of external debt service; implementation and monitoring of financial policy compliance and detection and resolution of compliance issues; general financial analysis related to topics such as business opportunities/options, resource allocations, balance and available fund status, revenue and expenditure changes, reallocations, program expansions, changes in external support, legal or regulatory compliance, compensation, and so on.

Investments and Banking: Jobs entail investment portfolio management for all of the University’s financial assets and enterprise-wide global treasury management. Employees manage financial and operational risk by executing their fiduciary responsibilities as delegated by the Regents. Typical duties include: structuring global banking services and financial partners; funding daily cash flows and maintaining appropriate levels of liquidity; executing trade settlements, funds transfer and foreign exchange; managing fixed and variable rate debt operations including commercial paper programs, investment of bond proceeds, payments of principal and interest and financial reporting; developing and implementing asset allocation strategies; carrying out research, due diligence, selection and ongoing monitoring of investment managers; researching, selecting and trading fixed income and equity securities; preparing analyses of investment results and reporting to the Regents, Investment Advisory Committee, University leadership and external auditors.

Note: see also Grants and Contracts Job Family Definition

Rev. 9/2014
Purchasing

The purchasing job family deals with the requisition, receipt, storage, and distribution of vendor products. Typical functions include vendor selection, quotation analysis, contract evaluation and negotiation, specification composing, product evaluation, vendor relations, etc.

Rev. 4/2014
Grants & Contracts

This job family provides expertise in the areas of extramurally funded grants and contracts management and covers activities related to the full lifecycle (i.e., pre-award and/or post-award administration within a department, college, or central) including identification and classification of funding sources, proposal submission, development of budgets, negotiation and monitoring of contracts, interpretation of regulations and guidelines, sub-award issuance, tracking of budgets and processing of invoices, training of internal staff and researchers on regulations and procedures, and post-award administration (both financial and non-financial).

Members of this family offer leadership and services that support the scholarly activities of researchers across the University, facilitate funding with external partners while assuring proper stewardship of funds, and ensure adherence to research-related rules and policies. Breadth of duties may span several sub-specialties and may be either unit-specific, typically handling proposal submission and award administration, or more broadly-defined, encompassing the ability to bind the University in contractual negotiations and preparing the University’s indirect cost proposal.

Duties may include providing services that facilitate the acquisition and administration of grants and contracts while effectively managing inherent regulatory risks. These may include, but are not limited to, the following: assisting investigators with obtaining and adhering to compliance requirements (e.g. effort management and effort reporting, humans, animals, conflict of interest, biosafety, etc.), managing sub-award proposals and performing sub-recipient monitoring (including authorization of payments), reviewing and interpreting regulations and guidelines to ensure continuous adherence to award terms and conditions; and properly managing the close out of sponsored projects.

Positions with over 50% of time, on an annual basis, dedicated to grants and contract-related work should be assigned to this job family. However, positions primarily responsible for accounting work including grants and contracts should be assigned to the finance job family.

See also: Finance Job Family Definition

Rev. 10/2014
Health Care

The Health Care job family deals with direct patient care for both physical and mental health, to maintain the well-being of community and public health programs. Advanced degrees in health care fields are required, to include but not limited to Medicine, Dentistry, Pharmacy, Psychology, Social Work, Nursing, and Public Health. Additional required credentials for many health care positions include professional registration, certification, and state licensure. Typical functions include provision of health care, supervision of unit or clinic staff, teaching of students and/or residents, regulatory compliance, patient relations, operational services, and medical records.

Community Health: Provide a service to one or more community groups. Activities focus on administrative, managerial, or professional work planning and directing a community service program that requires specialized education and training in the health care field.

Health Care: Provides the delivery of health care by determining the correct diagnosis and providing the necessary treatment. Health Care employees may conduct research for publication and also participate in program development and administration.

Mental Health: Provides direct client assessment and counseling on mental health issues. Mental Health Care employees may conduct research for publication. Senior level Mental Health professional may supervise students in advanced Mental Health programs. Mental Health Care employees may also participate in program development and/or administration.

Rev. 5/2015
Human Resources

The human resources job family deals with designing and implementing human resources programs and providing consultation to management in regards to appropriate practices for management of human resources. Typical functions include staffing, compensation, benefits, employee & labor relations, HR consulting, academic training and support, organization development, HRMS, affirmative action and EEO, centralized payroll, etc.

HR Generalist: Jobs have a generalist nature that combines cross-functional duties in HR administration. Typical duties includes: provides consultation and coaching to managers, supervisors, and other employees to help solve problems in all areas of human resource administration; develops position descriptions, qualifications, selection criteria and appropriate salary levels for positions. Assists management in the classification analysis process; participates in labor relations activities as a resource regarding unit needs. Works with managers to resolve and prevent employee relations issues; provides information on employee programs and policies; consults with units on the design and effectiveness of organizational structure and systems. Identifies training and professional development needs for units; provides guidance on interpretation of policies and procedures that govern each employee group.

Specialist in Staffing, Compensation, Benefits, and Organizational Design/Development: Provides HR services in specialized areas such as staffing, benefits, and compensation, training and organizational design/development. People in this track perform specialist duties and responsibilities with one of following focuses: Develops and implements the recruiting and selection strategies and programs to departments; develops, implements, and communicates the University benefits programs including health, retirement, vacation and leaves, and other welfare programs; develops and implements the University compensation programs, pay structures, classification systems, and policies. Conducts market study and trend analysis; provides organizational design analysis as well as the design and delivery of training and development programs that enhance leadership and staff performance and experience of the work place.

EEO and Affirmative Action: Jobs focus on organizational compliance with a variety of equal opportunity laws, guidelines, and policies. Characteristic duties include: Implements and monitors the University's Affirmative Action Program in accordance with federal/state laws and regulations and University guidelines regarding equal opportunity. Reports EEO compliance to regulatory agencies; investigates discrimination and sexual harassment charges. Counsels all concerned parties as necessary. Mediates conflicts and negotiates settlement agreements; provides consultation to management and staff regarding EEO compliance and disparate treatment. Provides initiatives and programs that promote a culture of acceptance, respect and equality; conducts training sessions on diversity issues.

Rev. 10/2013
Information Technology

The information technology job family deals with improving work processes and customer satisfaction through providing expertise in electronic data processing and computing. Typical functions include computer hardware/software development, installation, and analysis, systems development, web development/design, computer networking, telecommunications (voice and data), systems security, data management, and business analysis.

Business/systems analysis: Responsible for working with clients to understand and define needs, develop and recommend solutions, and plan for implementation and integration of solutions into the current business processes or systems design. Typical responsibilities may include facilitating the process to collect and define client requirements, providing expert advice and recommendations on industry trends and best practices, gathering information on the long and short-term technology plans of the department/unit, and performing analysis on business or systems processes to identify improvements and/or calculate cost/benefit data.

Data management: Responsible for developing, implementing, and maintaining a variety of data management structures and systems. Typical responsibilities may include building and maintaining databases, administering and monitoring database access, configuring data architecture, consulting with clients on data and database needs, creating data management structures, designing interactions of databases and applications, transferring databases, and administering the maintenance, storage, and backup of databases.

Development: Responsible for developing, integrating, and supporting information systems, programs, and applications that includes programming, analysis, quality control, installation, integration, and maintenance of applications, programs, and/or systems depending on specific assignment. Typical responsibilities may involve developing code from specifications, enhancing/customizing existing or purchased programs or systems through code and developing additional functionality, developing new programs or applications for various mediums (enterprise, operating, web, application, etc.), and developing system integration plans.

IT security: Responsible for the development, implementation, audit, and adjustment of security policies and procedures. Positions in this function may develop and perform security tests, design security architecture across the system and network, develop policies regarding firewalls, encryption, access, and security breaches. Through monitoring the system and network, incumbents may investigate security exceptions, review violation reports, perform internal investigations, and develop and perform risk analysis scenarios to test the system and network. Incumbents evaluate and analyze new security issues, software, and/or policies to ensure the operation and integrity of the system and network.

IT support: Positions assigned to the IT Support career ladder within the Information Technology job family are responsible for performing technical support to desktop units, peripheral devices, classroom equipment, process/production support, development support, and application support. Responsibilities may include initial response to an application, system, or related technical problem; performing complex research to troubleshoot performance issues; planning and executing updates, patches, etc.; or leading a helpdesk and/or desktop support function.

System design and administration: Responsible for design, development, performance, and maintenance of the servers, operating systems, and related applications to ensure the availability,
performance, and integrity for employees. Typical responsibilities involve the planning and designing of server and operating system plans, administering the servers and operating systems, designing server and storage configurations, developing and establishing disaster recovery planning, monitoring and maintaining server and system performance, planning and implementing system-wide updates or enhancements, and evaluating and analyzing long-term system technology and connectivity plans.

Infrastructure design and administration: Responsible for analyzing, designing, installing, administering, and maintaining the telecommunication systems, which includes voice, data, and video systems, such as Local Area Networks (LAN), Wide Area Networks (WAN), telephone systems, voice mail systems, video systems, etc. Typical responsibilities involve designing network or telecommunication plans, developing capacity plans, developing and implementing disaster recovery plans, analyzing and evaluating future technology and growth of networking or telecommunication needs, and installing, monitoring and maintaining the network or telecommunication systems by analyzing connectivity, performance, and usability issues.

Academic technology: Responsible for providing academic technology consultation to assist instructors to realize opportunities or solve problems in their classes through the use of technology; conducting instructional design to structure and organize content and instruction in a pedagogically sound manner for the learning environment; and planning and delivery of faculty development in response to faculty and institutional needs in a format such as individual coaching, seminar, and workshop on using academic technology tools and how adapting technology to enhance teaching and learning.

Rev. Summer 2013
Legal Services

The legal services job family provides legal counsel and legal support work within the Student Legal Services Office and the Office of General Counsel. Typical legal service fields include litigation, employment and labor relations, intellectual property, ethics and conflicts of interest, and other specialties.

Legal Support: Perform legal assistant or paralegal work. Jobs require education and training in legal areas, but to not practice law, give legal advice, or require a license to practice law.

Legal Counsel: Provide legal counsel to the University, represent the University in litigation and disputed claims, and develop and implement programs and strategies that provide comprehensive and preventative legal guidance to the University. Typical legal counsel and service fields include litigation, employment and labor relations, intellectual property, ethics and conflicts of interest, and other specialties.

Rev. 10/2013
Libraries and Museums

The libraries and museums job family deals with library or museum services and management. Typical functions include development, cataloguing, and maintenance of organization and bibliographic control of collections, oversight of selection, acquisition and access of resources, development and application of special information systems, development of educational/outreach programs, interpretation of collections to scholars, students or the public, and preservation of the collections.

Libraries: Deals with library development, management, access to, organization and acquisition of collections and specialized information systems to enhance academic teaching, learning and research. Typical duties include: Develops, catalogues, and maintains organization and bibliographic control of collections; handles acquisition of resources; develops access to resources; provides physical preservation and restoration of rare/valuable books, artwork, and other library materials.

Museums: Deals with the management and administration of museum collections including scientific, artistic, and cultural artifacts and collections to enhance academic teaching and research. Typical duties include: Develops, catalogues, and maintains collections; disseminates research and information about holdings through scholarship and publication, and to a broader audience through developing and/or participating in educational and outreach programs through the university or other agencies; interprets the collection to other scholars, students, or the public; provides preservation of the collection.

Rev. 10/2013
Research

The research job family participates in research and facilitates the sharing of knowledge and expertise with the larger society and with the conducting of research, including community-based research, and/or the compliance and operation of research. Typical functions include designing, conducting and analyzing theoretical and applied research, literature review and research, related grant solicitation/preparation/administration, data collection, compliance, protocol and guidance writing, etc. Employees in this job family may provide expert advice to unit administrators, and/or external communities. Limited teaching may be a part of some jobs.

Research: Designs, implements, and evaluates research projects. Typical duties include: Collects data and develops data collection instruments and procedures. Analyzes data; designs, collaborates, and completes research projects; may teach, but should not constitute a majority of duties. Research Nursing includes qualified nursing professionals engaged in research activity.

Research Support: Provides effort in support of research activity; not primarily in the design or evaluation, but which play a part in carrying out research. Typical duties include operationalizing research protocols, ensuring compliance, interpreting regulations, providing expert advice on compliance/regulations, operation and maintenance of specialized scientific equipment, evaluation of epidemiological literature, assisting in determining ISO rates, and quality control.

Rev. 6/2014
Student Services

The student services job family includes graduate and undergraduate instruction and activities related to student academic life at the University; and with the physical, social, cultural, and psychological well-being of students.

Academic Programming and Advising: Enhance academic success of students through curriculum planning, advising on program policies and issues, developing and implementing academic support programs, etc.

Career Planning and Placement: Plan, develop and implement programs, activities and counseling services for career development including job placement, interview preparation, conducting resume review and on-campus interviewing, etc.

Residential Life and Student Programs and Services: Provide social and adjustment programming including community involvement, student exchange, orientation, minority student affairs, student group management, campus housing, Greek house advising, student unions, etc.

Recruitment and Admissions: Provide services related to recruitment, admissions, and retention of student enrollment. Included is recruitment, evaluation and participation in the selection of candidates for admission; developing and maintaining liaison relationships with organizations and individuals involved in the admissions process; developing and delivering public presentations to promote the University; and advising applicants and parents about educational planning.

Student Finance: Provide financial student services including analysis of students’ level of need and eligibility for financial aid; interpreting financial aid regulations; analyzing student data from multiple sources; implementing procedures to ensure regulatory compliance and accurate delivery of financial aid and student billing information; and advising students on financial aid matters and promoting financial wellbeing.

Registration and Records: Provide registration planning and implementation services and management of student records. Implement and enforce instructional, professional, and legal standards and regulations related to academic records.

Rev. 2/2015