Job Family - Academic Affairs

Job architecture is a University initiative that creates transparency and understanding about how staff positions are organized by job family, career track, and job level. A job family is a broad grouping of job profiles that span across the University, and use the same skills and knowledge to deliver a specific expertise type. A career track is a group of related job profiles in the same job family that represent the same nature of work with varying levels of contributions. This table of contents organizes job profiles in the Academic Affairs job family by career track.

<table>
<thead>
<tr>
<th>Career Track</th>
<th>Career Track Definition</th>
<th>Job Profile (with Link)</th>
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</table>
| College Preparation  | Develops and implements programs that prepare students for a post-secondary education. Oversees and provides student services, including admissions, tutorials, counseling, and mentoring. | College Preparation, Sr. Manager  
College Preparation, Manager  
College Preparation, Specialist  
College Preparation, Sr. Analyst |
| Continuing Education | Manages day-to-day operations of continuing education programming, including residential summer programs for high school students, undergraduates, and post-secondary students. Develops and evaluates program curriculum, policies, and procedures. Conducts communications and outreach for these programs, and responds to inquiries from enrolled students. | Continuing Education, Sr. Manager  
Continuing Education, Manager  
Continuing Education, Supervisor  
Continuing Education, Specialist  
Continuing Education, Sr. Analyst  
Continuing Education, Business Sr. Coordinator  
Continuing Education, Business Coordinator |
| Education Outreach   | Designs and implements education outreach programs and community relations strategies. Coordinates with national, state and local organizations. Engaging in fund raising efforts.                                              | Education Outreach, Sr. Manager  
Education Outreach, Manager  
Education Outreach, Sr. Specialist  
Education Outreach, Specialist  
Education Outreach, Sr. Analyst  
Education Outreach, Business Sr. Coordinator  
Education Outreach, Business Coordinator  
Education Outreach, Business Sr. Assistant |
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| Executive/Professional Programs    | Provides overall direction to executive and professional degree programming, or other programs/functions within the unit (student affairs, diversity affairs, conference center, etc.). Participates in developing strategic plans for the unit, ensuring program objectives and goals are in alignment. | Executive/Professional Program, Sr. Director  
Executive/Professional Program, Director  
Executive/Professional Program, Sr. Manager  
Executive/Professional Program, Manager  
Executive/Professional Program, Sr. Specialist  
Executive/Professional Program, Specialist  
Executive/Professional Program, Sr. Analyst |
| Faculty Affairs                    | Supports the administration and governance of faculty-related issues and provides strategic planning for faculty and chair development. Manages the University's online job posting board for faculty and other academic appointees. | Faculty Affairs, Sr. Director  
Faculty Affairs, Sr. Specialist  
Faculty Affairs, Specialist  
Faculty Affairs, Sr. Analyst  
Faculty Affairs, Analyst |
| Leadership Education               | Plans, organizes, staffs, and monitors leadership education programs as they relate to student leadership development, including designing and delivering workshops and training exercises. | Leadership Education, Director  
Leadership Education, Manager  
Leadership Education, Supervisor  
Leadership Education, Specialist  
Leadership Education, Sr. Analyst |
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<td>School Administrator</td>
<td>Provides educational leadership to faculty and students, ensuring excellence in teaching and learning and support of the mission; provides leadership regarding the implementation of new programs, consistency across curriculum, and the assessment of all existing programs and pedagogy; supports professional development initiatives; responsible for hiring and evaluation of faculty and staff; participate in the admissions process for new students; builds community relationships creating open lines of communication between school and home; maintain operating and staff budgets; work in conjunction with the board.</td>
<td>School Administrator, Director Principal Assistant Principal School Administrator, Advisor School Administrator, Sr. Specialist</td>
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<td>School Development</td>
<td>Directs and manages primary and secondary school development programs or projects. Develops and implements programs and materials that contribute to the development and/or enhancement of instruction at primary and secondary schools.</td>
<td>School Development, Sr. Manager School Development, Manager School Development, Sr. Specialist School Development, Specialist School Development, Sr. Analyst</td>
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<td>Teaching</td>
<td>Provides instruction and coaching. Prepares lessons, activities, and assignments, and assesses and documents progress of those instructed.</td>
<td>Teaching, Manager Teaching, Sr. Specialist Teaching, Specialist Teaching, Sr. Analyst Teaching, Analyst Teaching, Sr. Technician Teaching, Technician</td>
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<td>Teaching Support</td>
<td>Manages teaching laboratories or classroom facilities, budgets, equipment and personnel. Trains and supervises graduate laboratory tutors and trains students and staff to operate equipment. Monitors and implements improvements for teaching laboratories, including designing and improving lecture demonstrations and developing laboratory manuals.</td>
<td>Teaching Support, Manager Teaching Support, Specialist Teaching Support, Sr. Analyst Teaching Support, Sr. Technician Teaching Support, Technician</td>
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<td>Writing Program Support</td>
<td>Develops teaching materials and researches new practices to incorporate into current courses. Develops and teaches free-standing writing courses and workshops on special topics to advance writing skills for undergraduates, graduate students, and instructors. Represents the Writing Program in meetings with faculty or University administrators and maintains writing program publications.</td>
<td>Writing Program Support, Manager&lt;br&gt;Writing Program Support, Sr. Specialist&lt;br&gt;Writing Program Support, Specialist&lt;br&gt;Writing Program Support, Sr. Analyst&lt;br&gt;Writing Program Support, Business Coordinator</td>
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</tbody>
</table>
### Job Profile: College Preparation, Sr. Manager

#### Job Summary
The job manages multiple related teams of managers and professional staff responsible for the programs that prepare students for a post-secondary education. Manages and provides student services, including admissions, tutorials, counseling, and mentoring.

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<td>AACOLM3</td>
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<th>Job Family Description</th>
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<td>Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.</td>
<td>Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives.</td>
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</table>

#### Responsibilities
1. Leads the development and administration of programming for college preparation teams, will also manage program evaluation and documentation.
2. Establishes department priorities, allocates resources and executes strategic plans.
3. Develops and manages relationships with students, parents, and schools. Will also identify collaborative partnerships with National, State, or local organizations.
4. Develops the program budget.
5. Performs other related work as needed.

#### Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
# Job Profile: College Preparation, Manager

## Job Summary

The job manages a team of professional staff responsible for the programs that prepare students for a post-secondary education. Oversees and provides student services, including admissions, tutorials, counseling, and mentoring.

## FLSA Status

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## Role Impact

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## Job Code

AACOLM2

## Job Level

M2

## Job Family Description

Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description

Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

## Responsibilities

1. Develops and manages programming for the college preparation team, will also coordinate program evaluation and documentation.
2. Manages the creation and distribution of marketing materials.
3. Establishes and maintains relationships with students, parents, and schools. Will also identify collaborative partnerships with National, State, or local organizations.
4. Manages the program budget.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education

- Minimum requirements include a college or university degree in related field.

### Experience

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications

- None.
# Job Profile: College Preparation, Specialist

## Job Summary
The job develops and implements programs that prepare students for a post-secondary education. Utilizes knowledge of best practices and University environment to improve student services, including admissions, tutorials, counseling, and mentoring.

## FLSA Status
- **Exempt**
- **Non-Exempt**

## Role Impact
- **People Manager**
- **Individual Contributor**

## Job Code
AACOLP3

## Job Level
P3

## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description
Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

## Responsibilities
1. Operates with minimal guidance, to create and implement programs that help students prepare for post-secondary education.
2. Manages student services provided. Uses in-depth University knowledge and experience to provide tutorials, counselling and mentoring to students. Acts as a resource for teachers, counsellors and other school officials with less experience.
3. Works collaboratively to involve students and their families in programming.
4. Establishes and maintains partnerships with school leaders and other community members.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

### Licenses and Certifications
- None.

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Table of Contents
# Job Profile: College Preparation, Sr. Analyst

## Job Summary

The job provides professional support in the development and implementation of programs that prepare students for a post-secondary education. Utilizes knowledge of University academic and non-academic programs to coordinate student services, including admissions, tutorials, counseling, and mentoring.

## FLSA Status

| ☒ Exempt                      | ☐ Non-Exempt                  |

## Role Impact

| ☐ People Manager | ☒ Individual Contributor |

## Job Code

| AACOLP2          | P2                          |

## Job Family Description

Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description

Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

## Responsibilities

1. Assists with the development and implementation of programs and services that help students prepare for post-secondary education.
2. Is responsible for coordinating student services provided. Uses University knowledge and experience to assist with providing tutorials, counselling and mentoring to students.
3. Evaluates and documents performance of programs or services, making or recommending improvements when appropriate.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education

- Minimum requirements include a college or university degree in related field.

### Experience

- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications

- None.
Job Profile: Continuing Education, Sr. Manager

Job Summary
The job manages multiple related teams of managers and professional staff responsible for the development and implementation of continuing education programming, including residential summer programs for high school students and undergraduates. Develops, evaluates and oversees program curriculum, policies, and procedures. Conducts communications and outreach for these programs, and responds to inquiries from enrolled students. Provides leadership and supervision to program staff. Responsible for curriculum development that are academically sound. Responsible for developing programs that will increase tuition revenue.

FLSA Status |
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☒ Exempt | ☐ Non-Exempt |

Role Impact |
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☒ People Manager | ☐ Individual Contributor |

Job Code |
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AACONM3 |

Job Level |
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M3 |

Job Family Description |
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Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems. |

Job Level Description |
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Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives. |

Responsibilities
1. Develops continuing education programs by evaluating program curriculum, policies, and procedures; overseeing program operations; and identifying strategic growth opportunities.
2. Evaluates program performance using developed metrics. Responsible for developing programs that will increase tuition revenue.
3. Advises internal and external professionals to create new programs and enhance existing ones.
4. Provides leadership to program staff. May manage program managers and human resource functions.
5. Performs other related work as needed.

Education, Experience and Certifications

Education
- Minimum requirements include a college or university degree in related field.

Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

Licenses and Certifications
- None.
# Job Profile: Continuing Education, Manager

## Job Summary
The job manages a team of professional staff responsible for the development and implementation of continuing education programming. Develops, evaluates and manages program curriculum, policies, and procedures. Conducts communications and outreach for these programs, and responds to inquiries from enrolled students.

## FLSA Status
- ☑ Exempt
- ☐ Non-Exempt

## Role Impact
- ☑ People Manager
- ☐ Individual Contributor

## Job Code
- AACONM2

## Job Level
- M2

## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description
Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

## Responsibilities
1. Manages continuing education programs by evaluating program curriculum, policies, and procedures; maintaining program operations; and executing department objectives.
2. Evaluates program performance using developed metrics.
3. Collaborates with internal and external professionals to create new programs and enhance existing ones.
4. Manages employees by establishing annual performance goals, allocating resources, assessing annual performance, and determining individual merit, incentive and/or promotional increases.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Continuing Education, Supervisor

## Job Summary
The job supervises and monitors a team of support staff responsible for the development and implementation of continuing education programming. Develops, evaluates and may manage program curriculum, policies, and procedures. Conducts communications and outreach for these programs, and responds to inquiries from enrolled students.

## FLSA Status
- ☒ Exempt
- ☐ Non-Exempt

## Role Impact
- ☒ People Manager
- ☐ Individual Contributor

## Job Code
AACONM1

## Job Level
M1

## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description
Supervises the daily activities of business or technical support or operations team. Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors. Decisions are guided by policies, procedures and business plan; receives guidance and oversight from manager. Typically does not perform the work supervised.

## Responsibilities
1. Supervises continuing education programs by evaluating program curriculum, policies, procedures, and maintaining program operations.
2. Assists in the evaluation of program performance using developed metrics.
3. Coordinates with internal and external professionals to help create new programs and enhance existing ones.
4. Supervises employees directly including selection, training, performance appraisal and work allocation.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
### Job Profile: Continuing Education, Specialist

#### Job Summary
Manage a portfolio of public open enrollment and tailored custom executive education programs including: relationship management with corporate customers; managing annual budget with profit and loss responsibility; portfolio strategy including new and existing open, custom and association program development; faculty sourcing and relationship management with faculty, manage some international programs and departmental partners.

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<td>Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.</td>
<td>Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.</td>
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#### Responsibilities
1. Collaborates with internal and external professionals to create new programs and enhance existing ones. This job is also responsible for evaluating the program curriculum, policies, and procedures.
2. Works independently to manage program marketing, including overseeing development of publications and Web site.
4. Typically review work of and serve as a resource to program support staff and program instructors.
5. Performs other related work as needed.

#### Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
## Job Profile: Continuing Education, Sr. Analyst

### Job Summary
The job provides professional support for continuing education programming. Uses knowledge of internal and external University issues to administer program curriculum, policies, and procedures. Conducts communications and outreach for these programs, and responds to inquiries from enrolled students.

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### Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

### Job Level Description
Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

### Responsibilities
1. Collaborates with internal and external professionals to create new programs and enhance existing ones. Assists with evaluating the program curriculum, policies, and procedures.
2. Assists with planning and implementing program marketing activities, including the development of publications and Web site.
4. May review work of and serve as a resource to program support staff and program instructors.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
# Job Profile: Continuing Education, Business Sr. Coordinator

## Job Summary

The job provides business support for the day-to-day operations of summer programs including credit-bearing residential programs for academically advanced high school students and undergraduates. Serves as primary contact on all student-related issues. Provides assistance to communications and outreach; admissions processing and review; and coordination of student services. Provides guidance to other department staff, as required.

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## Job Family Description

Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

Has developed expertise in a variety of work processes or activities typically developed through a combination of job-related training and considerable on-the-job experience. Typically acts as a lead, coordinating the work of others - but not a supervisor. Works autonomously within established procedures and practices.

## Responsibilities

1. Provides program information to students and parents regarding the admissions process. Processes admissions materials.
2. Coordinates services for students participating in the program.
3. Produces and disseminates marketing materials describing program offerings and admissions criteria.
4. Acts as a lead for employees performing similar duties.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education

- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

### Experience

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications

- None.
### Job Profile: Continuing Education, Business Coordinator

**Job Summary**
The job provides business support for the day-to-day operations of continuing education programs. Serves as primary contact on all student-related issues. Provides assistance to communications and outreach; admissions processing and review; and coordination of student services.

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<td>Has developed specialized skills or is multi-skilled developed through job-related training and considerable on-the-job experience. Completes work with a limited degree of supervision. Likely to act as an informal resource for colleagues with less experience.</td>
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### Responsibilities
1. Gives program information to students and parents regarding the admissions process. Processes admissions materials.
2. Maintains services for students participating in the program.
3. Disseminates marketing materials describing program offerings and admissions criteria.
4. Performs other related work as needed.

### Education, Experience and Certifications

**Education**
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

**Experience**
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
# Job Profile: Education Outreach, Sr. Manager

## Job Summary

The job manages multiple related teams of managers and professional staff responsible for the development and implementation of education outreach programs and community relations strategies. Coordinates with national, state and local organizations to establish partnerships. Facilitate the development and coordination of academic and co-curricular partnerships with University divisions, departments, charter schools, and other community agencies to enrich teaching and learning and ensure meaningfully engagement with the communities. Engages in fundraising efforts. Provides leadership and supervision to program staff.

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<td>Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives.</td>
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## Responsibilities

1. Develops, oversees and evaluates education outreach programs and related community relations strategies.
2. Serves as a program liaison to establish partnerships with national, state and local organizations. Facilitate the development and coordination of academic and co-curricular partnerships with University divisions, departments, charter schools, and other community agencies.
3. Provides leadership to program staff.
4. Supports the program through fundraising and other supportive efforts.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Education Outreach, Manager

## Job Summary
The job manages a team of professional staff responsible for the development and implementation of education outreach programs and community relations strategies. Coordinates with national, state and local organizations to establish partnerships. Engages in fundraising efforts. Provides leadership and supervision to program staff.

## FLSA Status
- Exempt
- Non-Exempt

## Role Impact
- People Manager
- Individual Contributor

## Job Code
- AAEDOM2

## Job Level
- M2

## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description
Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

## Responsibilities
1. Manages education outreach program operations and administrative functions to include planning, program evaluation, policy implementation, personnel administration, budget, marketing, fundraising and proposal development.
2. Maintains partnerships with national, state and local organizations.
3. Manages employees by establishing annual performance goals, allocating resources, assessing annual performance, and determining individual merit, incentive and/or promotional increases.
4. Supports the program through fundraising and other efforts.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Education Outreach, Sr. Specialist

## Job Summary

The job solves complex problems related to the development and implementation of education outreach programs and community relations strategies. Serves as a senior contact for national, state, and local organizations. Facilitates partnerships with University divisions, departments, and schools. Provides analytical leadership for analysis, planning, and communications with various audiences, including senior School and University leadership and program staff.

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## Job Family Description

Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description

Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

## Responsibilities

1. Under the direction of the Dean and in cooperation with school senior leadership, advises and develops strategies, programs, and relationships to advance the school and the University globally.
2. Uses deep knowledge of the University of Chicago and divisional vision and values to assess, evaluate, and recommends opportunities for collaboration with global partners.
3. Supports broader University and divisional initiatives in international student recruitment and placement in support of academic programming.
4. Advises and coordinates global initiatives, ensuring unity of focus and purpose.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
Job Profile: Education Outreach, Specialist

Job Summary
The job develops and implements programs related to the development and implementation of education outreach programs and community relations strategies. Serves as a contact for national, state, and local organizations. Provides analysis, planning, and communications with various audiences, including senior leadership and program staff.

FLSA Status
- ☒ Exempt
- ☐ Non-Exempt

Role Impact
- ☐ People Manager
- ☒ Individual Contributor

Job Code
AAEDOP3

Job Level
P3

Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

Job Level Description
Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

Responsibilities
1. Under the direction of senior leadership, develops programs and relationships to advance program initiatives.
2. Uses knowledge of the divisional vision and values to assess, evaluate, and recommends opportunities for collaboration with partners.
3. Supports broader student initiatives.
4. Coordinates program initiatives, ensuring unity of focus and purpose.
5. Performs other related work as needed.

Education, Experience and Certifications

Education
- Minimum requirements include a college or university degree in related field.

Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

Licenses and Certifications
- None.
# Job Profile: Education Outreach, Sr. Analyst

## Job Summary
The job performs a range of professional activities and solves straightforward problems in the development and implementation of education outreach programs.

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## Job Code
AAEDOP2

## Job Level
P2

## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description
Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

## Responsibilities
1. Assists with the development and implementation of education outreach programs. May collaborate with teachers on implementing curriculum in the classroom.
2. Evaluates and documents performance of programs, making or recommending improvements when appropriate.
3. Prepares program communications, including creating and coordinating dissemination of program materials.
4. May assist with fundraising efforts, including writing grant proposals.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
**Job Profile: Education Outreach, Business Sr. Coordinator**

**Job Summary**

The job acts as a lead for the business support to activities conducted in regards to the design and implementation of education outreach programs and community relations strategies. Coordinates with national, state and local organization using job-related training and on-the-job experience. Utilizes specialized skills to engage in fund raising efforts. May act as a lead for student workers with less experience.

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**Job Family Description**

Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

**Job Level Description**

Has developed expertise in a variety of work processes or activities typically developed through a combination of job-related training and considerable on-the-job experience. Typically acts as a lead, coordinating the work of others - but not a supervisor. Works autonomously within established procedures and practices.

**Responsibilities**

1. Assists with planning and implementing education outreach programming and coordinates administrative duties in support of the program with a limited degree of supervision.
2. Coordinates activities related to identifying and establishing collaborative partnerships with national, state or local organizations.
3. Uses extensive on-the-job experience to lead administrative duties in support of the program/center, such as: assisting with education programs, maintaining calendars, serving as program point of contact, monitoring and reconciling accounts, and processing reimbursements.
4. Creates and coordinates dissemination of communications materials.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.
## Job Profile: Education Outreach, Business Coordinator

### Job Summary
The job provides business support for the design and implementation of education outreach programs and community relations strategies with a limited degree of supervision. Coordinates with national, state, local organizations and University divisions, departments, and schools in using job-related training and on-the-job experience. Utilizes specialized skills to engage in fund raising efforts. May act as a resource for student workers with less experience.

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### Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

### Job Level Description
Has developed specialized skills or is multi-skilled developed through job-related training and considerable on-the-job experience. Completes work with a limited degree of supervision. Likely to act as an informal resource for colleagues with less experience.

### Responsibilities
1. Assists with planning and implementing education outreach programming and performs administrative duties in support of the program with a limited degree of supervision.
2. Supports activities related to identifying and establishing collaborative partnerships with national, state or local organizations and University divisions, departments, and schools.
3. Uses on-the-job experience to perform administrative duties in support of the program/center, such as: assisting with education programs, maintaining calendars, serving as program point of contact, monitoring and reconciling accounts, and processing reimbursements.
4. Coordinates the dissemination of communications materials.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

#### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
### Job Profile: Education Outreach, Business Sr. Assistant

#### Job Summary
The job provides specialized business support for the design and implementation of education outreach programs and community relations strategies with a limited degree of supervision. Coordinates with national, state, local organizations and University divisions, departments, and schools in using job-related training and on-the-job experience. Utilizes specialized skills to engage in fund raising efforts. May act as a resource for student workers with less experience.

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<tr>
<td>Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.</td>
<td>Has developed knowledge and skills through formal training or considerable work experience. Works within established procedures with a moderate degree of supervision.</td>
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#### Responsibilities
1. Supports the planning and implementing education outreach programming and performs administrative duties in support of the program with a moderate to high degree of supervision.
2. Assists with activities related to identifying and establishing collaborative partnerships with national, state or local organizations and University divisions, departments, and schools.
3. Performs administrative duties in support of the program/center, such as: assisting with education programs, maintaining calendars, serving as program point of contact, monitoring and reconciling accounts, and processing reimbursements.
4. May create and coordinate dissemination of communications materials.
5. Performs other related work as needed.

#### Education, Experience and Certifications

##### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

##### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

##### Licenses and Certifications
- None.

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Table of Contents
# Job Profile: Executive/Professional Program, Sr. Director

## Job Summary

The job provides leadership and direction through senior managers who are responsible for directing the executive and professional degree and/or non-degree granting programming and also for high-level collaboration with other functions within the unit. Directs and oversees programs, unit marketing, budgeting, student services, and/or other functions. Directs the development of program or unit strategy.

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## Job Family Description

Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description

Provides divisional leadership and direction through senior managers. Is accountable for the performance and results of a unit. Gives input and executes sub-function strategy to achieve key University objectives that have campus-wide or institutional impact. Decisions are guided by functional strategy and objectives.

## Responsibilities

1. Manages employees through senior managers. Provides leadership for the direction of executive and professional degree programming or a program within the unit. Oversees unit marketing, budgeting, student services, and/or other unit functions.
2. Develops, manages and maintains high-level relationships with faculty and client organizations. Also engages in activities that promote programs.
3. Establishes program budgets, analyzes financial performance and determine corrective action when appropriate.
4. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 10+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Executive/Professional Program, Director

## Job Summary
The job provides leadership and direction through managers who are responsible for directing the executive and professional degree and/or non-degree granting programming or a program and another function within the unit (student affairs, diversity affairs, conference center, etc.). Directs and oversees programs, unit marketing, budgeting, student services, and/or other functions. Contributes to the development of program or unit strategy. Provides leadership and supervision to program directors and other professional staff.

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## Job Code
AAEPPM4

## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description
Provides leadership and direction through managers. Is accountable for the performance and results of related departments. Executes functional plans and contributes to the development of unit strategy. Decisions are guided by division, school or sub-function strategy and priorities.

## Responsibilities
1. Manages employees through subordinates, usually other managers. Directs executive and professional degree programming or a program within the unit. Establishes unit marketing, budgeting, student services, and/or other unit functions.
2. Oversees the creation of new programs and/or the enhancement of existing programs.
3. Contributes to the development of program or unit strategy ensuring alignment to program or unit goals and objectives.
4. Provides leadership to managers and other professional staff.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 10+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Executive/Professional Program, Sr. Manager

## Job Summary
The job manages multiple related teams of managers and professional staff responsible for the executive and professional degree programming, or other programs/functions within the unit (Student affairs, diversity affairs, conference center, etc.). Work of the role is guided by strategic plans for the unit to ensure program objectives and goals are in alignment.

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## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description
Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives.

## Responsibilities
1. Manages managers and professional staff. Manages the development, scheduling, and implementation of programs and marketing communications. Will also evaluate the effectiveness of programs and revise the curriculum as needed.
2. Manages and maintains contact with client organizations. Also engages in activities that promote programs, including speaking at professional and alumni gatherings, writing articles, and presenting papers.
3. Develops and maintains program budgets, analyzes financial performance and implements corrective action when appropriate.
4. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Executive/Professional Program, Manager

## Job Summary
The job manages a team of professional staff responsible for the executive and professional degree programming, or other programs/functions within the unit (Student affairs, diversity affairs, conference center, etc.). Work of the role is guided by strategic plans for the unit to ensure program objectives and goals are in alignment.

## FLSA Status
- ☑ Exempt
- ☐ Non-Exempt

## Role Impact
- ☑ People Manager
- ☐ Individual Contributor

## Job Code
AAEPPM2

## Job Level
M2

## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description
Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

## Responsibilities
1. Manages the development, scheduling, and implementation of programs and marketing communications. Will also evaluate the effectiveness of programs and revise the curriculum as needed.
2. Initiates and maintains contact with client organizations. Also engages in activities that promote programs, including speaking at professional and alumni gatherings, writing articles, and presenting papers.
3. Develops and monitors program budgets, analyzes financial performance and implements corrective action when appropriate.
4. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Executive/Professional Program, Sr. Specialist

## Job Summary
The job solves complex problems related to the development and implementation of executive and professional degree programming. The job uses specialized knowledge and breadth of expertise to improve program/functions within the unit (student affairs, diversity affairs, conference center, etc.) with limited supervision.

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### Job Family Description

Responsibilities

1. Provides specialized professional expertise in developing executive or professional degree programs and/or curriculum. Implements plans for executive or professional degree programs and initiatives and acts as a liaison between the program and program participants.
2. Plans and develops program objectives, long-term goals, and procedures, which requires specialized knowledge and experience in this area. Plans, implements, and evaluates the effectiveness of programs, initiating revisions as needed.
3. Develops and administers program budgets and recommends or makes budgetary recommendations. Analyzes the financial performance of programs and recommends corrective action when appropriate through the use of standard procedures or innovative solutions.
4. Serves as a key resource for program information. Resolves problems or questions referred by program staff, University administrators, or other contingencies.
5. Performs other related work as needed.

### Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
Job Profile: Executive/Professional Program, Specialist

Job Summary
The job solves complex problems related to the development and implementation of executive and professional degree programming. The job uses best practices to accomplish work in other program/functions within the unit (student affairs, diversity affairs, conference center, etc.) with limited supervision.

FLSA Status
- ☒ Exempt
- □ Non-Exempt

Role Impact
- □ People Manager
- ☒ Individual Contributor

Job Code
AAEPPP3

Job Level
P3

Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

Job Level Description
Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

Responsibilities
1. Provides in-depth knowledge in developing executive or professional degree programs and/or curriculum. Implements plans for executive or professional degree programs and initiatives and acts as a liaison between the program and program participants.
2. Plans and develops program objectives, long-term goals, and procedures, which requires expanded knowledge and experience in this area. Plans, implements, and evaluates the effectiveness of programs, initiating revisions as needed.
3. Develops and administers program budgets and recommends or makes budgetary recommendations. Analyzes the financial performance of programs and recommends corrective action when appropriate through the use of standard procedures.
4. Serves as a resource for program information. Resolves problems or questions referred by program staff, University administrators, or other contingencies.
5. Performs other related work as needed.

Education, Experience and Certifications

Education
- Minimum requirements include a college or university degree in related field.

Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

Licenses and Certifications
- None.
# Job Profile: Executive/Professional Program, Sr. Analyst

## Job Summary
The job solves straightforward problems in the development and implementation of executive and professional degree programming. Accomplishes work in other program/functions within the unit (student affairs, diversity affairs, conference center, etc.) with general supervision. Through this, employees in the role will build knowledge of the University, processes and customers.

## FLSA Status
- ☒ Exempt
- ☐ Non-Exempt

## Role Impact
- ☐ People Manager
- ☒ Individual Contributor

## Job Code
AAEPPP2

## Job Level
P2

## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description
Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

## Responsibilities
1. Assists with managing the day-to-day operations of executive or professional degree programs with a moderate level of guidance.
2. Assists with developing program objectives, long-term goals, and procedures, which requires expanded knowledge and experience in this area. Plans, implements, and evaluates the effectiveness of programs, initiating revisions as needed.
3. Maintains contact with client organizations and engages in in-house sales. Assists with planning and implementing program marketing activities, including writing and proofreading copy; coordinating the layout, design, and production of marketing materials; and coordinating other promotional activities.
4. Assists with analyzing the financial performance of programs and recommends corrective action when appropriate through use of standard procedures, the admissions process, developing program budgets and communication with program participants.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
### Job Profile: Faculty Affairs, Sr. Director

**Job Summary**
The job provides leadership and direction through senior managers who are responsible for providing complex and diverse functions critical for faculty course delivery and academic advising and services.

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<th>Job Level Description</th>
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</thead>
<tbody>
<tr>
<td>Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.</td>
<td>Provides divisional leadership and direction through senior managers. Is accountable for the performance and results of a unit. Gives input and executes sub-function strategy to achieve key University objectives that have campus-wide or institutional impact. Decisions are guided by functional strategy and objectives.</td>
</tr>
</tbody>
</table>

**Responsibilities**
1. Directs strategic planning for faculty and academic support functions, including the School's registrar function. Ensures successful course development and delivery.
2. Provides leadership for teams that provide course curriculum design and delivery, academic advising and faculty administrative support.
3. Oversees the preparation of and presents analyses and reports. Establishes direction and goals for a variety of committees/teams with a diverse array of colleagues and partners.
4. Oversees complex research and data gathering (e.g., Internet research, surveys), project planning, and implementation.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 10+ years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
Job Profile: Faculty Affairs, Sr. Specialist

Job Summary
The job leads and provides expertise to the professional research and recommendations in the development and implementation of faculty support programs.

FLSA Status  | Role Impact
---|---
☒ Exempt  | ☐ People Manager  | ☒ Individual Contributor
☐ Non-Exempt

| Job Code | Job Level |
---|---|
AAFACP4 | P4 |

Job Family Description  | Job Level Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems. | Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

Responsibilities
1. Leads research and contributes to strategic planning for faculty and chair development; relocation of families with dual careers; development and sponsored award activity including assisting with proposal development and grants management.
2. Creates training and programming for faculty and chair development and recommends training and/or program improvements.
3. Prepares and presents analyses, reports, and marketing materials to a wide variety of both internal and external audiences. May lead a variety of committees/teams and with a diverse array of colleagues and partners.
4. Conducts complex research and data gathering (e.g., Internet research, surveys), project planning, and implementation for a wide range of projects.
5. Performs other related work as needed.

Education, Experience and Certifications

Education
- Minimum requirements include a college or university degree in related field.

Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

Licenses and Certifications
- None.
### Job Profile: Faculty Affairs, Specialist

#### Job Summary
The job provides professional research and recommendations in the development and implementation of faculty support programs.

#### FLSA Status | Role Impact
--- | ---
☒ Exempt | ☐ Non-Exempt | ☐ People Manager | ☒ Individual Contributor

#### Job Code | Job Level
AAFACP3 | P3

#### Job Family Description | Job Level Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

#### Responsibilities
1. Conducts research and contributes to strategic planning for faculty and chair development; relocation of families with dual careers; development and sponsored award activity including assisting with proposal development and grants management.
2. Creates training and programming for faculty and chair development.
3. Prepares and presents analyses, reports, and marketing materials to a wide variety of both internal and external audiences. Participates and contributes on a variety of committees/teams and with a diverse array of colleagues and partners.
4. Conducts research and data gathering (e.g., Internet research, surveys), project planning, and implementation for a wide range of projects.
5. Performs other related work as needed.

#### Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
### Job Profile: Faculty Affairs, Sr. Analyst

#### Job Summary
The job provides professional support in the development and implementation of faculty support programs.

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<tr>
<th>FLSA Status</th>
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<tr>
<th>Job Family Description</th>
<th>Job Level Description</th>
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<tr>
<td>Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.</td>
<td>Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.</td>
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</tbody>
</table>

#### Responsibilities
1. Assists with managing the day-to-day operations of faculty affair programs with a moderate level of guidance.
2. Serves as a resource for program information. Resolves problems or questions referred by program staff, University administrators, or other contingencies.
3. Gathers and analyzes data for possible solutions for faculty-related issues. Writes reports and expands knowledge and experience in areas.
4. May process job postings for faculty and other academic appointments.
5. Performs other related work as needed.

#### Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
# Job Profile: Faculty Affairs, Analyst

## Job Summary
The job performs routine assignments related to the development and implementation of faculty support programs.

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<thead>
<tr>
<th>Job Family Description</th>
<th>Job Level Description</th>
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<tbody>
<tr>
<td>Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.</td>
<td>Performs routine assignments in the entry level to a professional job progression. Typically requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Develops competence by performing structured work assignments. Uses existing procedures to solve routine or standard problems. Receives instruction, guidance and direction from others.</td>
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</tbody>
</table>

## Responsibilities

1. This job is responsible for a broad range of operational business activities in support of faculty affairs program initiatives to meet operational, organizational and strategic goals and objectives.
2. Assists with the day-to-day operations of faculty affair programs with guidance and direction from others.
3. Serves as a resource for program information. Work to resolves problems or questions referred by program staff, university administrators, or other contingencies under direction.
4. Performs other related work as needed.

## Education, Experience and Certifications

### Education

- Minimum requirements include a college or university degree in related field.

### Experience

- Minimum requirements include knowledge and skills developed through less than 2 years of work experience in a related job discipline.

### Licenses and Certifications

- None.
## Job Profile: Leadership Education, Director

### Job Summary
The job provides leadership and direction through managers who execute the School's leadership development program’s strategy; oversees the acquisition, training and monitoring of the facilitators; and evaluates/modifies program content. Delivers program goals. Designs, writes and delivers course content for faculty and staff. Provides ongoing review and evaluation of the efficacy of the program.

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### Job Code
AALEAM4

### Job Level
M4

### Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

### Job Level Description
Provides leadership and direction through managers. Is accountable for the performance and results of related departments. Executes functional plans and contributes to the development of unit strategy. Decisions are guided by division, school or sub-function strategy and priorities.

### Responsibilities
1. Participates in or directs the design, delivery and evaluation of course content including workshops, retreats, and other events. Develops and implements training exercises and workshops that support the learning of facilitators and/or participants.
2. Establishes framework for process consultants who attend class sessions, committee meetings, module tests, and other involvement in activities that the facilitators undertake. Observes and advises on progress. Oversees staff who provide individual and team feedback as well as counseling to students as they learn and reflect upon their interpersonal skill development and performance in executive leadership programs and at the School.
3. Oversees the administration including development and management of all budgets and finances. Directs the coordination of services with other departments, University community, and other outside entities.
4. Develops and manages relationships with other MBA program and facilities staff to assure continuity in programs and priorities and logistical challenges.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through 10+ years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
# Job Profile: Leadership Education, Manager

## Job Summary
The job manages a team of professional staff responsible for leadership education programs as they relate to student leadership development, including designing and delivering workshops and training exercises. Oversee the design and implementation of the Facilitator experience including activities such as building a strong and enduring Facilitator community. Serve as a coach for all developmental programs in order to support the development of students' capacities as leaders.

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<td>M2</td>
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**Job Family Description**
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

**Job Level Description**
Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

### Responsibilities
1. Designs, delivers, and evaluates course content including workshops, retreats, and other events. Recruits, plans, and implements training exercises and workshops that support the learning of facilitators and/or participants.
2. Serves as a process consultant and attends class sessions, committee meetings, module tests, and other involvement in activities that the facilitators undertake. Observes and advises on progress. Provides individual and team feedback as well as counseling to students as they learn and reflect upon their interpersonal skill development and performance in executive leadership programs and at the University.
3. Oversees the administration including development and management of all budgets, finances, fundraising and interactive marketing (Web) for the leadership education program. Coordinates services with other departments, University community, and other outside entities.
4. Manages relationships with other MBA program and facilities staff to assure continuity in programs and priorities and logistical challenges.
5. Performs other related work as needed.

### Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
# Job Profile: Leadership Education, Supervisor

## Job Summary
The job supervises and monitors a team of support staff responsible for the leadership education programs as they relate to student leadership development. Responsibilities include designing and delivering workshops and training exercises.

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<td>AALEAM1</td>
<td>M1</td>
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</table>

## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

Supervises the daily activities of business or technical support or operations team. Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors. Decisions are guided by policies, procedures and business plan; receives guidance and oversight from manager. Typically does not perform the work supervised.

## Responsibilities
1. Supervises the design and delivery of workshops, retreats and other events that provide training to the student facilitators in coaching, facilitating, workshop design, group process, and other necessary for the design and delivery of the programs. Also develops support material such as training manuals, materials on coaching, facilitation, and other topics, inventories and test/ measurement guides, and other materials.
2. Provides coaching of the facilitators in their process of developing and delivering the programs, as well as being an expert resource to facilitators. Will also provide individual and team feedback as well as counseling to students as they learn and reflect upon their interpersonal skill development and performance in executive leadership programs and at the University. Serves as a process consultant and attends class sessions, committee meetings, module tests, and other activities that the facilitators undertake.
3. Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors.
4. Coordinates services with other departments, University community, and other outside entities.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
Job Profile: Leadership Education, Specialist

**Job Summary**
The job develops leadership education programs as they relate to student leadership development. This role uses best practices and knowledge of the leadership program to deliver workshops and training exercises. Coach students on their leadership development through the use of the leader assessment tools.

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<tr>
<td>AALEAP3</td>
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</table>

**Job Family Description**
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

**Job Level Description**
Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

**Responsibilities**
1. Works independently to develop leadership education and other programming. Reviews work of 3 teams of 1 student facilitators in the creation and delivery of classroom modules for the programs.
2. Develops and implements training exercises and workshops that support the learning of the facilitators and participants. Provides individual coaching to facilitators in their process of developing and delivering the programs, and acts as a content resource to facilitators. Serves as a process consultant and attends class sessions, committee meetings, module tests, and other involvement in activities that the facilitators undertake.
3. Responsible for all aspects of the recruiting and selection process for student facilitators, including facilitator orientation programs.
4. Uses in-depth knowledge and experience to provide individual and team feedback as well as counseling to students as they learn and reflect upon their interpersonal skill development and performance in leadership education programs and at the University.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
# Job Profile: Leadership Education, Sr. Analyst

## Job Summary

The job provides professional support and solves straightforward problems as they relate to student leadership development. This role plans and executes workshops and training exercises.

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### Job Family Description

Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

### Job Level Description

Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

## Responsibilities

1. Assists with the development of leadership education and other programming. May collaborate with teachers on implementing curriculum in the classroom.
2. Plans, schedules, and executes training exercises and workshops that support the learning of the facilitators and participants.
4. Prepares program communications, including creating and coordinating dissemination of program materials.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education

- Minimum requirements include a college or university degree in related field.

### Experience

- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications

- None.
# Job Profile: School Administrator, Director

## Job Summary
Reports to the Director of the Laboratory Schools, this position shares oversight of the entire school with the director, with specific responsibility for internal and academic affairs or external and administrative affairs. The Sr. Associate Director represents the Director when necessary. In coordination with the Director, this position will be responsible for providing leadership and has accountability for school operations, which may include school-wide programming, faculty professional development, University and community relations, labor relations, all-school curriculum coordination and advancement/external relations, finance, budget, physical plant, technology, human resources, and auxiliary programming. The Sr. Associate Director will provide mentorship and support for the Schools’ leadership in executing functional plans and directing the resolution of complex issues. Partner with Faculty Association on school-wide matters. Works in conjunction with the Laboratory Schools Board at the direction of the Director.

## FLSA Status
- Exempt
- Non-Exempt
- People Manager
- Individual Contributor

## Job Code
- AASCAM4

## Job Level
- M4

## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description
Provides leadership and direction through managers. Is accountable for the performance and results of related departments. Executes functional plans and contributes to the development of unit strategy. Decisions are guided by division, school or sub-function strategy and priorities.

## Responsibilities
1. Leads the development and implements strategic priorities to shape the future of the Schools across divisions and in relationship with the University of Chicago. Utilize management skills to help guide the strategic direction of the school leading from data and research driven reform efforts. Promote outreach and develop programs that invite educators from around the country and the world to learn in partnership with Lab.
2. Overall responsibility for the fiscal stability of Lab ensuring that finances are supporting academic and operational priorities. Set budgetary priorities and lead the work of the budget committee. Work with various offices throughout the University on issues such as planning, programming, budgeting, and operational infrastructure.
3. Lead contract negotiations and develop a deep understanding of the opportunities and challenges of working with a unionized faculty. Maintain a healthy and productive relationship with the teachers through administration of the collective bargaining unit. Directly supervise leadership teams within the school. Develop the skills of their leadership teams by coaching and providing feedback in order to support excellence in all aspects of the teams' work and manage professional development efforts.
4. Build deep relationships with students, families, faculty and staff to foster a culture of community. Emanate optimism, solve problems collaboratively, reflect on how actions impact others, create an engaging and inclusive school culture, and share in the united pursuit of Lab’s mission.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 10+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
Job Profile: School Administrator, Principal

Job Summary
The job is responsible for providing educational leadership, assuring excellence in academic, co-curricular programs, curriculum development, and supervision in support of mission. Provide leadership in the improvement, development, and evaluation of the instructional program, as well as implementation of new programs, and the assessment of all existing programs and pedagogy. Responsible for the safety and well-being of students in grades nursery - 12 at each divisional level, hiring and supervision of teachers (Lab School faculty) and other staff and for performance evaluation. Provide direction in the professional growth of teachers. Provide guidance related to and participate in the Schools' admission process. Plan and administer individual divisional budget. Assure positive, transparent communications and relationships with the Lab Schools community, students, parents, faculty, staff, and the University while building community relationships.

FLSA Status

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Role Impact

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Job Code

AASCAM3

Job Level

M3

Job Family Description

Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

Job Level Description

Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives.

Responsibilities

1. Execute a strategic plan that articulates key educational priorities and in alignment with the mission of the Schools for the division. Provides leadership in the development, improvement, and evaluation of the instructional program.
2. Manages system of instructional schedules. Evaluates and makes final recommendation on vision for education program and curriculum within division. Oversees a program of orientation and continued support of teachers, including opportunities for professional growth. Administers communications between parents, students, faculty, and staff. Manages the budget and work with the community to ensure that finances are supporting academic priorities. Maintains a healthy and productive relationship with the teachers through administration of the collective bargaining unit. Works with various offices throughout the University on issues such as planning, programming, budgeting, and operational infrastructure.
3. Supervise teachers in developing academic programs and curriculum. Responsible for performance evaluation of teachers and support staff. Has decision making authority in employment relationships. Manages academic teams and its work in a non-traditional reporting environment. Lead successfully in a complex system, building effective structures, procedures and methods of communication, and defining roles and responsibilities clearly.
4. Build deep relationships with students, families, faculty and staff to foster a culture of community. Emanate optimism, solve problems collaboratively, reflect on how actions impact others, create an engaging and inclusive school culture, and share in the united pursuit of Lab’s mission.
5. Performs other related work as needed.

Education, Experience and Certifications

Education
- Minimum requirements include a college or university degree in related field.

Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

Licenses and Certifications
- None.

Table of Contents
## Job Profile: Assistant Principal

### Job Summary

The job, in coordination with the Principal, support teachers in the areas of program design and development, pedagogy, and professional growth within and across disciplines. Support the Principal in providing for smooth functioning of all programs within the division, helping to assure the academic and social progress of the students, maintaining good community relations, advising the Principal on matters concerning the division and representing the Principal as requested. Administers student support services in the areas of counseling, extracurricular activities and programs, and discipline. Represents the Principal.

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<td>AASCAM2</td>
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</table>

**Job Family Description**

Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

**Responsibilities**

1. Monitors and guides teachers in executing academic programs. Participates in the development of an orientation program and continued support for teachers, including providing opportunities for professional growth.
2. Manages system of instructional schedules. Administers communications systems between home and the school, including providing for parent conferences. Manages student personnel matters.
3. Supervises the completion and submission of reports as required by the Principal, the State Department of Education, and accrediting agencies. Participates in developing and managing the school budget. Constructs a master instructional schedule and teaching assignments. Participates with the Principal on teacher hiring and evaluation.
4. Build deep relationships with students, families, faculty and staff to foster a culture of community. Emanate optimism, solve problems collaboratively, reflect on how actions impact others, create an engaging and inclusive school culture, and share in the united pursuit of Lab’s mission.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.
## Job Profile: School Administrator, Advisor

### Job Summary
Serve as the subject matter expert related to School programming in the areas such as Student Support Services or Diversity, Equity, and Inclusion impacting all divisions of the Laboratory Schools. Responsible for overall direction and vision for all-schools programming and curriculum. Develop strategy and supporting programs, policies, and curriculum in areas such as diversity, equity, and inclusion and student learning and counseling services programs. Impact the achievement of School-wide goals and objectives through working in collaboration with senior administrators across the Schools to establish consistent and comprehensive programming and services. Develop annual goals for programs, monitoring progress toward goal achievement, and evaluate program effectiveness for implementation based on best practices. Develop and implement of new programs and services in service to the mission of Lab. Lead projects to ensure that programs are administered consistently and appropriately to support needs of the faculty, staff, and students. Oversee and guide faculty members and staff through unique and delicate community issues related to issues such as diversity, equity, and inclusion and student learning and counseling practice and curriculum.

### FLSA Status
- ☒ Exempt
- ☐ Non-Exempt

### Role Impact
- ☐ People Manager
- ☒ Individual Contributor

### Job Code
AASCAP5

### Job Level
P5

### Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

### Job Level Description
Is a centralized role and a recognized expert within the University with campus-wide impact. Anticipates internal and or external business challenges that impact the University, vendor and/or regulatory issues; recommends process, product or service improvements. Solves unique and complex problems that have a broad impact on the University. Progression to this level is restricted on the basis of University requirements.

### Responsibilities
1. Provides leadership in the development, improvement, and evaluation of the differentiated instruction program as well as diversity, equity, and inclusion initiatives. Supervise teachers in developing academic programs.
2. Build deep relationships with students, families, faculty and staff to foster a culture of community. Emanate optimism, solve problems collaboratively, reflect on how actions impact others, create an engaging and inclusive school culture, and share in the united pursuit of Lab’s mission.
3. Manages academic teams and its work in a non-traditional reporting environment. Lead successfully in a complex system, building effective structures, procedures and methods of communication, and defining roles and responsibilities clearly.
4. Ensure the quality of the Schools’ K-12 curriculum and all programs related to learning and counseling strategic vision or diversity, equity and inclusion efforts. Provide for faculty professional development and work with teams to establish best practices and course of action.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
## Job Profile: School Administrator, Sr. Specialist

### Job Summary
Support the Principal and Assistant Principal in providing for smooth functioning of all programs in the division helping to assure the academic and social progress of the students, maintaining good community relations, advising the Principal on matters concerning the division. Collaborating with and supporting faculty and department chairs in the areas of program design and development, pedagogy, and professional growth within and across disciplines. Responsible for ensuring the safety and well-being of students, ensuring smooth relationships with the Lab Schools community-students, parents, faculty, staff, and the University, participating in the admission and enrollment process, and participating in planning and administering of the budget. Meet regularly with the faculty, with the Principal and Assistant Principal, academic and administrative leadership, and the Parents’ Association, and attend events as needed. Works closely with academic administrators and department chairs in the other schools to create a more holistic understanding of the educational experience, to coordinate scope and sequence.

### FLSA Status
- ☑ Exempt
- ☐ Non-Exempt

### Role Impact
- ☐ People Manager
- ☑ Individual Contributor

### Job Code and Level
- Job Code: AASCAP4
- Job Level: P4

### Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

### Job Level Description
Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

### Responsibilities
1. Monitors and guides teachers in executing academic programs and curriculum. Assists faculty and students in managing academic expectations.
2. Supports students, families, and faculty. Administers student services in the areas of extracurricular activities and programs, investigation and discipline. Administers communications systems between home and the school, including providing for parent conferences. Manages student personnel matters.
3. Collaborates across divisions to ensure consistent implementation of process and policy related to student discipline, instructional support, academic programming and co-curricular activities.
4. Build deep relationships with students, families, faculty and staff to foster a culture of community. Emanate optimism, solve problems collaboratively, reflect on how actions impact others, create an engaging and inclusive school culture, and share in the united pursuit of Lab’s mission.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
### Job Profile: School Development, Sr. Manager

#### Job Summary
The job manages multiple related teams of managers and professional staff responsible for the academic and para-curricular programs. Manages the implementation of new curriculum and student activity policies. Acts as an official representative of the division at select events and supports foundation relations and fundraising strategy.

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**Job Family Description**
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

**Job Level Description**
Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives.

#### Responsibilities
1. Manages the academic and para-curricular programs by providing a range of services, including serving as senior editor for publications; serving on selection committees for select grants; and providing leadership on matters of faculty governance and curriculum.
2. Implements new developments in curriculum and student activity policies.
3. Executes foundation relations and fundraising strategy. Acts as an official representative of the division at alumni, donor, and friend events and may undertake philanthropic initiatives when required.
4. Performs other related work as needed.

#### Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
Job Profile: School Development, Manager

Job Summary
The job manages a team of professional staff responsible for the academic and para-curricular programs. Manages the implementation of new curriculum and student activity policies. Acts as an official representative at select events and may support foundation relations and fundraising strategy.

FLSA Status
- ☒ Exempt
- ☐ Non-Exempt

Role Impact
- ☒ People Manager
- ☐ Individual Contributor

Job Code
AASCDM2

Job Level
M2

Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

Job Level Description
Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

Responsibilities
1. Manages the academic and para-curricular programs by providing a range of services, including serving as editor for publications; serving on selection committees for select grants; and providing leadership on matters of governance and curriculum.
2. Is accountable for the implementation of new developments in curriculum and student activity policy.
3. Executes foundation relations and fundraising strategy. Acts as an official representative at alumni, donor, and friend events and may undertake philanthropic initiatives when required.
4. Performs other related work as needed.

Education, Experience and Certifications

Education
- Minimum requirements include a college or university degree in related field.

Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

Licenses and Certifications
- None.
## Job Profile: School Development, Sr. Specialist

### Job Summary
The job leads and provides expertise to the development of programs for primary and secondary schools. Designs and implements programs and materials that contribute to school development and/or professional development of principals, teachers, and other school leaders.

### FLSA Status
- **Exempt**
- **Non-Exempt**

### Role Impact
- **People Manager**
- **Individual Contributor**

### Job Code
- **AASCDP4**

### Job Level
- **P4**

### Job Family Description
- Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

### Job Level Description
- Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

### Responsibilities
1. Leads the development for primary and secondary school programs. Requires specialized knowledge in the field of primary and secondary school education.
2. Leads research and development of curriculum, models, and best practices in the field of education. Works with school leadership teams to support school planning processes including needs assessments, goal setting, strategic planning, and determining strategies for curriculum selection and professional development. Leads the implementation of professional development workshops and individualized coaching efforts for principals, teachers, and other school staff.
3. Utilizes breadth of expertise in the identification and establishment of collaborative partnerships with schools.
4. Plays a key role in program evaluation and improvement efforts.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
# Job Profile: School Development, Specialist

## Job Summary
The job uses best practices and provides knowledge to the development of programs for primary and secondary schools. Designs and implements programs and materials that contribute to school development and/or professional development of principals, teachers, and other school leaders.

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### Job Code
AASCDP3

### Job Level
P3

### Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

### Job Level Description
Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

## Responsibilities
1. Develops programs for primary and secondary school education. Requires a deep understanding of the field of primary and secondary school education.
2. Conducts research and development of curriculum, models, and best practices in the field of education. Works with school leadership teams to support school planning processes including needs assessments, goal setting, strategic planning, and determining strategies for curriculum selection and professional development. May lead the implementation of professional development workshops and individualized coaching efforts for principals, teachers, and other school staff.
3. Utilizes in-depth experience in the identification and establishment of collaborative partnerships with schools.
4. Plays a medium to large role in program evaluation and improvement efforts.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

### Licenses and Certifications
- None.

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Table of Contents
# Job Profile: School Development, Sr. Analyst

## Job Summary
The job provides professional support in the development and implementation of school development and/or professional development support programs.

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### Job Code
AASCDP2

### Job Level
P2

### Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

### Job Level Description
Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

## Responsibilities
1. Assists with the development for primary and secondary school programs. Requires a deep understanding of the field of primary and secondary school education.
2. Conducts research and development of curriculum, models, and best practices in the field of education. May work with school leadership teams to support school planning processes including needs assessments, goal setting, strategic planning, and determining strategies for curriculum selection and professional development. May lead the implementation of professional development workshops and individualized coaching efforts for principals, teachers, and other school staff.
3. Applies experience in the identification and establishment of collaborative partnerships with schools.
4. Plays a role in program evaluation and improvement efforts.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
## Job Profile: Teaching, Manager

### Job Summary
The job manages a team of professional staff responsible for the development of instructional support materials for teachers in one or more subjects or athletic programs. Leads others to assist teachers by providing individual instruction, counseling, and other academic or extracurricular services, such as the preparation of lesson plans, course outlines and assignments, or athletic strategies.

### FLSA Status and Role Impact
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### Job Family Description and Level Description
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<tr>
<td>Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.</td>
<td>Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.</td>
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### Responsibilities
1. Hire, train, and manage a team of instructors, tutors and other personnel. Recommends, plans, and implements new instructional and training programs. Evaluates the performance of the team and individuals in order to instruct and advise on technical, strategic, and mental development.
2. Plan and direct advertising for and promotion of the program in a variety of media; market offerings broadly through mailings, multimedia and presence at professional meetings. Will also generate content for and update website to reflect current course offerings and initiatives.
3. Writes annual report summarizing the program and recommends future programming. Will also manage the Program’s revenues and expenses against budget, and collaborate with the CLC Director with planning the budget, including the expansion of revenue-producing programming.
4. If athletic coach, manages the planning, coaching, recruiting, administering, and promoting of a University intercollegiate athletics program within IHSA, NCAA and divisional, and University standards.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
## Job Profile: Teaching, Sr. Specialist

### Job Summary

The job uses specialized knowledge and breadth of expertise to provide instructional support to teachers in one or more subjects. Assists the teachers by providing individual instruction, counseling, and other academic services. Interprets, assesses and documents student progress. Prepares lesson plans, course outlines and assignments.

### FLSA Status

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### Role Impact

- ☑ Exempt
- ☑ Individual Contributor

### Job Code

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### Job Level Description

- Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

### Responsibilities

1. Works independently and leads work of groups of students throughout the academic year. Interprets issues faced by students, and provides academic and professional advising.
2. Responsible for planning and teaching regularly scheduled discussion groups. Leads thesis writing workshops.
3. Teaches a section of unit-core or stand-alone mixed undergraduate and MA-level class.
4. Leads staff meetings and a range of social and academic program events.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education

- Minimum requirements include a college or university degree in related field.

#### Experience

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

#### Licenses and Certifications

- None.

Table of Contents
## Job Profile: Teaching, Specialist

### Job Summary
The job uses best practices, knowledge and experience to provide instructional support to teachers in one or more subjects. Assists the teachers by providing individual instruction, counseling, and other academic services. Interprets, assesses and documents student progress. Prepares lesson plans, course outlines and assignments.

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### Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

### Job Level Description
Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

### Responsibilities
1. Works independently and guides work of groups of students throughout the academic year. Interprets issues faced by students, and provides academic and professional advising.
2. Performs initial and ongoing assessments of students' academic abilities and rates of achievements. Monitors and documents students' progress, participation, and attendance in class.
3. Provides extra support for students outside the normal classroom hours, including tutorials and academic counseling and guidance services.
4. Participates in staff meetings and a range of social and academic program events.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
## Job Profile: Teaching, Sr. Analyst

### Job Summary
The job provides instructional support to teachers in one or more subjects while expanding individual knowledge and acquiring higher-level knowledge and skills. Assists the teachers by providing individual instruction, counseling, and other academic services with a moderate level of guidance and direction. Assesses and documents student progress. Prepares lesson plans, course outlines and assignments.

### FLSA Status
- ☒ Exempt
- ☐ Non-Exempt

### Role Impact
- ☐ People Manager
- ☒ Individual Contributor

### Job Code
AATCHP2

### Job Level
P2

### Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

### Job Level Description
Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

### Responsibilities
1. Assists teachers with all aspects of the academic program. Instructs and provides counseling to students as well as giving them feedback.
2. Work with small groups of students to help them improve in the subject area and hold office hours to speak individually with students.
3. Has a moderate/high level of authority to participate in staff meetings, individual planning meetings, and parent-student staffings.
4. Helps staff to plan and execute events.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
# Job Profile: Teaching, Analyst

## Job Summary
The job performs a broad range of instructional activities for teachers in one or more subjects while expanding individual knowledge and acquiring higher-level knowledge and skills. Assists the teachers by providing individual instruction, counseling, and other academic services with guidance and direction. Prepares lesson plans, course outlines and assignments.

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## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems. Performs routine assignments in the entry level to a professional job progression. Typically requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Develops competence by performing structured work assignments. Uses existing procedures to solve routine or standard problems. Receives instruction, guidance and direction from others.

## Responsibilities
1. Assists teachers with aspects of the academic program. Instructs and provides counseling to students.
2. Prepares lesson plans, course outlines, and assignments.
3. Participates in staff meetings, individual planning meetings, and parent-student staffings.
4. May help staff to plan and execute events.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through less than 2 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
### Job Profile: Teaching, Sr. Technician

**Job Summary**
The job conducts a range of technical processes and procedures for teachers in one or more subjects. With a limited degree of supervision, this role provides technical assistance in assessing documents and student progress, preparing lesson plans and assignments, and developing course outlines.

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**Job Family Description**
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

**Job Level Description**
Has developed proficiency in a range of processes or procedures through job-related training and considerable on-the-job experience. Completes a variety of atypical assignments, as needed. Works within defined processes and procedures or methodologies and may help determine the appropriate approach for new assignments. Completes work with a limited degree of supervision. Likely to act as an informal resource for colleagues with less experience.

**Responsibilities**
1. Applies defined processes and procedures or methodologies to provide a variety of assistance and instructional support to teachers, such as individual instruction, counseling and other support services.
2. Maintains knowledge by participating in staff meetings, individual planning meetings, and/or parent-student staffings.
3. Collaborates with teachers through classroom observation and curriculum discussions.
4. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

**Experience**
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**
- None.

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## Job Profile: Teaching, Technician

### Job Summary
The job provides technical support to teachers in one or more subjects. With a moderate degree of supervision, this role provides technical assistance in assessing documents and student progress, preparing lesson plans and assignments, and developing course outlines.

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<tr>
<td>Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.</td>
<td>Expands skills in own work area within an analytical/scientific method or operational process. Maintains appropriate licenses, training and/or certifications, as needed. Applies experience and skills to complete assigned work within our area of expertise. Works within standard operating procedures and/or scientific methods. Works with a moderate degree of supervision.</td>
</tr>
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</table>

### Responsibilities
1. Applies skills to provide assistance and instructional support to teachers, such as individual instruction, counseling and other support services.
2. Expands knowledge by participating in staff meetings, individual planning meetings, and/or parent-student staffings.
3. May collaborate with teachers through classroom observation and curriculum discussions.
4. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

#### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
## Job Profile: Teaching Support, Manager

### Job Summary
The job manages a team of supervisors and professional staff who support the teaching laboratories or classroom facilities, budgets, equipment and personnel. Trains and supervises graduate laboratory tutors and trains students and staff to operate equipment. Monitors and implements improvements for teaching laboratories, including designing and improving lecture demonstrations and developing laboratory manuals.

### FLSA Status
- ☑ Exempt
- ☐ Non-Exempt

### Role Impact
- ☑ People Manager
- ☐ Individual Contributor

### Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

### Job Level Description
Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

### Responsibilities
1. Defines resource and operational objectives for the teaching laboratories and lecture demonstration facilities.
2. Manages teaching laboratory/facility budget. Determines needed instrumentation and instructional materials and oversees maintenance and ordering of equipment, supplies and/or specimens.
3. Trains and manages graduate laboratory tutors. Monitors and implements improvements for teaching laboratories, including designing and improving lecture demonstrations and developing laboratory manuals.
4. Designs, constructs and maintains laboratory equipment. Instructs students, staff and faculty in the operation of laboratory equipment and oversees set up and testing of laboratory equipment. Assists students with experimental techniques and interpretation of data.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
### Job Profile: Teaching Support, Specialist

#### Job Summary

The job uses best practices and knowledge of laboratories to train and supervise graduate laboratory tutors, students and staff to operate equipment. Monitors and implements improvements for teaching laboratories, including designing and improving lecture demonstrations and developing laboratory manuals. Requires in-depth knowledge of and experience working with laboratory equipment.

#### FLSA Status

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#### Role Impact

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#### Job Code

AATCSP3

#### Job Level

P3

#### Job Family Description

Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

#### Job Level Description

Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

#### Responsibilities

1. Prepares and tests lecture demonstrations to ensure consistency with course content. Works with faculty or staff to determine the suitability of demonstrations for specific lectures. Informs faculty of new demonstration developments and materials.
2. Researches and develops new lecture demonstrations and makes improvements on existing demonstrations. Creates manuals, syllabi, and other instructional materials. Is responsible for setting up and updating a lecture demonstration website. Maintains and documents the use of demonstration equipment or materials.
3. Acts as a resource for and instructs faculty on the proper usage of technical scientific apparatus. Uses best practices and laboratory knowledge to promote safety in handling hazardous equipment and materials.
4. Provides support for and solves general audio/visual issues. Recommends purchases of computers, software, and technical apparatus and supplies. Identifies building maintenance problems.
5. Performs other related work as needed.

#### Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
# Job Profile: Teaching Support, Sr. Analyst

## Job Summary
The job requires knowledge and experience in laboratories to train and supervise graduate laboratory tutors, students and staff to operate equipment. Monitors and implements improvements for teaching laboratories, including improving lecture demonstrations and assisting with developing laboratory manuals. Requires knowledge of and experience working with laboratory equipment.

## FLSA Status
- ☑ Non-Exempt
- ☐ Exempt

## Role Impact
- ☑ Individual Contributor
- ☐ People Manager

## Job Code
AATCSP2

## Job Level
P2

## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description
Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

## Responsibilities
1. Prepares and tests lecture demonstrations to ensure consistency with course content. Works with faculty or staff to determine the suitability of demonstrations for specific lectures.  
2. Recommends improvements on existing demonstrations. Assists with creating manuals, syllabi, and other instructional materials. Maintains and documents the use of demonstration equipment or materials.  
3. Instructs students, staff, and faculty in the operation of laboratory or classroom equipment. Promotes safety in handling equipment and/or materials.  
4. Provides support for and solves standard audio/visual issues.  
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
## Job Profile: Teaching Support, Sr. Technician

### Job Summary
The job conducts a range of technical processes and procedures to provide technical support in teaching laboratories or classrooms. Designs, operates, and/or maintains laboratory or instructional materials. Instructs students, staff, and faculty in the operation of laboratory or classroom equipment. Works with a limited degree of supervision.

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### Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

### Job Level Description
Has developed proficiency in a range of processes or procedures through job-related training and considerable on-the-job experience. Completes a variety of atypical assignments, as needed. Works within defined processes and procedures or methodologies and may help determine the appropriate approach for new assignments. Completes work with a limited degree of supervision. Likely to act as an informal resource for colleagues with less experience.

### Responsibilities
1. Applies advanced skills to design, construct, test, operate, and maintain laboratory or instructional equipment. Prepares complex manuals, syllabi, and other instructional materials.
2. Instructs students, staff, and faculty in the operation of laboratory or classroom equipment.
3. May help design lecture demonstrations and assist students with experimental techniques and interpretation of data.
4. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

#### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
# Job Profile: Teaching Support, Technician

## Job Summary
The job provides technical support in teaching laboratories or classrooms. Designs, operates, and/or maintains laboratory or instructional materials. Instructs students, staff, and faculty in the operation of laboratory or classroom equipment. Works with a moderate degree of supervision.

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## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

Expands skills in own work area within an analytical/scientific method or operational process. Maintains appropriate licenses, training and/or certifications, as needed. Applies experience and skills to complete assigned work within our area of expertise. Works within standard operating procedures and/or scientific methods. Works with a moderate degree of supervision.

## Responsibilities
1. Applies skills to design, construct, test, operate, and maintain laboratory or instructional equipment. Prepares manuals, syllabi, and other instructional materials.
2. Teaches students, staff, and faculty in the operation of laboratory or classroom equipment.
3. Helps design lecture demonstrations and assist students with experimental techniques and interpretation of data.
4. Performs other related work as needed.

## Education, Experience and Certifications
### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Writing Program Support, Manager

## Job Summary
The job manages a team of professionals responsible for the development of teaching materials and research of new practices to incorporate into current courses. Manages the development and teaching of free-standing writing courses and workshops on special topics for undergraduates, graduate students and instructors, to advance writing skills. Manages the development of specific writing materials upon request from different people in the University. Represents the Writing Program in meetings with faculty, divisional, or University administrators and maintain writing program publications. Manages the hiring process and develops and evaluates office procedures.

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### Job Code
AAWPSM2

### Job Level
M2

### Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

### Responsibilities
1. Manages a team of professionals responsible for the development of teaching free-standing courses in academic and professional writing.
2. Recommends program goals and manages their implementation. Develops and manages program curricula, policies, and procedures. Manages the program budget. Manages the hiring process and develops and evaluates office procedures.
3. Manages Program Staff. Manages program evaluation and documentation, including submission of required reports. Manages training and mentoring of instructors and evaluation of instructors. Manages information about the program and program jobs.
4. Develops and maintains relationships with academic and administrative units within the University. Consults with academic and professional writers in a wide range of fields.
5. Performs other related work as needed.

### Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
# Job Profile: Writing Program Support, Sr. Specialist

## Job Summary

The job uses expertise in writing to incorporate new practices into current teaching materials and courses. Designs and teaches free-standing writing courses and workshops on special topics to advance writing skills, for students and instructors. Creates specific writing materials upon request from different people in the University. Leads the Writing Program in meetings with faculty, divisional, and University administrators and maintains writing program publications.

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## Job Family Description

Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description

Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

## Responsibilities

1. Utilizes deep specialized knowledge to develop teaching materials and offer writing courses and workshops tailored to the specific needs of the requesting unit. May also provide confidential individual consultations about writing and/or writing pedagogy.
2. Designs and improves procedures for supervising, mentoring, supporting, evaluating training student instructors. Uses expertise to develop and teach writing pedagogy courses for graduate student instructors. Recommends process improvements and best practices to current writing programs.
3. Supports development of higher level staff and faculty into advanced writers and competent teachers of writing. Periodically reviews and improves complex communications to ensure they promote the program’s mission and communicate effectively with Writing Program constituencies.
4. Interprets and reviews course evaluations as well as Writing Program practices in mentoring, technology, and supervision. Compares current practices with those of peer institutions, and develops improvements in program practices.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
## Job Profile: Writing Program Support, Specialist

### Job Summary
The job uses best practices in writing to incorporate new practices into current teaching materials and courses. Designs and teaches free-standing writing courses and workshops on special topics to advance writing skills, for undergraduates, graduate students and instructors. Creates specific writing materials upon request from different people in the University. Maintains writing program publications.

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### Role Impact
| ☑ People Manager | ☑ Individual Contributor |

### Job Code
AAWPS3

### Job Level
P3

### Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

### Job Level Description
Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

### Responsibilities
1. Develops teaching materials and offers writing courses and workshops tailored to the specific needs of the requesting unit. May also provide confidential individual consultations about writing and/or writing pedagogy.
2. Designs and improves procedures for supervising, mentoring, supporting, evaluating training graduate student instructors. Develops and teaches writing pedagogy courses for graduate student instructors. Recommends process improvements and best practices to current writing programs.
3. Supports development of higher level staff and faculty into advanced writers and competent teachers of writing. Periodically reviews and improves communications to ensure they promote the program's mission and communicate effectively with Writing Program constituencies.
4. Interprets and reviews course evaluations as well as Writing Program practices in mentoring, technology, and supervision. Compares current practices with those of peer institutions.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
# Job Profile: Writing Program Support, Sr. Analyst

## Job Summary
The job develops teaching materials and researches new practices to incorporate into writing courses with a moderate level of guidance and direction. Provides professional support to the development and teaching of free-standing writing courses for undergraduates, graduate students and instructors. Teach small group sections of pedagogy courses for Writing Program personnel.

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## Job Code
AAWPSP2

## Job Level
P2

## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description
Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

## Responsibilities
1. Drafts teaching materials that support academic and professional writing and writing pedagogy. Implements and assists with evaluating writing program curricula, policies, and procedures.
2. Develops specific writing materials upon request from different people in the University. Represents the Writing Program in meetings with faculty or University administrators and maintain writing program publications. Serves as a point of contact for the program.
3. Gathers and analyzes data for possible solutions concerning program performance. Writes reports and expands knowledge and experience in the area.
4. Assists with the application processes, including recruiting, training, mentoring, and evaluating the work of graduate student instructors.
5. Performs other related work as needed.

## Education, Experience and Certifications
### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Writing Program Support, Business Coordinator

## Job Summary
The job provides business support in the development of teaching materials. Supports free-standing writing courses and workshops on special topics to advance students' writing skills. Develops specific writing materials upon request from different people in the University with a limited degree of supervision and may act as an informal resource for colleagues with less experience.

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## Job Family Description
Responsible for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, faculty affairs, faculty research and development, institutional studies, off-campus programs, teacher credential programs, and academic information systems.

## Job Level Description
Has developed specialized skills or is multi-skilled developed through job-related training and considerable on-the-job experience. Completes work with a limited degree of supervision. Likely to act as an informal resource for colleagues with less experience.

## Responsibilities
1. Assists with the day-to-day operations of programs that teach and support academic and professional writing and writing pedagogy, with a limited degree of supervision.
2. Performs administrative duties learned through considerable on-the-job experience that support writing instruction, student mentoring, and the program's courses, including supporting the team with planning and implementing program logistics, maintaining calendars, planning events, and serving as one of the program contacts.
3. May support the training provided to graduate student instructors.
4. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

### Licenses and Certifications
- None.