Job Family - Student Affairs & Services

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 Student Affairs & Services 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>
| Academic Advising          | Oversees the academic progress of students and advises students with academic difficulties. May apply counseling to students in need academically or personally. Responds to queries about students from faculty, parents, and staff. | Academic Advising, Director  
Academic Advising, Sr. Manager  
Academic Advising, Manager  
Academic Advising, Sr. Specialist  
Academic Advising, Specialist  
Academic Advising, Sr. Analyst |
| Admissions & Recruitment   | Develops strategies, policies, and procedures for admissions, recruitment, or both. Supports recruitment efforts by interviewing and evaluating applicants; supports admissions efforts by selecting applicants for admission and coordinating admissions across the University. May travel and recruit in a specific territory. Counsels students and parents regarding the admissions process. | Admissions & Recruitment, Director  
Admissions & Recruitment, Sr. Manager  
Admissions & Recruitment, Manager  
Admissions & Recruitment, Sr. Specialist  
Admissions & Recruitment, Specialist  
Admissions & Recruitment, Sr. Analyst  
Admissions & Recruitment, Analyst |
| Athletics                  | Manages the University's athletics, fitness, and recreational sports programs. Develops campus-wide recreational programming to meet the demands of the University community. | Athletics, Director  
Athletics, Sr. Manager  
Head Coach  
Assistant Coach  
Athletics, Specialist |
| Career Services            | Works with students, alumni, and potential employers to develop and implement programs and advising focused on students' career development. | Career Services, Sr. Director  
Career Services, Director  
Career Services, Sr. Manager  
Career Services, Manager  
Career Services, Sr. Specialist  
Career Services, Specialist  
Career Services, Sr. Analyst |
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<tr>
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<tr>
<td>Employer Management</td>
<td>Oversees employer development and relations to connect undergraduate students, graduate students, and recent alumni with job, internship, and other networking opportunities. Manages outreach affairs nationally and internationally and maintains relationships with executive search firms.</td>
<td>Employer Management, Director&lt;br&gt;Employer Management, Sr. Manager&lt;br&gt;Employer Management, Manager&lt;br&gt;Employer Management, Specialist&lt;br&gt;Employer Management, Sr. Analyst</td>
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<tr>
<td>Registrar</td>
<td>Leads the University's operations responsible for maintaining academic and student information. Services include: performing registration, recording grades and producing transcripts, scheduling classroom space, institutional reporting, publishing divisional and school catalogs, and coordinating graduation.</td>
<td>Registrar, Sr. Manager&lt;br&gt;Registrar, Manager&lt;br&gt;Registrar, Specialist&lt;br&gt;Registrar, Sr. Analyst</td>
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<td>Residential Life</td>
<td>Responsible for the direction and management of food service operations and residence hall operations for students.</td>
<td>Residential Life, Director&lt;br&gt;Residential Life, Sr. Manager&lt;br&gt;Residential Life, Manager&lt;br&gt;Residential Life, Supervisor&lt;br&gt;Residential Life, Sr. Specialist&lt;br&gt;Residential Life, Specialist&lt;br&gt;Residential Life, Analyst</td>
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<tr>
<td>Scholarly Support</td>
<td>Plans, oversees, and coordinates programs, workshops, and advising related to graduate student and postdoc scholarly development, including pedagogical training, fellowships, writing, and other related services.</td>
<td>Scholarly Support, Sr. Specialist&lt;br&gt;Scholarly Support, Specialist&lt;br&gt;Scholarly Support, Sr. Analyst&lt;br&gt;Scholarly Support, Analyst</td>
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<tr>
<td>Student Activity</td>
<td>Plans, oversees, and coordinates a wide range of programs, events, and student activities. Develops orientation programming for incoming students and other programming that fosters student communities. Manages the financial operations that support all recognized student organizations.</td>
<td>Student Activity, Sr. Manager&lt;br&gt;Student Activity, Manager&lt;br&gt;Student Activity, Sr. Specialist&lt;br&gt;Student Activity, Specialist&lt;br&gt;Student Activity, Sr. Analyst&lt;br&gt;Student Activity, Analyst&lt;br&gt;Student Activity, Business Coordinator</td>
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| Student Affairs & Inclusion      | Plans, administers, and leads a variety of student services. Leads, develops and implements orientation and onboarding programs for incoming students. Monitors student performance, evaluates student academic records, and authorizes convocation eligibility. Provides an environment that welcomes multicultural students and develops processes to improve their recruitment and retention. Acts as the primary point of contact for student inquiries. Analyzes admissions and financial aid data to develop future enrollment strategies. Note that P5 job level is restricted for CSL only. | Student Affairs & Inclusion, Sr. Director  
Student Affairs & Inclusion, Director  
Student Affairs & Inclusion, Sr. Manager  
Student Affairs & Inclusion, Manager  
Student Affairs & Inclusion, Advisor  
Student Affairs & Inclusion, Sr. Specialist  
Student Affairs & Inclusion, Specialist  
Student Affairs & Inclusion, Sr. Analyst  
Student Affairs & Inclusion, Business Sr. Coordinator |
| Student Counseling Services      | Plans, coordinates, and assesses the University’s counseling and mental health programs and services. Administers multi-disciplinary mental health services and enables the effective utilization of mental health services by students.                                                                                                                                                                           | Student Counseling Services, Director  
Student Counseling Services, Sr. Manager  
Student Counseling Services, Sr. Specialist  
Student Counseling Services, Specialist |
| Student Financial Aid            | Manages, plans, implements, and evaluates effective financial aid programs. Plans and manages the tuition revenue and financial aid budgets of the University. Plans and directs operations related to the awarding of financial aid funds through scholarships, grants-in-aid, loans, and student employment programs. Provides financial aid counseling to prospective and current students.                                                                                                                                | Student Financial Aid, Sr. Manager  
Student Financial Aid, Manager  
Student Financial Aid, Specialist  
Student Financial Aid, Sr. Analyst  
Student Financial Aid, Analyst |
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| Student Health Services   | Promotes, maintains, and improves individual and community health by assisting individuals and groups to adopt healthy behaviors and by providing primary care. Assesses, identifies, and proposes innovative programs and policies to encourage healthy lifestyles, to build resilience, address campus health trends, and identify priorities. Partners with appropriate stakeholders on the University's response to student health-related and campus public health emergencies. | Student Health Services, Director  
Student Health Services, Sr. Manager  
Student Health Services, Specialist  
Student Health Services, Sr. Analyst  
Student Health Services, Analyst                                                                 |
| Study Abroad              | Directs the planning, administration, and operation of international study programs. Coordinates the operations and curricula of study abroad programs, developing excursions appropriate to program goals and assisting with new program development. | Study Abroad, Sr. Manager  
Study Abroad, Manager  
Study Abroad, Specialist  
Study Abroad, Sr. Analyst  
Study Abroad, Analyst                                                                                     |
# Job Profile: Academic Advising, Director

## Job Summary
The job manages multiple related teams of managers and is responsible for providing leadership for the academic support for students in multiple academic programs. Serves as the lead voice for communicating the academic needs of the students to key members of leadership. Oversees the academic relationships between students, faculty, and staff.

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<th>Job Family Description</th>
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<td>Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.</td>
<td>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.</td>
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## Responsibilities
1. Provide leadership for the academic advisors enterprise-wide to provide superior academic advising and quality service to all academic and co-curricular programming.
2. Works closely with related teams across campus to ensure that all processes related to registration, enrollment, and student status deliver an excellent administrative experience.
3. Reviews and recommends changes in policies regarding academic standings.
4. Oversees development programs that educate staff on topics, including, but not limited to curricular, campus resources, developmental issues facing each program’s population, psychological issues, and financial aid policies.
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: Academic Advising, Sr. Manager

## Job Summary

The job manages multiple related teams of managers and professional staff responsible for monitoring the academic progress of students and advising students with academic difficulties. Responsible for academic relationships between students, faculty, parents, and staff.

## FLSA Status

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## Role Impact

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## Job Family Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

## 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. Develops staff development programs that educate the staff in the full range of information they must know—curricular, campus resources, developmental issues facing the college-aged population, psychological issues, financial aid policies, etc.
2. Manages advisors who handle discipline cases and student problems and crises. Recommends effective advising strategies for these students.
3. Plans activities for the academic year as well as manages other summer projects with leadership.
4. Recommends variations in policies regarding academic standings.
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: Academic Advising, Manager

Job Summary
The job manages a team of professional staff responsible for monitoring the academic progress of students and advising students with academic difficulties. Responsible for academic relationships between students, faculty, parents, and staff. Add the following: Employ expert knowledge in student development to design and implement creative approach to learning and student support across all four years of the college career. Leads the effort to recruit, monitor, and support students coming from first generation or low income backgrounds.

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

Job Code | Job Level
SAADVM2 | M2

Job Family Description | Job Level Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs. 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 staff development programs that educate the staff in the full range of information they must know--curricular, campus resources, developmental issues facing the college-aged population, psychological issues, financial aid policies, etc.
2. Manages advisors who handle discipline cases and student problems and crises. Recommends effective advising strategies for these students.
3. Plans activities for the academic year as well as manages other summer projects with leadership. Works closely with major campus partners, including Chicago Booth, Harris School, Career Advancement, Bursar, Financial Aid, ARD and others. Collaborate with Booth regarding college registration and grading and other Booth programs.
4. Recommends variations in policies regarding academic standings. Review, approve and process as necessary a variety of student petitions including professional school petitions.
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: Academic Advising, Sr. Specialist

### Job Summary
The job uses expertise and deep experience within Academic Advising to lead a team of other academic advisors and provide guidance to students within the University's graduate programs. Works independently to respond to complicated queries about students from faculty, parents, and staff.

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

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

### Job Code
SAADVP4

### Job Level
P4

### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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. Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.
2. Manages on-boarding efforts related to coursework and academic planning delivered through various channels and on-line tools. Works independently to facilitate graduation-related functions related to academic and degree requirements.
3. Acts as the main point of contact and recommends process improvements for other University Schools and Divisions' joint-degree programs.
4. Leads the development of programming for non-academic matters, such as health and wellness and curricular programming. Designs and produces material for the handbook and other academically-related publications.
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.

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[Table of Contents]
## Job Profile: Academic Advising, Specialist

### Job Summary

The job uses best practices and knowledge of Academic Advising to lead a team of other academic advisors and provide guidance to students within the University's graduate programs. Works independently to respond to complicated queries about students from faculty, parents, and staff. Should be as follows: The job uses best practices and knowledge of Academic Advising to lead a team of other academic advisors and provide guidance to students within the University's graduate/undergraduate programs. Works independently to respond to complicated queries about students from faculty, parents, and staff.

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<tr>
<td>Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.</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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</table>

### Responsibilities

1. Designs, implements and maintains student academic and administrative policies. Translates specialized knowledge of academic functions to complicated advising matters. Has a deep understanding of the activities of Study Abroad/International Programs and functions for the University's graduate and undergraduate programs.
2. Manages on-boarding efforts related to coursework and academic planning delivered through various channels and on-line tools. Works mostly independently to facilitate graduation-related functions related to academic and degree requirements.
3. Acts as a main point of contact and recommends process improvements for other University Schools and Divisions' joint-degree programs.
4. Has a deep understanding related to the development of programming for non-academic matters, such as health and wellness and curricular programming. Designs and produces material for the handbook and other academically-related publications.
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: Academic Advising, Sr. Analyst

## Job Summary

The job performs a range of activities to monitor the academic progress of students and implement new advising initiatives. Provides professional support to the academic advising of students, analyzing possible solutions using standard procedures. Counsels students in routine academic or personal matters. Responds to queries about students from faculty, parents, and staff.

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### Job Family Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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. Conducts regular meetings with students to discuss academic programs, choice of major, academic progress and career goals. Facilitates students’ progress towards the degree.
2. Advises students with minor academic difficulties and counseling while responding to queries from faculty, staff and parents.
3. Keeps records of student degree programs and notes on student conversations.
4. Writes letters of recommendation for students for jobs, scholarships, and graduate schools.
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: Admissions & Recruitment, Director

### Job Summary
The job provides leadership and direction through managers responsible for developing strategies, policies, and procedures for admissions, recruitment, or both. Directs recruiting efforts by monitoring the interview and applicant evaluation process; may also support admissions efforts by reviewing applicants selected for admission.

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### Job Code
SAADRM4

### Job Level
M4

### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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. Establishes operational plans to develop and execute admissions strategies, policies, and procedures. Reviews data and determines marketing strategies to target specific candidates in a global, highly-competitive market.
2. Oversees planning and execution of public presentations, special events, and other recruitment activities.
3. Establishes and maintains relationships with all organizations and individuals involved in the admissions process. Develops and monitors the admissions budget.
4. Manages employees through subordinates, usually other managers. Establishes performance goals, allocates resources and assesses policies for direct subordinates.
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: Admissions & Recruitment, Sr. Manager

## Job Summary
The job manages multiple related teams of managers and professional staff responsible for developing strategies, policies, and procedures for admissions, recruitment, or both. Manages recruiting efforts by monitoring the interview and applicant evaluation process; will also support admissions efforts by reviewing applicants selected for admission.

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## Job Code
SAADRM3

## Job Level
M3

## Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

## 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. Develops operational plans to develop and execute admissions strategies, policies, and procedures.
2. Manages the planning and implementation of public presentations, special events, and other recruitment activities.
3. Maintains relationships with all organizations and individuals involved in the admissions process. Develops and monitors the admissions budget.
4. Manages managers and professional staff. Establishes performance goals, allocates resources and assesses policies for direct subordinates.
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: Admissions & Recruitment, Manager

### Job Summary
The job manages a team of professional staff responsible for developing strategies, policies, and procedures for admissions, recruitment, or both. Manages recruiting efforts by monitoring the interview and applicant evaluation process; will also support admissions efforts by reviewing applicants selected for admission.

### FLSA Status
- ☒ Exempt
- □ Non-Exempt

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

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### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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 operational plans to develop and execute admissions strategies, policies, and procedures.
2. Manages the planning and implementation of public presentations, special events, and other recruitment activities.
3. Maintains relationships with all organizations and individuals involved in the admissions process. Develops and monitors the admissions budget.
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: Admissions & Recruitment, Sr. Specialist

## Job Summary

The job leads and provides expertise on developing strategies, policies, and procedures for admissions, recruitment, or both. Leads recruiting efforts by monitoring the interview and applicant evaluation process; will also support admissions efforts by reviewing applicants selected for admission.

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## Job Family Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

## 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. Recommends plans to increase brand awareness and alumni engagement as it relates to the College's admissions in the relevant region. Develops relationships with high schools and school counselors in the area. Leads planning for and attends yield events, information sessions, and college fairs.
2. Provides expertise to expand outreach messaging via alumni clubs and special events and/or reunions. Maintains updated alumni contact records and cultivates new contacts in appropriate industries. Manages portfolio of prospective students that require special handling.
3. Manages regional event programming such as receptions and career trek field trips for students. Works independently to expand outreach to employers in the region.
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.

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**Job Profile: Admissions & Recruitment, Specialist**

**Job Summary**
The job independently executes admission strategies, policies, and procedures. Works with minimal guidance to recruit, interview, evaluate, and/or select applicants for admission and coordinates admissions across the University. Acts as a resource for students and parents regarding complicated queries related to the admissions process.

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<thead>
<tr>
<th>FLSA Status</th>
<th>Role Impact</th>
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<tbody>
<tr>
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<tr>
<th>Job Code</th>
<th>Job Level</th>
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<tbody>
<tr>
<td>SAADRP3</td>
<td>P3</td>
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<table>
<thead>
<tr>
<th>Job Family Description</th>
<th>Job Level Description</th>
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<tbody>
<tr>
<td>Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.</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>
</tr>
</tbody>
</table>

**Responsibilities**

1. Designs plans to increase brand awareness and alumni engagement as it relates to the College's admissions in the relevant region. Develops relationships with high schools and school counselors in the area. Plans and attends yield events, information sessions, and college fairs.
2. Expands outreach messaging via alumni clubs and special events and/or reunions. Maintains updated alumni contact records and cultivates new contacts in appropriate industries. Manages portfolio of prospective students that require special handling.
3. Manages regional event programming such as receptions and career trek field trips for students. Works independently to expand outreach to employers in the region.
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 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
# Job Profile: Admissions & Recruitment, Sr. Analyst

## Job Summary
The job provides professional support and solves straightforward problems in the implementation and administration of admissions strategies, policies, and procedures. Conducts interviews and applicant evaluations. Coordinates the admissions of students across the University, with guidance from others. Change last sentence to as follows: Coordinates the admissions of students independently or with guidance from others.

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<tr>
<td>☐ Non-Exempt</td>
<td>☐ People Manager</td>
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</table>

## FLSA Status

### Job Code
SAADRP2

### Job Level
P2

### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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. Recruits and/or evaluates applicants for admission by interviewing, reading applications and summarizing evaluations. Completes these tasks independently or with some guidance and instruction from others.
2. Travels and recruits in an assigned geography, assisting with planning and delivering public presentations, special events, and other recruitment activities.
3. Maintains relationships with all individuals involved in the recruitment process, including routinely counseling students and parents regarding the admission process.
4. Participates in special projects such as developing marketing materials, monitoring budgets and recruiting underrepresented groups with moderate/high levels of authority.
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: Admissions & Recruitment, Analyst

## Job Summary

The job conducts routine assignments in the implementation and administration of admissions strategies, policies, and procedures. Conducts interviews and applicant evaluations. Coordinates the admissions of students across the University, with guidance from others.

## FLSA Status and Role Impact

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<td>SAADRP1</td>
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</table>

## Job Family Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

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. Recruits and/or evaluates applicants for admission by interviewing, reading applications and summarizing evaluations. Completes these routine tasks with guidance and instruction from others.
2. Travels and recruits in an assigned geography, assisting with planning and delivering public presentations, special events, and other recruitment activities.
3. Maintains relationships with all individuals involved in the recruitment process, including routinely counseling students and parents regarding the admission process.
4. Participates in special projects such as developing marketing materials, monitoring budgets and recruiting underrepresented groups.
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: Athletics, Director

### Job Summary
The job provides leadership and direction through managers responsible for the University's athletics, fitness, and recreational sports programs. Oversees campus-wide recreational programming to meet the demands of the University community.

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<table>
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<th>Job Family Description</th>
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<tr>
<td>Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.</td>
<td>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.</td>
</tr>
</tbody>
</table>

### Responsibilities
1. Manages employees through subordinates, usually other managers. Establishes performance goals, allocates resources and assesses policies for direct subordinates. Ensures student-athletes and athletics representatives comply with NCAA and University rules and regulations.
2. Oversees campus-wide recreational programming.
3. Establishes procedures for counseling and advising student-athletes on their academic, personal, and physical conditions.
4. Structures overall recruiting plan. Determines fiscal requirements and prepares budgetary recommendations; monitors, verifies and reconciles expenditures of budgeted funds.
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: Athletics, Sr. Manager

## Job Summary
The job manages multiple related teams of managers and professional staff responsible for the University's athletics, fitness, and recreational sports programs. Develops campus-wide recreational programming to meet the demands of the University community.

## FLSA Status
- Exempt
- Non-Exempt

## Role Impact
- People Manager
- Individual Contributor

## Job Code
SAARTHM3

## Job Level
M3

## Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

## 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 a team of managers and professionals responsible for the planning, coaching, recruiting, administration, and promotion of University intercollegiate athletics programs. Ensures student-athletes and athletics representatives comply with NCAA and University rules and regulations.
2. Manages campus-wide recreational programming.
3. Manages counseling and advising of student-athletes on their academic, personal, and physical conditions, consulting with the appropriate University staff as necessary.
4. Develops and implements an overall recruiting plan. Determines fiscal requirements and prepares budgetary recommendations; monitors, verifies and reconciles expenditures of budgeted funds.
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: Head Coach

## Job Summary
The job manages a team of professionals responsible for the University's athletics, fitness, and recreational sports programs. Develops campus-wide recreational programming to meet the demands of the University community.

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

## Job Code | Job Level
---|---
SAATHM2 | M2

## Job Family Description | Job Level Description
---|---
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs. | 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 planning, coaching, recruiting, administration, and promotion of University intercollegiate athletics programs. Ensures student-athletes and athletics representatives comply with NCAA and University rules and regulations.
2. Reviews the performance of teams and individual student-athletes in order to instruct and advise on technical, strategic, and mental development. Analyzes data and evaluates tapes in order to develop, implement, and teach game strategies.
3. Counsels and advises student-athletes on their academic, personal, and physical conditions, consulting with the appropriate University staff as necessary.
4. Develops and implements an overall recruiting plan. Determines fiscal requirements and prepares budgetary recommendations; monitors, verifies and reconciles expenditures of budgeted funds.
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: Assistant Coach

### Job Summary
The job leads and provides expertise in the development of the University's athletics, fitness, and recreational sports programs. Develops campus-wide recreational programming to meet the demands of the University community.

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<tr>
<td>Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.</td>
<td>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.</td>
</tr>
</tbody>
</table>

### Responsibilities
1. Under the direction of the head coach, leads the management of an athletics program within NCAA and University standards.
2. Recommends, plans, and implements new instructional, training, and conditioning programs. Teaches relevant skills to student-athletes during team practices, games, and individual/small group training sessions.
3. Analyzes data and evaluates performance of teams in order to develop, implement, and teach game strategies. Ensures student-athletes and athletics representatives are informed of and comply with NCAA and University rules and regulations.
4. Counsels and advises student-athletes on their academic, personal, and physical condition, consulting with the head coach and appropriate University staff as necessary. Participates in the development and implementation of an overall recruiting plan.
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.

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Table of Contents
### Job Profile: Athletics, Specialist

#### Job Summary
The job develops and implements programs in the development of the University's athletics, fitness, and recreational sports programs. Develops campus-wide recreational programming to meet the demands of the University community.

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<tr>
<td>SAATHP3</td>
<td>P3</td>
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</table>

#### Responsibilities
1. Under the direction of the head coach, guides the management of an athletics program within NCAA and University standards.
2. Develops and implements new instructional, training, and conditioning programs. Teaches relevant skills to student-athletes during team practices, games, and individual/small group training sessions.
3. Analyzes data and evaluates performance of teams in order to develop, implement, and teach game strategies. Ensures student-athletes and athletics representatives are informed of and comply with NCAA and University rules and regulations.
4. Counsels and advises student-athletes on their academic, personal, and physical condition, consulting with the head coach and appropriate University staff as necessary. Participates in the development and implementation of an overall recruiting plan.
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: Career Services, Sr. Director

Job Summary
Across multiple, global campuses, manages multiple teams who place students in career positions after graduation, advise alumni on career development opportunities, and develop and sustain relationships with corporate employers. Leads the corporate relations team in building school/university-wide strategic partnerships with corporations in order to maximize engagement, the school's presence in the business community, and revenue.

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<tr>
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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 services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.</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>
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</tbody>
</table>

Responsibilities
1. Manages employees through senior managers. Oversees the development of performance goals, establishes the structure for allocating resources and assessing division or University policies.
2. Oversees the development of new and current programs, such as on-campus recruiting events and career management programs, to support students and alumni in post-graduate planning and career pursuits.
3. Expands and enhances the University’s corporate network by establishing marketing and outreach strategies, and meeting with employers and alumni to increase resources and employment opportunities to students.
4. Oversees teams who develop and sustain relationships with corporate employers seeking to interact with the intellectual life of 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 10+ years of work experience in a related job discipline.

Licenses and Certifications
- None.
# Job Profile: Career Services, Director

## Job Summary

Across multiple, global campuses, manages multiple teams who place students in career positions after graduation, advise alumni on career development opportunities, coach students and alumni on their job searches and other job-related strategies.

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<tbody>
<tr>
<td>SACARM4</td>
<td>M4</td>
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</table>

**Job Family Description**

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

**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. Establishes performance goals, allocates resources and assesses policies for direct subordinates.
2. Directs development of new and current programs, such as on-campus recruiting events and career management programs, to support students and alumni in post-graduate planning and career pursuits.
3. Expands and enhances the University’s corporate network by developing marketing and outreach strategies, and meeting with employers and alumni to increase resources and employment opportunities to students.
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: Career Services, Sr. Manager

## Job Summary
The job manages multiple teams of managers and professional staff responsible for working with students, alumni, and potential employers to develop and implement programs focused on students’ career development.

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<tr>
<td>SACARM3</td>
<td>M3</td>
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</table>

### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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 within Career Services. Establishes performance goals, allocates resources and assesses policies for direct subordinates.
2. Develops new and current programs, such as on-campus recruiting events and career management programs, to support students and alumni in post-graduate planning and career pursuits.
3. Expands and enhances the University’s corporate network through marketing and outreach strategies and meetings with employers and alumni to increase resources and employment opportunities to students.
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: Career Services, Manager

## Job Summary
The job manages a team of professional staff responsible for working with students, alumni, and potential employers to develop and implement programs focused on students' career development.

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## Job Code
SACARM2

## Job Level
M2

## Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

## 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 employees by establishing annual performance goals, allocating resources, assessing annual performance, and determining individual merit, incentive and/or promotional increases.
2. Develops new and current programs, such as on-campus recruiting events and career management programs, to support students and alumni in post-graduate planning and career pursuits.
3. Expands and enhances the University's corporate network through marketing and outreach strategies and meetings with employers and alumni to increase resources and employment opportunities to students.
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: Career Services, Sr. Specialist

## Job Summary
The job uses specialized knowledge and breadth of expertise to independently develop and implement advisory programs focused on students' career developments.

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

## Job Code | Job Level
--- | ---
SACARP4 | P4

## Job Family Description | Job Level Description
--- | ---
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs. | 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. Conducts complex job search and career management related large lectures, hands-on workshops, special events, training programs, and one-on-one career coaching sessions. Acts as a lead resource for and directs students to other career resources as needed.
2. Analyzes markets and trends as they relate to job searches. Assesses student feedback and evaluations and collaborates with other career services staff members, student organizations, or other staff to determine program offerings and innovations.
3. Works independently to write timely and effective articles about career management topics for a variety of student publications. Conceptualizes, develops, and delivers career management programming and published materials.
4. Researches organizations that are hiring and partners with a wide variety of employers to ensure recruitment strategies meet their needs. Maintains contact with a portfolio of employers to serve as their dedicated Career Advancement liaison.
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: Career Services, Specialist

### Job Summary
The job independently develops and implements advisory programs focused on students' career developments.

### FLSA Status
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### Role Impact
| People Manager | Individual Contributor |

### Job Code
SACARP3

### Job Level
P3

### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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. Conducts job search and career management related large lectures, hands-on workshops, special events, training programs, and one-on-one career coaching sessions. Acts as a resource for and directs students to other career resources as needed.
2. Analyzes markets and trends as they relate to job searches. Assesses student feedback and evaluations and collaborates with other career services staff members, student organizations, or other staff to determine program offerings and innovations.
3. Works, with minimal guidance, to write timely and effective articles about career management topics for a variety of student publications. Conceptualizes, develops, and delivers career management programming and published materials.
4. Researches organizations that are hiring and partners with a wide variety of employers to ensure recruitment strategies meet their needs. Maintains contact with a portfolio of employers to serve as their dedicated Career Advancement liaison.
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: Career Services, Sr. Analyst

### Job Summary

The job assists in the design and implementation of advisory programs focused on students' career developments.

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<tr>
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<tr>
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</table>

### Job Code

**SACARP2**

### Job Family Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

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. Advises and counsels students concerning employment opportunities and careers by acting as a liaison between students and prospective employers.
2. Conducts mock interviews, reviews resumes and cover letters, and coordinates other interview related programming in both individual and group settings.
3. Develops original content for career related publications and assists with the editing and distribution of Career Services communications materials.
4. Provides guidance and training to student career counselor interns.
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: Employer Management, Director

### Job Summary
The job manages multiple related teams of managers who are responsible for employer development and relations, managing events, and nurturing relationships with employers in order to ensure student placement upon graduation. Oversees enhancement and building of school's with employers and leverages relationships in order to grow the global corporate footprint.

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<tr>
<td>SAEPM4</td>
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### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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 responsible for maintaining and growing existing relationships with employers and forging new employer relationships for all school's student populations and alumni.
   - Establishes performance goals, allocates resources and assesses policies for direct subordinates.
2. Develops the strategic direction of employer relations efforts to determine industry and firm focus.
3. Oversees development and maintenance of corporate relationships and student employment opportunities.
   - Establishes new corporate relationships and maintains relationships with executive search firms.
4. Oversees sponsorship of employer-focused conferences and 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 10+ years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
# Job Profile: Employer Management, Sr. Manager

## Job Summary
The job manages multiple teams of managers and professional staff responsible for employer development and relations in order to connect students and alumni with career opportunities. Manages outreach affairs nationally and internationally. Maintains relationships with executive search firms.

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<td>Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.</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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</tbody>
</table>

## Responsibilities
1. Manages managers and professional staff within the Employer Development and/or Employer Relations team. Establishes performance goals, allocates resources and assesses policies for direct subordinates.
2. Oversees the design and execution of activities and processes that connect students and recent alumni with job, internship, and other networking opportunities.
3. Develops and maintains existing corporate relationships and student employment opportunities. Establishes new corporate relationships and maintains relationships with executive search firms.
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: Employer Management, Manager

## Job Summary
The job manages a team of professional staff responsible for employer development and relations in order to connect students and alumni with career opportunities. Manages outreach affairs nationally and internationally. Maintains relationships with executive search firms.

## FLSA Status
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## Role Impact
| People Manager | Individual Contributor |

## Job Code
SAEMP2

## Job Level
M2

## Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

## 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 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.
2. Reviews the design and execution of activities and processes that connect students and recent alumni with job, internship, and other networking opportunities.
3. Develops and maintains existing corporate relationships and student employment opportunities. Establishes new corporate relationships and maintains relationships with executive search firms.
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: Employer Management, Specialist

### Job Summary
The job manages employer development and relations to connect undergraduate students, graduate students, and recent alumni with job, internship, and other networking opportunities. Works independently to manage outreach affairs nationally and internationally and maintains relationships with executive search firms.

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

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

### Job Code
SAEMPP3

### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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. Identifies, cultivates, and develops employer relationships and student employment opportunities for assigned industry areas. Uses best practices and knowledge of employers to recruit new companies and/or organizations to participate in career fairs, on-campus recruiting, job postings, and other programs.
2. Creates, establishes, and maintains relationships with search firms, and meets with an assigned group of new alumni and/or employer partners periodically to generate employer development leads and opportunities. Collaborates with publications to develop marketing materials.
3. Manages the job posting process for direct hires and search firms. Evaluates job and internship offers and other metrics, consolidating findings, and presenting concerns and successes to the team.
4. Collects qualitative information about the school's position in the marketplace and recommends actions for improvements to senior staff members. Schedules and accompanies career services staff and senior staff on relationship-building road trips.
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: Employer Management, Sr. Analyst

### Job Summary
The job connects undergraduate students, graduate students, and recent alumni with job, internship, and other networking opportunities. Conducts outreach and maintains relationships with executive search firms.

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### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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. Cultivates new relationships with companies that do not have an existing formal relationship with the University.
2. Identifies opportunities to increase the visibility of new companies and niche industries to job-seeking students. Identifies and supports the recruitment of employers and corporate representatives for career events. Assists in planning and managing event logistics.
3. Educates employers about the University, students, and available recruiting services. Assists employers in developing effective recruiting strategies, setting goals and utilizing University services.
4. Develops metrics for tracking progress against goals and reviews goals periodically with the internal team and recruiters. Enforces recruiting guidelines with employers and students. Administers in-house recruiting programs. Focuses on targets for both the number of opportunities and the number of interns.
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: Registrar, Sr. Manager

## Job Summary

The job manages multiple related teams of managers and professional staff responsible for maintaining academic and student information. Creates operational plans for and ensures execution of registration activities, grade recording, transcript production, divisional and school catalog publication, and graduation events.

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## Job Code

- Job Code: SAREGM3
- Job Level: M3

## Job Family Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

## 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 a team responsible for maintaining confidential student records and permanent files, including transcripts, academic achievement records, and other cumulative student records.
2. Develops administrative policies and procedures for campus-wide registration, enrollment, grading, and graduation procedures. Manages the administration of course offerings and classroom assignments.
3. Develops, and proposes or implements improvements to the current registration processes and graduation events.
4. Develops, manages, proposes, and/or tests new specifications for computer systems that store and analyze 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: Registrar, Manager

## Job Summary
The job manages a team of professional staff responsible for maintaining academic and student information. Creates operational plans for and ensures execution of registration activities, grade recording, transcript production, divisional and school catalog publication, and graduation events.

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</table>

### Job Code
SAREGM2

### Job Level
M2

### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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 a team responsible for maintaining confidential student records and permanent files, including transcripts, academic achievement records, and other cumulative student records.
2. Develops administrative policies and procedures for campus-wide registration, enrollment, grading, and graduation procedures. Manages the administration of course offerings and classroom assignments.
3. Develops, and proposes or implements improvements to the current registration processes and graduation events.
4. Manages, proposes, and/or tests new specifications for computer systems that store and analyze 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: Registrar, Specialist

Job Summary
The job participates in managing the University’s operations responsible for maintaining academic and student information, including the registration process, recording of grades, producing transcripts, scheduling classroom space, publishing divisional and school catalogs, and coordinating graduation.

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

Job Code | Job Level
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SAREGP3 | P3

Job Family Description | Job Level Description
--- | ---
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs. | 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. Establishes standards of performance for registration materials, transcripts and verifications, customer service, record keeping, and course/room scheduling. Evaluates the performance of functions that are necessary for producing transcripts/verifications.
2. Manages the grading process by ensuring that personnel enter grades in an accurate and timely manner and ensures that grade changes are processed.
3. Validates enrollment records in the student information system. Manages the building of the course schedule and the assignment of classrooms.
4. Acts as a resource for student/faculty/staff and answers questions in person, by phone, and via email regarding processes, policies, or errors on enrollment, grading, scheduling, degrees, etc.
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: Registrar, Sr. Analyst

## Job Summary

The job provides professional support and solves straightforward problems in the University’s operations responsible for maintaining academic and student information, including the registration process, recording of grades, producing transcripts, scheduling classroom space, publishing divisional and school catalogs, and coordinating graduation.

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</table>

## Responsibilities

1. Interprets standards of performance for registration materials, transcripts and verifications, customer service, record keeping, and course/room scheduling. Evaluates the performance of functions that are necessary for producing transcripts/verifications.
2. Has a moderate/high level of authority in the grading process by ensuring that personnel enter grades in an accurate and timely manner and ensures that grade changes are processed.
3. Validates enrollment records in the student information system. Contributes to the creation of the course schedule and the assignment of classrooms.
4. Acts as a resource for student/faculty/staff and answers questions in person, by phone, and via email regarding processes, policies, or errors on enrollment, grading, scheduling, degrees, etc.
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: Residential Life, Director

#### Job Summary
The job provides leadership and direction through managers responsible for the management of food service operations and residence hall operations for students.

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<td>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.</td>
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#### Responsibilities
1. Directs and evaluates the housing/dining system's professional and support staff. Establishes housing and dining assignment policies and procedures.
2. Oversees policy and long-range planning, coordination with academic programs, financial management, residential staffing and programming, business operations, dining services, facilities management, and contract management.
3. Confers regularly with the senior academic officers of the appropriate academic divisions to ensure appropriate and effective coordination of academic and residential programs.
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: Residential Life, Sr. Manager

### Job Summary
The job manages multiple related teams of managers and professional staff responsible for the management of food service operations and residence hall operations for students.

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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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</table>

### Responsibilities
1. Manages and evaluates the housing/dining system's professional and support staff. Develops and implements housing and dining assignment policies and procedures.
2. Makes recommendations to policy and long-range planning, coordination with academic programs, financial management, residential staffing and programming, business operations, dining services, facilities management, and contract management.
3. Develops and monitors the undergraduate housing annual budget.
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: Residential Life, Manager

## Job Summary

The job manages a team of professional staff responsible for the management of food service operations and residence hall operations for students.

## FLSA Status

[ ] Exempt  [ ] Non-Exempt

## Role Impact

[ ] People Manager  [ ] Individual Contributor

## Job Code

SALIFM2

## Job Level

M2

## Job Family Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

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 and evaluates the housing/dining system's professional and support staff. Develops and implements housing and dining assignment policies and procedures.
3. Develops and monitors the undergraduate housing annual budget.
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 Description: Residential Life, Supervisor

### Job Summary
The job supervises and monitors a team of support staff responsible for the management of food service operations and residence hall operations for students.

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### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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 and evaluates the housing/dining system’s professional and support staff. Prepares and implements housing and dining assignment policies and procedures.
3. Prepares and monitors the undergraduate housing annual budget.
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 5-7 years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
**Job Profile: Residential Life, Sr. Specialist**

**Job Summary**

The job leads and provides expertise to the development of programs for the management of food service operations and residence hall operations for students.

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**Job Family Description**

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

**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 housing/dining program for the University. Uses specialized breadth and depth of expertise to develop and ensure effective implementation of staff training program.
2. Uses specialized breadth and depth of expertise in student affairs to develop and evaluate housing and dining policies and procedures. Plans and recommends process improvements for housing and dining assignment processes.
3. May recommend and administer student discipline processes and procedures. Provides on-site expertise and management of serious student life problems and crises, such as student deaths, life-threatening facilities emergencies, and other traumatic events.
4. May advise Inter House Council, attend meetings, and serve as a liaison to several University Offices.
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: Residential Life, Specialist

## Job Summary
The job develops and implements programs for the management of food service operations and residence hall operations for students.

<table>
<thead>
<tr>
<th>FLSA Status</th>
<th>Role Impact</th>
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</thead>
<tbody>
<tr>
<td>☒ Exempt</td>
<td>☐ People Manager</td>
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</tbody>
</table>

### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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. Implements the housing/dining program for the University. Uses best practices and knowledge of student affairs to develop and ensure effective implementation of staff training program.
2. Uses best practices and knowledge in student affairs to develop and evaluate housing and dining policies and procedures. Plans and recommends process improvements for housing and dining assignment processes.
3. May recommend and guide student discipline processes and procedures. Provides on-site expertise and management of serious student life problems and crises, such as student deaths, life-threatening facilities emergencies, and other traumatic events.
4. May advise Inter House Council, attend meetings, and serve as a liaison to several University Offices
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: Residential Life, Analyst

#### Job Summary
The job performs routine assignments related to the management of food service operations and residence hall operations for students.

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<tr>
<th>FLSA Status</th>
<th>Role Impact</th>
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<tr>
<th>Job Family Description</th>
<th>Job Level Description</th>
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<tbody>
<tr>
<td>Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.</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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</table>

#### Responsibilities
1. Conducts a broad range of operational activities for the housing/dining program for the University.
2. Performs assignments in accordance with existing procedures to solve routine or standard problems.
3. May facilitate planning for regular staff meetings.
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: Scholarly Support, Sr. Specialist

**Job Summary**
The job leads and provides expertise to a range of programs, workshops, and advising related to graduate student and postdoc scholarly development.

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**Job Family Description**
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

**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. Develops strategy for direction of programs related to various aspects of graduate student and postdoc scholarly development. Responsible for program evaluation, data, and analysis.
2. Leads and participates in all aspects of program/services development and implementation.
3. Forms collaborative relationships with campus partners including faculty, lecturers, postdocs, and graduate students, and staff to design programs and provide assistance or consultation.
4. Supervises program managers and 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 7+ years of work experience in a related job discipline.

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

## Job Summary
The job manages a range of programs, workshops, and advising related to graduate student and postdoc scholarly development.

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

## Job Code
SASCHP3

## Job Level
P3

## Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

## 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. Advises constituents, inclusive of faculty, lecturers, graduate students, or postdocs on various aspects of scholarly development.
2. Responsible for scholarly development programs/services offered by office, including content development and administration.
3. Serves as institutional contact for internal and external stakeholders.
4. Manages advising team.
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: Scholarly Support, Sr. Analyst

## Job Summary
The job administers a range of programs, workshops, and advising related to graduate student and postdoc scholarly development.

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<th>Job Family Description</th>
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<tr>
<td>Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.</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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</table>

## Responsibilities
1. Advises graduate students and postdocs on various aspects of their scholarly development.
2. Develops and leads programs and workshops related to various aspects of scholarly development.
3. Presents program content.
4. Serves as liaison with internal and external stakeholders.
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: Scholarly Support, Analyst

## Job Summary
The job performs a range of programs, workshops, and advising related to graduate student and postdoc scholarly development.

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## Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

## Job Level Description
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. Advises graduate students and postdocs on various aspects of their scholarly development.
2. Participates in development of programs related to various aspects of graduate student and postdoc scholarly development.
3. Coordinates and promotes scholarly development programs.
4. Presents program content.
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: Student Activity, Sr. Manager

Job Summary
The job provides leadership to managers and professional staff responsible for planning and coordinating a wide range of programs, events, and student activities that will enhance the overall student experience. Develops strategy for and reviews plans of orientation programming for incoming students and other programming that fosters student communities. Develop long-range funding strategies and track annual budgets.

FLSA Status
☑ Exempt
☐ Non-Exempt

Role Impact
☑ People Manager
☐ Individual Contributor

Job Code
SASACM3

Job Level
M3

Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

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 by establishing annual performance goals, allocating resources, assessing performance, and recommending individual merit and/or promotional increases.
2. Manages campus efforts to strengthen student community and satisfaction with campus life to enhance the overall student experience.
3. Works strategically to create partnering and collaboration opportunities with student groups, faculty members, alumni and various offices across campus to drive and coordinate programming strategies to ensure a consistent message for engaging students and parents throughout their time in school and post-graduation.
4. Contributes to developing and modifying overall funding strategies. Develops and manages the annual operating 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.

Table of Contents
## Job Profile: Student Activity, Manager

### Job Summary
The job manages a team of professional staff responsible for planning and coordinating a wide range of programs, events, and student activities. Develops strategy for and reviews plans of orientation programming for incoming students and other programming that fosters student communities. Manages the financial operations that support all recognized student organizations.

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

### Job Code
SASACM2

### Job Level
M2

### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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 campus efforts to strengthen student community and satisfaction with campus life for all undergraduate, graduate, and professional school students.
2. Manages the development of programming that creates student community, including summer activities, student leadership training, and other staff organized events.
3. Provides staff management, resources, and training to organizations that create meaningful co-curricular and/or community service experiences for students.
4. Manages the operations of a variety of key student life facilities. Manages scheduling for use of facilities that support student life.
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: Student Activity, Sr. Specialist

## Job Summary
The job leads and provides expertise to a range of programs, events, and student activities. Develops and implements orientation programming for incoming students and other programming that fosters student communities. Performs analysis of financial operations that support all recognized student organizations.

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<th>FLSA Status</th>
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<tr>
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<td>SASACP4</td>
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## Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

**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 students and staff to develop and implement activities, programs, and initiatives related to student life, and/or community involvement.
2. Uses specialized depth knowledge and breadth of experience to recommend concepts for programming to leaders of various organizations and programs.
3. Communicates and discusses contract terms with outside vendors. Administers contracts. Manages organizational records and archives relevant information and program materials.
4. Markets student activities programming throughout the year. Develops and implements protocols for evaluating the effectiveness of programs.
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.

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Table of Contents
## Job Profile: Student Activity, Specialist

### Job Summary
The job manages a range of programs, events, and student activities. Develops and implements orientation programming for incoming students and other programming that fosters student communities. Performs analysis of financial operations that support all recognized student organizations with minimal guidance from others.

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

### Job Code
SASACP3

### Job Level
P3

### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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. Guides students and staff to develop and implement activities, programs, and initiatives related to student life, and/or community involvement.
2. Uses in-depth knowledge and experience to recommend concepts for programming to leaders of various organizations and programs.
3. Communicates and discusses contract terms with outside vendors. Administers contracts. Maintains organizational records and archives relevant information and program materials. Receives a minimal level of guidance and direction.
4. Markets student activities programming throughout the year. Develops and implements protocols for evaluating the effectiveness of programs.
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: Student Activity, Sr. Analyst

#### Job Summary
The job administers a range of programs, events, and student activities. Assists in the development and implementation of orientation programming for incoming students and other programming that fosters student communities. Performs analysis of financial operations that support all recognized student organizations with moderate guidance from others.

#### FLSA Status

| ☒ Exempt | ☐ Non-Exempt | ☐ People Manager | ☒ Individual Contributor |

#### Job Code

| SASACP2 | P2 |

#### Job Family Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

#### 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. Coordinates with the students and staff to develop activities, programs, and initiatives related to student life, and/or community involvement. Develops and implements straightforward programming.
2. Advises, supports, and recommends concepts for programming to leaders of various organizations and programs.
3. Communicates and discusses contract terms with outside vendors. Administers contracts. Maintains organizational records and archives relevant information and program materials. Receives a moderate level of guidance and direction.
4. Markets student activities programming throughout the year. Develops and implements protocols for evaluating the effectiveness of programs.
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: Student Activity, Analyst

## Job Summary
The job performs a broad range of programs, events, and student activities. Assists in the development and implementation of orientation programming for incoming students and other programming that fosters student communities. Performs analysis of financial operations that support all recognized student organizations with moderate guidance from others.

## FLSA Status
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<th>Exempt</th>
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## Role Impact
- ☐ People Manager
- ☒ Individual Contributor

## Job Code
SASACP1

## Job Level
P1

## Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

## Job Level Description
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. Coordinates with the students and staff to develop activities, programs, and initiatives related to student life, and/or community involvement. Develops and implements straightforward programming.
2. Advises, supports, and recommends concepts for programming to leaders of various organizations and programs.
3. Administers contracts. Maintains organizational records and archives relevant information and program materials. Receives a moderate/high level of guidance and direction.
4. Markets student activities programming throughout the year. Develops and implements protocols for evaluating the effectiveness of programs.
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: Student Activity, Business Coordinator

### Job Summary
The job provides specialized business support for a range of programs, events, and student activities. Schedules orientation programming for incoming students and other programming that fosters student communities. Coordinates the financial operations that support all recognized student organizations. Completes work with a limited degree of supervision.

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<tr>
<th>Job Family Description</th>
<th>Job Level Description</th>
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<tr>
<td>Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.</td>
<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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</table>

### Responsibilities
1. Coordinates the promotion of student involvement in organizations, programs, and initiatives related to student life, and/or the community as a whole. Acts as a liaison with other student life offices. Provides business support to leaders of various organizations and programs.
2. Participates in program development. Supports student groups and/or staff in coordinating logistics for programs and serves as a point person for information, responding to all inquiries and an informal resource for those with less experience.
3. Provides accurate, up-to-date information about activities, programs, workshops, lectures, and support organizations. Arranges, records and evaluates programming throughout the year.
4. Communicates and discusses contract terms with outside vendors on behalf of organizations or programs. Assists in the administration of contracts. Maintains organizational records and archives relevant information and program materials. Addresses complaints and concerns and refers issues to other administrators. Complete work with a limited degree of supervision.
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: Student Affairs & Inclusion, Sr. Director

#### Job Summary
The job provides leadership and direction through senior managers and directs student services programs. Creates strategies for programs that improve the student experience and increase enrollment. Develops fundraising and grant application/management strategies within a school or across the University.

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<tr>
<td>Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.</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>
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</table>

#### Responsibilities
1. Manages employees through senior managers. Oversees the development of performance goals, establishes the structure for allocating resources and assessing division or University policies.
2. Oversees and directs a Dean of Students office. Provides leadership and strategic direction for a broad range of services and programs to enrich the overall student experience and to assist and support students across the University with their academic, career, and personal development.
3. Directs a range of student services including but not limited to student records, registration, disbursement of financial aid, monitoring of degree requirements, and convocation. Sets student affairs policies and is responsible for discipline and crisis response for students. Serves at the University level on task forces, standing committees, and advisory groups to develop policies, services, and systems.
4. Oversees the management of the tuition revenue, financial aid budget, and resources for aid, including endowment income and external fellowships. Manages fellowship competitions and oversees government and foundation grants. Reviews foundation reports, authorizes grant proposals, and works with the division or school development staff on fund-raising.
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: Student Affairs & Inclusion, Director

### Job Summary
The job provides leadership and direction through managers and directs student services programs. Creates strategies for programs that improve the student experience and increase enrollment. Develops fundraising and grant application/management strategies within a school or across the University.

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<tr>
<th>FLSA Status</th>
<th>Role Impact</th>
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<tbody>
<tr>
<td>☑ Exempt</td>
<td>☑ People Manager</td>
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<tr>
<td>☐ Non-Exempt</td>
<td>☐ Individual Contributor</td>
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### Job Code
SASAIM4

### Job Level
M4

### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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. Establishes performance goals, allocates resources and assesses policies for direct subordinates. Contributes to departmental strategy.
2. Oversees and directs a Dean of Students office. Provides leadership and strategic direction for a broad range of services and programs to enrich the overall student experience and to assist and support students across the University with their academic, career, and personal development.
3. Plans and provides guidance for a range of student services including but not limited to student records, registration, disbursement of financial aid, monitoring of degree requirements, and convocation. Sets student affairs policies and is responsible for discipline and crisis response for students. Serves at the University level on task forces, standing committees, and advisory groups to develop policies, services, and systems.
4. Plans and oversees the management of the tuition revenue, financial aid budget, and resources for aid, including endowment income and external fellowships. Manages fellowship competitions and oversees government and foundation grants. Reviews foundation reports, authorizes grant proposals, and works with the unit development staff on fund-raising.
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: Student Affairs & Inclusion, Sr. Manager

### Job Summary
The job manages multiple related teams of managers and professional staff responsible for developing and executing outreach programs that will enhance student development. Handles faculty and curricular affairs, as well as student affairs. Creates strategies for programs that improve the student experience and increase enrollment. Develops fundraising and grant application/management strategies within a school or across the University.

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

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### Job Code
- SASAIM3

### Job Level
- M3

### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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 by establishing annual performance goals, allocating resources, assessing performance, and recommending individual merit and/or promotional increases.
2. Manages a Dean of Students office. Provides leadership for a broad range of services and programs to enrich the overall student experience and to assist and support students across the University with their academic, career, and personal development.
3. Recommends student affairs policies and is responsible for discipline and crisis response for students. Serves at the University level on task forces, standing committees, and advisory groups to develop policies, services, and systems.
4. Manages fellowship competitions and engage in relationships with partner offices and faculty in order to identify candidates for competitions. Oversee all fellowship and scholarship initiatives for a unit.
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 Summary

The job manages a team of professional staff responsible for planning, administering, and leading a variety of student services. Develops and implements orientation and onboarding programs for incoming students and future enrollment strategies. Ensures that staff properly monitor student performance, evaluate student academic records, and authorize convocation eligibility.

### FLSA Status

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### Job Code

SASAIM2

### Job Family Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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 execution of the school's registration, enrollment, grading, and graduation procedures. Creates plans to coordinate student affairs activities between students and faculty.
2. Manages a team of individuals that validate the academic status of students within the school to ensure proper tuition assessments and scholarship awards.
3. Identifies and implements technological solutions to improve operating efficiencies and assure veracity of data gathering.
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: Student Affairs & Inclusion, Advisor

## Job Summary

The job is recognized as an expert within University, leading implementation of a variety of student affairs activities, including orientation and onboarding programs for incoming students. Acts as the primary point of contact for student inquiries. Uses specialized breadth and depth of expertise in student affairs to develop future enrollment strategies using admissions and financial aid data.

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<tr>
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<td>P5</td>
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</table>

**Job Family Description**
- Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

**Job Level Description**
- Is a centralized role and a recognized expert within the University with campus-wide impact. Anticipates internal and 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. Solves unique and complex problems in areas such as academic and administrative policy, student admissions, curriculum research and development, and budget development. Advises various campus-wide and program committees in various aspects of student life.
2. Leads and recommends process improvements for programs that relate to critical student-life improvement, including emergency management, accommodations for students with disabilities, and/or the administration of health care services and programs for students.
3. Plays a critical role in the interpretation of student disciplinary issues and prepares an annual university summary of disciplinary actions. Counsels students, parents, and staff in response to concerns, and handles complex situations including student crises.
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: Student Affairs & Inclusion, Sr. Specialist

## Job Summary

The job leads implementation of a variety of student affairs activities, including orientation and onboarding programs for incoming students. Acts as the primary point of contact for student inquiries. Uses specialized breadth and depth of expertise in student affairs to develop future enrollment strategies using admissions and financial aid data.

## FLSA Status

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## Role Impact

### Job Code

| SASAIP4 | P4 |

## Job Family Description

<table>
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<th>Job Level Description</th>
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<tr>
<td>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.</td>
</tr>
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</table>

## Job Level Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

## Responsibilities

1. Solves complex problems in areas such as academic and administrative policy, student admissions, curriculum research and development, and budget development. Advises various campus-wide and program committees in various aspects of student life.
2. Leads and recommends process improvements for programs that relate to critical student-life improvement, including emergency management, accommodations for students with disabilities, and/or the administration of health care services and programs for students.
3. Collaborates with academic divisions in educating students on safety issues. Interprets student disciplinary issues and prepares an annual university summary of disciplinary actions. Counsels students, parents, and staff in response to concerns, and handles complex situations including student crises.
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: Student Affairs & Inclusion, Specialist

Job Summary
The job develops and implements a variety of student affairs activities, including orientation and onboarding programs for incoming students. Acts as the primary point of contact for student inquiries. Uses breadth and depth of expertise in student affairs to develop future enrollment strategies using admissions and financial aid data.

FLSA Status
☒ Exempt  ☐ Non-Exempt

Role Impact
☒ People Manager  ☒ Individual Contributor

Job Code
SASAIP3

Job Level
P3

Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

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. Solves problems in areas such as academic and administrative policy, student admissions, curriculum research and development, and budget development. Advises various campus-wide and program committees in various aspects of student life.
2. Recommends process improvements for programs that relate to critical student-life improvement, including emergency management, accommodations for students with disabilities, and/or the administration of health care services and programs for students.
3. Collaborates with academic divisions in educating students on safety issues. Interprets student disciplinary issues and prepares an annual university summary of disciplinary actions. Counsels students, parents, and staff in response to concerns, and handles complex situations including student crises.
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 5-7 years of work experience in a related job discipline.

Licenses and Certifications
- None.
# Job Profile: Student Affairs & Inclusion, Sr. Analyst

## Job Summary

The job administers programs in student affairs activities, including orientation and onboarding programs for incoming students. Acts as the primary point of contact for student inquiries. Uses a moderate/high level of understanding in student affairs to develop future enrollment strategies using admissions and financial aid data.

## FLSA Status

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## Role Impact

- ☑ Exempt
- ☐ Non-Exempt

## Job Code

- SASAIP2

## Job Level

- P2

## Job Family Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

## 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. Solves problems in areas such as academic and administrative policy, student admissions, curriculum research and development, and budget development.
2. Recommends process improvements for programs that relate to critical student-life improvement, including emergency management, accommodations for students with disabilities, and/or the administration of health care services and programs for students.
3. Collaborates with academic divisions in educating students on safety issues. Interprets student disciplinary issues and prepares an annual university summary of disciplinary actions. Counsels students, parents, and staff in response to concerns, and handles complex situations including student crises.
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 2-5 years of work experience in a related job discipline.

### Licenses and Certifications

- None.
# Job Profile: Student Affairs & Inclusion, Business Sr. Coordinator

## Job Summary
The job acts as a lead for the business support to activities conducted in regards to programs in student affairs activities, including orientation and onboarding programs for incoming students. Acts as the primary point of contact for student inquiries.

## FLSA Status
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## Role Impact
| People Manager | Individual Contributor |

## Job Code
| SASAIB4 |

## Job Level
| B4 |

## Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

## 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. Provides high-level support in areas such as academic and administrative policy, student admissions, curriculum research and development, and budget development.
2. Assists programs that relate to critical student-life improvement, including emergency management, accommodations for students with disabilities, and/or the administration of health care services and programs for students.
3. Acts as the primary point of contact for student inquiries.
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 7+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Student Counseling Services, Director

## Job Summary
The job provides leadership and direction through managers and directs the University’s counseling and mental health programs and services. Directs multi-disciplinary mental health services and enables the effective utilization of mental health services by students.

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

## Job Code | Job Level
--- | ---
SASCSM4 | M4

## Job Family Description | Job Level Description
--- | ---
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs. | 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. Establishes performance goals, allocates resources and assesses policies for direct subordinates. Contributes to departmental strategy.
2. Provides strategic and programmatic direction in the planning, implementation, assessment, delivery and administration of the University's Student Counseling Services.
3. Ensures the provision of multidisciplinary mental health services that reduce barriers to learning and create opportunities for greater academic achievement and student success.
4. Serves as a key liaison with University administration on mental health policy and practices. Represents the function, serving as spokesperson on research breakthroughs to catalyze changes in mental health services policies, and guides others to enable utilization of mental health services.
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: Student Counseling Services, Sr. Manager**

**Job Summary**
The job manages multiple related teams of managers and professional staff responsible for the University's counseling and mental health programs and services. Directs multi-disciplinary mental health services and enables the effective utilization of mental health services by students.

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<tr>
<td>SASCSM3</td>
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**Job Family Description**
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

**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. Establishes performance goals, allocates resources and assesses policies for direct subordinates.
2. Provides programmatic direction in the planning, implementation, assessment, delivery and administration of the University's Student Counseling Services.
3. Ensures the provision of multidisciplinary mental health services that reduce barriers to learning and create opportunities for greater academic achievement and student success.
4. Serves as a liaison with University administration on mental health policy and practices. Represents the function, serving as spokesperson on research breakthroughs to catalyze changes in mental health services policies, and guides others to enable utilization of mental health services.
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: Student Counseling Services, Sr. Specialist

## Job Summary

The job leads and provides expertise to the development of programs for the University's counseling and mental health programs and services. Provides expertise to multi-disciplinary mental health services and enables the effective utilization of mental health services by students.

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</table>

### Job Family Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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. Provides expertise in the planning, implementation, assessment, delivery and administration of the University's Student Counseling Services.
2. Ensures the provision of multidisciplinary mental health services that reduce barriers to learning and create opportunities for greater academic achievement and student success.
3. Serves as a liaison with University administration on mental health policy and practices. Represents the function, serving as spokesperson on research breakthroughs to catalyze changes in mental health services policies, and guides others to enable utilization of mental health services.
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: Student Counseling Services, Specialist

#### Job Summary
The job develops and implements programs for the University's counseling and mental health programs and services. Provides breadth and depth of experience to multi-disciplinary mental health services and enables the effective utilization of mental health services by students.

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<tr>
<th>Job Family Description</th>
<th>Job Level Description</th>
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<tbody>
<tr>
<td>Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.</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>
</tr>
</tbody>
</table>

#### Responsibilities
1. Provides breadth and depth of experience in the planning, implementation, assessment, delivery and administration of the University's Student Counseling Services.
2. Ensures the provision of multidisciplinary mental health services that reduce barriers to learning and create opportunities for greater academic achievement and student success.
3. Serves as a liaison with University administration on mental health policy and practices. Represents the function, serving as spokesperson on research breakthroughs to catalyze changes in mental health services policies, and guides others to enable utilization of mental health services.
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 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
# Job Profile: Student Financial Aid, Sr. Manager

## Job Summary
The job manages multiple teams of managers and professional staff responsible for managing, planning, implementing, and evaluating effective financial aid programs. Plans and manages the tuition revenue and financial aid budgets of the University. Plans and directs operations related to the awarding of financial aid funds through scholarships, grants-in-aid, loans, and student employment programs. Provides financial aid counseling to prospective and current students.

## FLSA Status and Role Impact
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<tbody>
<tr>
<td>SASFAM3</td>
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## Job Family Description and Level Description
- **Job Family Description**: Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.
- **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 that perform activities related to the awarding of financial aid funds through scholarships, grants-in-aid, loans, and student employment programs. Evaluates, implements and manages the tuition revenue and financial aid budgets.
2. Designs strategies for and monitors the provision of financial aid counseling to prospective and current students.
3. Ensures student financial aid services are in compliance with existing federal regulations. Incorporates design decisions into financial aid strategies responding to changes in federal programs.
4. Contributes to developing and modifying overall long-term financial strategies.
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: Student Financial Aid, Manager

Job Summary

The job manages a team of professional staff responsible for managing, planning, implementing, and evaluating effective financial aid programs. Plans and manages the tuition revenue and financial aid budgets of the University. Plans and directs operations related to the awarding of financial aid funds through scholarships, grants-in-aid, loans, and student employment programs. Provides financial aid counseling to prospective and current students.

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

Job Code | Job Level
---|---
SASFAM2 | M2

Job Family Description | Job Level Description
---|---
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs. | 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 professional staff that perform activities related to the awarding of financial aid funds through scholarships, grants-in-aid, loans, and student employment programs. Evaluates, implements and manages the tuition revenue and financial aid budgets.
2. Monitors the provision of financial aid counseling to prospective and current students.
3. Ensures student financial aid services are in compliance with existing federal regulations. Incorporates design decisions into financial aid strategies responding to changes in federal programs.
4. Contributes to developing and modifying overall long-term financial strategies.
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: Student Financial Aid, Specialist

## Job Summary
The job develops and implements financial aid programs. Coordinates the transfer and payment of financial aid funds through scholarships, grants-in-aid, loans, and student employment programs with low levels of guidance from others.

## FLSA Status and Role Impact
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<th>FLSA Status</th>
<th>Role Impact</th>
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<tbody>
<tr>
<td>☒ Exempt</td>
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## Job Code and Level
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<tr>
<th>Job Code</th>
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<tbody>
<tr>
<td>SASFAP3</td>
<td>P3</td>
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## Job Family Description and Level Description
<table>
<thead>
<tr>
<th>Job Family Description</th>
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<tbody>
<tr>
<td>Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.</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>
</tr>
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</table>

## Responsibilities
1. Assists students with a range of complex enrollment and billing problems by analyzing possible solutions using standard procedures.
2. Coordinates the financial aid award process for a designated group of students by coordinating the cycle of awards and reviewing and revising aid application materials. Has full authority in reviewing and packaging financial aid awards.
3. Analyzes the maximum aid needed to students yet remain within government guidelines and overall budget limitations for aid distribution.
4. Communicates financial aid policies and programs to currently enrolled students with moderate guidance.
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: Student Financial Aid, Sr. Analyst

## Job Summary
The job administers financial aid programs. Coordinates the transfer and payment of financial aid funds through scholarships, grants-in-aid, loans, and student employment programs with moderate guidance from others.

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

## Job Code
| SASFAP2 | P2 |

## Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

## 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 students with a range of straightforward enrollment and billing problems by analyzing possible solutions using standard procedures.
2. Coordinates the financial aid award process for a designated group of students by coordinating the cycle of awards and reviewing and revising aid application materials. Reviews and packages financial aid awards.
3. Analyzes the maximum aid needed to students yet remain within government guidelines and overall budget limitations for aid distribution.
4. Communicates financial aid policies and programs to currently enrolled students with moderate guidance.
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.

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Table of Contents
### Job Profile: Student Financial Aid, Analyst

**Job Summary**

The job performs routine assignments related to financial aid programs. Coordinates the transfer and payment of financial aid funds through scholarships, grants-in-aid, loans, and student employment programs with moderate guidance from others.

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**Job Family Description**

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

**Job Level Description**

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 students with a range of straightforward enrollment and billing problems by analyzing possible solutions using standard procedures.
2. Coordinates the financial aid award process for a designated group of students by coordinating the cycle of awards and reviewing and revising aid application materials.
3. Analyzes the maximum aid needed to students yet remain within government guidelines and overall budget limitations for aid distribution.
4. Communicates financial aid policies and programs to currently enrolled students with moderate/high levels of guidance.
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: Student Health Services, Director

## Job Summary
The job provides leadership and direction through managers who are responsible for promoting, maintaining, and improving individual and community health. Oversees the development of innovative programs and policies to encourage healthy lifestyles, build resilience, address campus health trends, and identify priorities. Partners with appropriate stakeholders to ensure appropriate response to student health-related and campus public health emergencies.

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</table>

### Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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 the clinical provider staff through subordinates, usually other managers. Establishes performance goals, allocates resources and assesses policies for direct subordinates. Contributes to departmental strategy.
2. Ensures the delivery of quality health services to students across the University. Develops relationships with University stakeholders to ensure seamless health service to students.
3. Contributes to the development of strategic direction for the Student Health Service (SHS). Represents the function, serving as the spokesperson for student health-related news and information.
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
- Board Certification in a primary care specialty - American Board of Medical Specialties
# Job Profile: Student Health Services, Sr. Manager

## Job Summary

The job manages multiple related teams of managers and professional staff responsible for promoting, maintaining, and improving individual and community health. Oversees the development of innovative programs and policies to encourage healthy lifestyles, build resilience, address campus health trends, and identify priorities. Partners with appropriate stakeholders to ensure appropriate response to student health-related and campus public health emergencies.

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</table>

### Job Family Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### 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 clinical provider staff through subordinates, usually other managers and professional staff. Establishes performance goals, allocates resources and assesses policies for direct subordinates.
2. Ensures the delivery of quality health services to students across the University. Develops relationships with University stakeholders to ensure seamless health service to students.
3. Contributes to the development of strategic direction for the Student Health Service (SHS). Represents the function, serving as the spokesperson for student health-related news and information.
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
- Board Certification in a primary care specialty - American Board of Medical Specialties
Job Profile: Student Health Services, Specialist

Job Summary
The job develops and implements programs in promoting, maintaining, and improving individual and community health. Participates in the development of innovative programs and policies to encourage healthy lifestyles, build resilience, address campus health trends, and identify priorities. Partners with appropriate stakeholders to ensure appropriate response to student health-related and campus public health emergencies.

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

Job Code | Job Level
SASHSP3 | P3

Job Family Description | Job Level Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.
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. Participates in the delivery of quality health services to students across the University. With minimal levels of guidance, develops relationships with University stakeholders to ensure seamless health service to students.
2. Contributes to the development of strategic direction for the Student Health Service (SHS). Represents the function, serving as the spokesperson for student health-related news and information.
3. Develops and implements innovative programs and policies to encourage healthy lifestyles, to build resilience, address campus health trends, and identify priorities.
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 5-7 years of work experience in a related job discipline.

Licenses and Certifications
- None.
Job Profile: Student Health Services, Sr. Analyst

Job Summary
The job administers programs in promoting, maintaining, and improving individual and community health. Participates in the development of innovative programs and policies to encourage healthy lifestyles, build resilience, address campus health trends, and identify priorities. Partners with appropriate stakeholders to ensure appropriate response to student health-related and campus public health emergencies.

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<td>Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.</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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Responsibilities
1. Participates in the delivery of quality health services to students across the University. With moderate levels of guidance, develops relationships with University stakeholders to ensure seamless health service to students.
2. Contributes to the development of strategic direction for the Student Health Service (SHS). Represents the function, serving as the spokesperson for student health-related news and information.
3. Assesses, identifies, and proposes innovative programs and policies to encourage healthy lifestyles, to build resilience, address campus health trends, and identify priorities.
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 2-5 years of work experience in a related job discipline.

Licenses and Certifications
- None.
Job Profile: Student Health Services, Analyst

Job Summary
The job performs a broad range of operational business activities in promoting, maintaining, and improving individual and community health. Participates in the development of innovative programs and policies to encourage healthy lifestyles, build resilience, address campus health trends, and identify priorities. Partners with appropriate stakeholders to ensure appropriate response to student health-related and campus public health emergencies.

FLSA Status
☐ Exempt
☒ Non-Exempt

Role Impact
☐ People Manager
☒ Individual Contributor

Job Code
SASHSP1

Job Level
P1

Job Family Description
Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

Job Level Description
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. Participates in the delivery of quality health services to students across the University. With moderate/high levels of guidance, develops relationships with University stakeholders to ensure seamless health service to students.
2. Contributes to the development of strategic direction for the Student Health Service (SHS). Represents the function, serving as the spokesperson for student health-related news and information.
3. Researches innovative programs and policies to encourage healthy lifestyles, to build resilience, address campus health trends, and identify priorities.
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: Study Abroad, Sr. Manager

## Job Summary

The job manages multiple related teams of managers and professional staff responsible for planning, administration, and operation of international study programs. Reviews study abroad operations, curricula, and excursions to ensure alignment program goals and strategies. Develops strategy for new study abroad opportunities.

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<th>Job Level</th>
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<tbody>
<tr>
<td>SASABM3</td>
<td>M3</td>
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</table>

## Job Family Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

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 and maintains the planning, administration, and operation of international study programs of a designated division or school. Creates policies to monitor program effectiveness and educational development.
2. Develops excursions appropriate to program goals, and manages new program development. Maintains communications and coordinates with program directors to plan curricular program design and implementation and relevant course materials.
3. Manages the creation and development of study abroad brochures and advertising materials, including orientation materials and manuals. Develops, conducts, and schedules the information and planning meetings for interested students.
4. Manages the development of annual budgets for each study abroad program including instructional personnel expenses. Coordinates with appropriate faculty and administrative units to create and revise new or renewed exchange agreements.
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: Study Abroad, Manager

Job Summary
The job manages a team of professionals responsible for planning, administration, and operation of international study programs. Reviews study abroad operations, curricula, and excursions to ensure alignment program goals and strategies. Develops strategy for new study abroad opportunities.

FLSA Status
Exempt

Role Impact
People Manager

Job Code
SASABM2

Job Level
M2

Job Family Description
Responsibilities
1. Manages the planning, administration, and operation of international study programs of a designated division or school. Creates policies to monitor program effectiveness and educational development.
2. Develops excursions appropriate to program goals, and manages new program development. Coordinates with program directors to plan curricular program design and implementation and relevant course materials.
3. Manages the creation and development of study abroad brochures and advertising materials, including orientation materials and manuals. Develops, conducts, and schedules the information and planning meetings for interested students.
4. Manages the development of annual budgets for each study abroad program including instructional personnel expenses. Coordinates with appropriate faculty and administrative units to create and revise new or renewed exchange agreements.
5. Performs other related work as needed.

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.

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: Study Abroad, Specialist

## Job Summary

The job independently coordinates the operations and curricula of study abroad programs, developing excursions appropriate to program goals and designing new programs.

## FLSA Status

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## Role Impact

- ☐ People Manager
- ☑ Individual Contributor

## Job Code

SASABP3

## Job Level

P3

## Job Family Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

## 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, reviews, and administers the international study administrative and program budgets, reviews funding requests, and sets programs fees for programs. Researches and provides up-to-date information on financial assistance for students studying abroad.
2. Responsible for content and publication of all study abroad marketing materials. Writes and revises international study applications, evaluation materials, and all other program materials. Prepares brochures and information sheets. Gathers and synthesizes information for reports.
3. Contributes to study abroad admissions and registration processes. Assists in setting up new partnerships.
4. Advises students on international study and exchange opportunities, including on academic requirements. May advise students participating in international exchange programs with 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: Study Abroad, Sr. Analyst

## Job Summary
The job coordinates the operations and curricula of study abroad programs, developing excursions appropriate to program goals and designing new programs.

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## Responsibilities
1. Applies, reviews, and assists in administering the international study administrative and program budgets, reviews funding requests, and sets programs fees for programs. Researches and provides up-to-date information on financial assistance for students studying abroad.
2. Plans own resources for content and publication of study abroad marketing materials. Writes and revises international study applications, evaluation materials, and all other program materials. Prepares brochures and information sheets. Gathers and synthesizes information for reports.
3. Contributes to study abroad admissions and registration processes. Assists in setting up new partnerships.
4. Advises students on international study and exchange opportunities, including on academic requirements. May advise students participating in international exchange programs with 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 2-5 years of work experience in a related job discipline.

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

### Job Summary

The job performs routine assignments related to operations and curricula of study abroad programs, and developing excursions appropriate to program goals.

### FLSA Status

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### Job Code

SASABP1

### Job Level

P1

### Job Family Description

Responsible for services targeting the physical, emotional, academic, and financial well-being of students, including but not limited to admissions, enrollment, athletics, career services, residence life, student activities, counseling, and health programs.

### Job Level Description

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 in administering the international study administrative and program budgets, analyzes funding requests, and sets programs fees for programs. Researches and provides up-to-date information on financial assistance for students studying abroad.
2. Writes and revises international study applications, evaluation materials, and all other program materials. Prepares brochures and information sheets. Gathers and synthesizes information for reports.
3. Contributes to study abroad admissions and registration processes. Assists in setting up new partnerships.
4. Advises students on international study and exchange opportunities, including on academic requirements. May advise students participating in international exchange programs with 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 less than 2 years of work experience in a related job discipline.

#### Licenses and Certifications

- None.