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Academic Services, Administrative Services, Advisers and Librarians

Manages the administrative, operational, and/or financial affairs of the department.

Performs a variety of professional and administrative duties that facilitate the day-to-day operations of a function, program, and/or department.

Assists in program planning and development; interprets, monitors, and analyzes information regarding operating policies and procedures; administers budgets; and coordinates academic and/or staff personnel matters.

Resolves problems that have a significant impact on the overall goals of the department.

Provides advisory, referral, and information services to students, parents, and others interested in study abroad opportunities.

Provides, organizes, and implements materials and forums regarding overseas study opportunities and sources of financial aid.

Assists students in complying with registration and academic credit transfer requirements.

Plans programs and supervises individuals involved in proficiency/evaluation testing.

Supervises special tutors for students with language barriers.

Advises and assists students in determining proficiency in college-level courses.

Responsible for promoting innovative college teaching, providing a venue for sharing pedagogical strategies across disciplines.

Responsible for introducing advances in teaching and curricular improvement.

Responsible for strengthening graduate students' teaching skills and enhancing and facilitating undergraduate and graduate student learning.

Responsible for reviewing, analyzing, assessing and processing information, records and transcripts for determining academic credit and eligibility for degrees and specialized program designations.

Coordinates academic studies for foreign students on campus.

Directs the provision of academic counseling and testing services for students.

Advises students concerning an appropriate academic schedule, choice of major, number of hours that may be taken, probation, and/or suspension.

Negotiates licensing agreements with vendors and monitors electronic invoicing.



Academic Services, Administrative Services, Advisers and Librarians (cont'd)

Implements policies and procedures to improve workflow.

Responsible for planning and program development, management of cataloging, serials and binding and electronic licensing.

Helps to develop and oversee materials acquisition budget; implements creative use of technology for technical services operations; works with various library vendors.

Accountable for service quality, innovation and creative use of available technology in support of public service operations.

Responsible for original, complex and copy cataloging of materials in all formats including electronic resources.

Reviews and implements new workflows as technologies change.

Provides departmental supervision and training to staff and student assistants in cataloging and support tasks.

Reviews cataloging policies and procedures and implements improvement.

Collaborates with librarians and faculty members on collection development policies for all formats of resources.

Responsible for the ongoing assessment of collections and their use.

Responsible for work with vendors and for licensing agreements.

Works with potential donors of library resources.

Ensures consistent and secure access to special collections through the creation of policies and procedures.

Develops reappraisal and collection policies.

Assists in the creation of digital resources.

Analyzes current condition of materials and implements appropriate preservation measures for use and long-term storage.

Works with appropriate college offices, alumni and other entities in identifying potential donors and materials that support the college mission.

Serves as the database administrator for the library's integrated system.

Responsible for the information technology infrastructure for the library; trains staff on new technologies; provides leadership in solving problems associated with delivery of electronic resources.



Academic Services, Administrative Services, Advisers and Librarians (cont'd)

Researches, evaluates and recommends methodologies, standards, and software for the creation and preservation of digital collections.

Serves as expert to other library and college staff regarding the digitization and preservation of resources and records; manages any open source projects and licensing of digital content.

Provides general and virtual information, research and reference services; plans, teaches and assesses information literacy instruction in collaboration with faculty; develops web and print based materials.

Serves as liaison to academic departments.

Provides continuing education on pedagogy for all teaching librarians.

Locates and creates digital content to support academic instruction; explores, evaluates and encourages deployment of emergent technologies into library programs and services.

Provides general and virtual information, research and reference services.

Plans, teaches and assesses information literacy instruction in collaboration with faculty and/or Department Head.

Develops web and print based materials.

Locates and creates digital content to support academic instruction.

Explores, evaluates and encourages deployment of emergent technologies into library programs and services.

Reviews cataloging policies and procedures and makes recommendations for improvement.

Responsible for original and copy cataloging of materials in all formats including electronic resources; may provide training to student assistants.

Evaluates bibliographic records for contribution to the Library of Congress database.

Provides leadership in the management and procurement of electronic resources.

Collects and analyzes usage data to assist in selection decisions; troubleshoots access problems; promotes public awareness and use of electronic resources.

Develops and manages media resources often in conjunction with media/IT facilities.

Develops media collections and provides information services for the collection.

Ensures copyright compliance for media materials.



Academic Services, Administrative Services, Advisers and Librarians (cont'd)

Develops and manages distance library services incorporating optimal traditional and technological resources to support academic programs offered at a distance.

Coordinates development and implementation of a strategic plan to identify institutional priorities and goals.

Establishes and coordinates agreements with other institutions as needed.

Facilitates document delivery.

Responsible for the planning and operation of the government documents department.

Responsible for the transition of the documents to an electronic environment including ensuring quality bibliographic control of documents, maps and geospatial materials.

Assists in the authentication, activation and maintenance of access to paper and electronic serials.

Manages payment of serials orders and invoices.

Maintains effective working relationships with publishers and vendors.

Plans and directs museum programs, acquisitions and exhibition schedules, staff, budgets, and facilities.

Oversees conservation and display of permanent and loaned collections; pursues external funding sources.

Determines the storage conditions and level of care for objects in collections.

Designs and implements documentation, information retrieval, and storage systems to ensure safety and facilitate research use of collections.

Responds to requests from the campus community and off-campus individuals and organizations to use the museum's research collections.

Catalogues new collections.

Writes grant proposals and fundraising papers.

Responsible for planning and developing continuing education programs.

Coordinates and manages the planning, design, and development of university level credit and non-credit courses.

Responsible for the planning and development of workshops, certificate programs, seminars, and special events.

Coordinates activities involved in provision of conference and workshop services.



Academic Services, Administrative Services, Advisers and Librarians (cont'd)

Assists in the selection or design of workshops to be presented.

Coordinates registration process, including fee collection and payment of honorarium and conference expenses.

Secures appropriate conference setting and arranges for auxiliary services, including lodging, meals, and transportation.

External Affairs

Responsible for fundraising efforts within schools, colleges and units of the institution.

Assists in the administration and implementation of annual giving programs.

Develops, oversees, and evaluates assigned area of the campaign; researches, visits, cultivates, solicits, and thanks prospective donors to annual fund.

Monitors content and substance of mailings to constituents and analyzes past responses; coordinates staff reunion development committees. Assists in identifying, cultivating and soliciting of alumnae, parents, and friends of the institution capable of making gifts of \$50,000 or more.

Responsible for the identification, cultivation and solicitation of alumnae, parents, and friends of the institution.

Assists donors with gift planning strategies, financial and estate planning, tax law and real estate.

Assists in cultivating and broadening alumni interest in and financial support of the University, in developing, strengthening and implementing both campus and regional alumni programs and in planning and implementing major homecoming and reunion events.

Develops, strengthens, and implements both campus and regional alumni programs.

Plans and implements major homecoming and reunion events.

Organizes and oversees the institution's records relating to current and prospective donors.

Conducts research to discover prospects for gifts, and documents the association of prospects with the college or University.



External Affairs (cont'd)

Writes brochures and articles for publication.

Prepares and disseminates information to the internal college and University community as well as to local and state media.

Promotes and publicizes institutional activities and programs.

Directs the activities of the college/University press including editorial, production, marketing, sales, order fulfillment, warehousing, and accounting operations.

Prepares and writes news and publicity releases and writes feature stories about institutional events and programs.

Plans and develops programs and specials for broadcast presentation.

Determines format, researches information, and prepares scripts.

Supervises the selection of on-air programming consistent with audience, station, and educational objectives.

Researches and analyzes audience ratings.

Approves the selection and purchase of regular and special programs for on-air broadcasting.

Designs, modifies, repairs, and installs a variety of broadcasting equipment to ensure the quality of on-air operations.

Ensures broadcasting equipment functions within FCC regulations.

Manages FM radio station operations, including programming, on-air functions, program production, broadcast negotiations, and studio equipment supervision.

Manages TV station operations, including programming, on-air functions, program production, broadcast negotiations, and studio equipment supervision.

Responsible for development, promotion, and implementation of institutional (on- and off-campus) noncredit conferences and seminars.



Facilities

Responsible for operation of campus printing services, including offset printing and bulk xerographic reproduction/copying.

Responsible for ensuring the timely and accurate handling, distribution and processing of messenger and U.S. Mail throughout the institution.

Responsible for keeping faculty and staff informed regarding changes in mailing rates, requirements and regulations.

Responsible for administration of the institution's landscape and grounds programs.

Reevaluates and redesigns existing landscaping.

Responsible for the planning, coordination, and control of building / renovation construction projects from inception to completion.

Manages project timeline, adjusts for construction delays and emergencies.

Supervises hiring and work of employees / trade contractors.

Oversees materials, construction tools and equipment; obtains necessary permits, etc.

Manages operation of the technical trade areas, which usually include plumbing, heating, electrical, refrigeration and air conditioning, preventative maintenance, and water plant functions.

Responsible for the management of institutional custodial services.

Responsible for planning, coordinating, publicizing and implementing special events, including social events, employee recognition celebrations, conferences and meetings.

Facilitates production of events by coordinating with performing groups, arranging publicity, etc.

Responsibilities include coordinating electrical, air conditioning, custodial, stage set-up, lighting, sound equipment, concessions, safety, security, medical, and personnel needs for each event.



Facilities(cont'd)

Directs operation and maintenance of high-pressure steam and electrical generating plants and central refrigeration plants and all utility distribution systems.

Manages operation of building craft areas, which usually include carpentry, locksmith, painting, sheet metal, welding, masonry, and roof and road functions.

Assists in planning and coordinating campus-wide use of space and physical facilities.

Maintains current floor plans and data on campus facilities.

Develops plans to maximize facility use.

Makes space allocation recommendations to administration.

Develop analytical studies in support of space or physical facility changes.

Performs architectural design, development, and management duties for a variety of construction renovation projects.

Plans layout of project and integrates related engineering elements for the development of construction documents.

Develops specifications, conducts materials research, and selects materials required for renovations and alterations.

Reviews drawings and documents to ensure compliance with specifications and standards.

Licensed professional who plans and designs landscape layouts, develops site models, performs cost estimates, oversees construction of site and landscaping within the natural environment.

Coordinates projects involving major renovations and/or alterations to campus buildings.

Serves as liaison among physical plant shops, campus departments, and external contractors for coordinating and scheduling construction projects (excludes new construction).

Visits work site to determine necessary resources.



Facilities (cont'd)

Inspects projects to ensure compliance with specifications and standards.

Assists in the design and retrofit of mechanical systems for campus buildings.

Advises on mechanical problems and recommends solutions.

Design new mechanical systems.

Develops specifications and prepares cost estimates for the selection, application, and installation of mechanical equipment.

Reviews mechanical plans submitted by outside consultants or architects.

Ensures that mechanical systems comply with building codes, insurance stipulations, and OSHA requirements.

Coordinates with contractors or installers of mechanical systems.

Conducts research and development activities related to the design, development, manufacture, modification, installation, and/or testing of electrical/electronic parts, components, equipment, and systems and the application of equipment and systems to new uses.

Determines design approaches and parameters, conducts tests, and evaluates results.

Designs, modifies, tests, evaluates, manufactures, and installs mechanical parts, components, and equipment.

Identifies operating and installation problems and recommends solutions.

Prepares cost estimates and develops specifications for the selection, application, and installation of mechanical equipment.

With direction from a designated supervisor, designs, develops, and maintains scientific research and teaching instrumentation.

Builds sophisticated scientific equipment, provides technical advice, administers related budgets, and prepares protocols and reports.



Facilities (cont'd)

Conducts research and development activities related to the design, development, manufacture, modification, installation, and/or testing of state-of-the-art electrical/electronic parts, components, equipment, and systems involved in cutting-edge scientific research and/or acts as a project leader in the engineering phase of a project, providing professional direction to and coordination of other engineers and technicians.

Provides professional direction to and coordination of other engineers, technicians, and skilled trade employees in the design, testing, manufacture, installation, and repair of mechanical parts, components, and equipment.

Identifies complex operating and installation problems and recommends and/or implements solutions.

Coordinates comprehensive program of disposal of hazardous chemical waste materials or radiation safety.

Conducts inspections of laboratories and facilities to ensure compliance with regulations and procedures.

Provides training concerning hazardous materials and chemicals to faculty, staff, and students.

Provides for the collection, storage, transportation, and shipping of hazardous waste.

Coordinates functions of a health and safety program, which may include workers' compensation and fire prevention.

Coordinates safety education, promotion of safety/health concerns, purchase and design of safety equipment, safety engineering, and accident reporting.

Performs technical investigations and evaluations and provides regulations and technical consultation regarding health and safety issues to faculty and staff.

Responsible for the direction and supervision of child care center activities.

Performs a variety of professional and administrative duties, including program administration and management of budgets, facilities, personnel, and special projects for a single site.

Coordinates the child care support services program with day care center teachers and other staff.

Manages and coordinates activities of the textbook section of the bookstore.

Buys textbooks required for academic classes and displays them for purchase by students.



Facilities (cont'd)

Assists in the formulation of policies and develops procedures regarding pricing, inventory, and sale of textbook and trade book items.

Supervises the preparation and return of overstock and defective books and the valuation and repurchase of used books.

Financial Affairs

Performs financial, operational and compliance audits of institutional risk, governance and control processes in accordance with internal auditing policies and standards.

Analyzes records, systems and processes.

Prepares written documentation of work performed.

Develops knowledge of auditing concepts, practices and procedures, as well as experience and judgment to plan and accomplish goals.

Possesses and applies a moderate level of knowledge of auditing concepts, practices and procedures, as well as experience and judgment to plan and accomplish goals.

Handles a moderate degree of work complexity and granted a similar degree of creativity and latitude.

Provides analytical support for routine budget projects.

Advises administration and staff regarding available options and budgetary implications.

Assists in preparation of operational budgets for departments.

Reviews expenditures to ensure conformance with budgetary provisions.

Compiles data and prepares reports.

Responsible for one or several areas of current budgetary operations.

Responsible for the coordination of pre-award and/or post-award activities relating to grant and contract proposals.

Coordinates the budget portion of the pre-award cycle and manages the post-award cycle of sponsored projects, grants, contracts, and special funds.

Monitors revenue and expenses for departmental or unit accounts; ensures expenditure control and compliance with funding and reporting requirements, University policy, and standard accounting procedures.



Financial Affairs (cont'd)

Prepares financial data for input into the institutions automated financial and human resources management systems and generates reports; performs calculations which may include interest and depreciation.

Coordinates the preparation of regularly scheduled and special billings, costs reports, analyses, studies, inventories, and financial statements for local, state, federal, and private funding sources.

Reviews and approves expenditure, personnel, and purchasing documents for availability of funding, mathematical correctness, and compliance with University policy and state and federal funding requirements.

Analyzes, reconciles, balances, and maintains accounting records; develops budgets and special financial reports.

Prepares, reviews, and processes budget, revenue, expense, payroll, and related correcting entries and may prepare bank reconciliations of intermediate complexity.

Instructs department members in unrestricted and restricted funding requirements and methods and provides information for budget development.

Monitors and reviews accounting and related system reports for accuracy and completeness; prepares and reviews budget, revenue, expense, and payroll entries, invoices, and other accounting documents.

Analyzes revenue and expenditure trends for the funding monitored by this position; recommends appropriate budget levels and ensures expenditure control.

Develops accounting applications for personal computers, supervises the input and handling of financial data and reports for the institutions automated financial and human resources management systems, and serves on committees which develop fiscal policies and procedures.

Interacts with internal and external auditors, participates in auditing projects, and provides information and access to accounting records as required.

Oversees daily processing and accounting for revenue and expenditures by departments; audits and reports financial transactions to funding sources; ensures accuracy, completeness, and compliance with University, local, state, and federal requirements, and standard accounting and audit procedures.

Maintains key unrestricted and/or restricted fund ledgers and provides specialized accounting for the maintenance, control, and reporting of revenues, expenditures, assets, liabilities, equities, and payroll.



Financial Affairs (cont'd)

Interprets and analyzes financial operations and transactions, forecasts trends, and develops special complex reports and analyses for management and funding agencies; makes recommendations for asset utilization and expenditure control.

Designs complex accounting and database applications for personal computers; balances and maintains ledgers for the automated financial and human resource management systems.

Keeps abreast of University policies and procedures, current developments in accounting and auditing professions, and changes in local, state, and federal laws, as applicable.

Oversees the supervision of assigned personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.

Plans and develops archival collections, including participation in the establishment and implementation of policies and standards for the archive.

Analyzes and evaluates printed and/or non-printed materials to appraise value to posterity; coordinates the acquisition, cataloging, maintenance, and preservation of valuable material and the disposition of worthless material.

Prepares descriptions and reference aids for use of archives, such as lists, indexes, guides, bibliographies, abstracts, and microfilmed copies; cross-indexes materials as required.

Develops and implements procedures for the acquisition, processing, and preservation of archival materials.

Advises and assists researchers in the application of archival materials in research activities; interprets requirements and supplies and consults on archival information.

Requests and/or recommends pertinent materials available in libraries, private collections, or other sources for inclusion into archives.

Supervises development and preparation of research proposals, contracts and subcontracts, including assistance in budget and form preparation and interpretation of funding requirements and regulations.

Serves as an advisor and liaison for administrators, faculty, and/or staff requiring assistance in the preparation of proposals, contracts, and agreements.



Financial Affairs (cont'd)

Analyzes and evaluates contract and grant budgets for correct calculation of expenditure categories such as salaries, percentage of effort, salary adjustment increases, fringe benefits, indirect costs, materials, and equipment.

Acts as the lead negotiator and liaison between the University, funding agencies, and contract entities.

Researches, drafts, and approves formal responses to requests for proposals, quotations, contracts, and agreements.

Analyzes and evaluates awarded proposals, contracts, and subcontracts for compliance with funding agency, state, and University policies and procedures.

Prepares required acceptance documentation and obtains official University signatures.

Formulates processes and procedures to effectively and efficiently negotiate contract and grant pre- and post-awards to meet University requirements within policy parameters; researches appropriate federal, state, and local requirements to facilitate compliance by all parties.

Coordinates receipt of awards and contracts with principal investigators and post-award contract and grant accounting administration.

Maintains proposal and funding records in database systems and prepares scheduled and special reports, studies, and analyses.

Recommends approval or rejection of deviations from contract specifications.

Participates in special projects and performs associated administrative duties as assigned.

Provide functional direction to lower level technicians on assigned work.

Manages multi-craft activities involved in preventive, scheduled, and emergency maintenance, cleaning, repair, and renovation of buildings, mechanical systems, physical plant, and grounds.

Oversees all facets of the daily operations of the organizational unit, ensuring compliance with University, state, and federal laws, policies, and regulations.

Develops and implements policies and procedures consistent with those of the organization to ensure efficient and safe operation of the department.



Financial Affairs (cont'd)

Oversees activities of contractors, vendor personnel, and suppliers.

Monitors contracts for compliance and controls costs; monitors general expenditures of unit.

Maintains compliance with departmental security, audit procedures, and University policy.

Assists in facility and space usage planning; advises administration on the application of institutional policy, regulations, and standards relating to the management of physical resources.

Performs quality control inspections to ensure adherence to contract specifications and industry standards.

Develops and implements systems to maintain records on employees, equipment, and compliance activities.

Develops and maintains emergency/disaster preparedness and recovery plans.

Provides information, resolves problems, and trains customers on products and services, ensuring customer satisfaction.

Ensures proper care in the use and maintenance of equipment and supplies; promotes work place safety.

Manages daily operations of employment programs reflecting the highest service orientation including recruitment activities, applications processes, candidate screening and referral services.

Provides direction and leadership in the management of employment strategies, programs, and practices.

Monitors program efficiency; develops reporting procedures and other methods to establish program accountability and measure success.

Responsible for one or several areas of purchasing/materials management.

Responsible for the procurement of supplies, materials, equipment, and services for campus departments.

Determines vendor sources and product availability.

Maintains contact with vendors and ensures compliance with contracts.

Prepares complex bid investigations, evaluates bid proposals, and issues purchase orders.



Financial Affairs (cont'd)

Confers with University departments regarding requirements, specifications, and deliveries

Advises departments on purchasing policies and procedures and provides vendor sources.

Responsible for the inventory records of all moveable University property, and operation of the University warehouse.

Administers the business affairs of a small department.

Develops and evaluates operating policies and procedures

Develops budgetary controls and prepares financial reports.

Administers business affairs of a large division.

Prepares operating and project budget drafts.

Directs control of board-approved budget, including collection, custody, disbursement, accounting, and auditing of all college funds.

Monitors division/departmental budgets and reports any significant deviations from approved budgets.

Responsible for supervising business support personnel.

Manages special event ticket operations and provides ticket services to those sponsoring and attending activities.

Information Technology

Assists the Director in managing the institution's academic/research computing activities and labs for faculty, staff and students.

Assists the Director in managing the institution's administrative computing activities.

Directs the strategic and day-to-day operations of the institution's data center, including hardware acquisition, server operating system management, server configurations, tuning, and performance, and center power and environment management.



Information Technology (cont'd)

Responsible for server standards for the enterprise.

Directs IT training and help desk services.

Responsible for enterprise data warehousing, information management, business analytics/intelligence, corporate reporting, authority control (taxonomy, search engines), workflow, and data management.

Senior person responsible for designing and structuring the appropriate flow of complex computer systems requiring considerable independent judgment. Position involves no programming responsibility.

Performs audits of institutional information technology risk, governance and control processes in accordance with internal auditing policies and standards.

Plans, assigns and reviews work product of other auditors assigned.

Analyzes records, systems and processes.

Prepares written documentation of work performed and develops reports.

Interviews and advises personnel and lower to upper level management concerning the work and to convey results.

Possesses and applies a moderate level of knowledge of information technology auditing concepts, practices and procedures, as well as experience and judgment to plan and accomplish goals.

Handles a moderate degree of work complexity and granted a similar degree of creativity and latitude.

Performs audits of institutional information technology risk, governance and control processes in accordance with internal auditing policies and standards.

Analyzes records, systems and processes.

Prepares written documentation of work performed and develops reports.

Interviews and advises personnel and lower to upper level management concerning the work and to convey results.



Information Technology (cont'd)

Possesses and applies a moderate level of knowledge of information technology auditing concepts, practices and procedures, as well as experience and judgment to plan and accomplish goals.

Designs data retrieval and management systems to meet user needs.

Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new systems.

Designs data retrieval, reporting and management systems to meet user needs.

Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new systems.

Responsible for development and maintenance of the institution's website and creation and management of the site's content.

Responsible for selection and implementation of Web tools and resolution of performance issues such as speed of access.

Monitors website use and trends.

Responsible for the design, layout and coding of a website to meet the need of functional users.

Involved with the technical and graphical aspects of a website - how the site works and how it looks.

Involved with the maintenance and update of an existing site, such as modifying existing applications to improve functionality and process flow.

Works with user departments, programmers, and programmer analysts to develop, monitor, and manage large scale IT projects.

Maintains effective and efficient operation of a computer database.

Ensures database runs properly, keeps database current, makes access readily available and timely, and formulates and designs new database applications.



Information Technology (cont'd)

Makes decisions regarding procedures for set up of, access to, and operation of database.

Establishes the data administration function, including designing data models, data definitions, and policies governing administrative data systems.

Participates in and oversees data integration strategy, including planning, development and implementation.

Identifies common data and associated relationships, resolves data definition and ownership issues, and ensures data integrity.

Coordinates process to develop data standards policy to improve data accuracy, integration, access and integrity.

Responsible for developing and implementing standards, procedures, and controls that ensure the security, reliability, and availability of databases.

Responsible for supporting, maintaining, monitoring, updating, troubleshooting and repairing one or more of the following – computer systems (including servers and workstations), network components, software and applications.

Responsible for front line support of institutional users of enterprise applications, desktops, networks, and information resources.

Responsible for development and implementation of technical support processes and procedures, evaluation and recommendation of Help Desk tools, development of Help Desk scripts, creation and publication of Help Desk materials and documentation, and design and implementation of reports to measure performance of Help Desk staff.

Responsible for setup, configuration, administration, and security of e-mail server(s) and software.

Responsible for setting appropriate e-mail policy within the organization.

Responsible for deploying physical and logical networks, including cable plant and electronics, and for monitoring and managing their performance.

Responsible for network connectivity, setup, and maintenance, and for remote VPN connections, network security (firewall protection), as well as WI-FI connectivity.



Information Technology (cont'd)

Manages staff and operations of distance education network.

Manages support and services for instructional activities such as classroom instruction, capture and delivery of instruction, supporting interactivity (web, phone, and other audio/visual conferencing) and delivery of e-Learning Systems.

Plans, designs, analyzes and installs instructional systems in classrooms based on department instructional needs.

Provides specific technical expertise to faculty, staff and students in areas such as instructional operations and e-Learning services.

Provides technical expertise on in-house operating system and equipment configurations, assists in development of hardware and software performance\ evaluations, recommends optimum equipment configurations, and implements and maintains the installation's in-house operating system and other system software.

Audits the performance of in-house data processing systems activities.

Provides technical guidance with regard to proper data processing methods and performance standards.

Audits performance of in-house data processing system activities and provides means to improve performance.

Evaluates software requirements, analyzes equipment capabilities, recommends optimum equipment configurations, and evaluates recommendations from lower-level system programmers.

Implements and maintains the installation's in-house operating system.

Audits performance of in-house data processing system activities and provides means to improve performance.

Implements and maintains the installation's in-house operating system.

Educates and/or instructs lower-level systems programmers.

Installs, configures monitors and maintains systems, including e-mail and Web servers.

Monitors data integrity and system security.



Information Technology (cont'd)

Provides high-level consultation for and expertise with computer applications to scientific research problems.

Performs computerized data processing operations and statistical analyses of research data; performs computing programming, debugging, and documentation; assists in interpretation and reporting of results.

Responsible for day-to-day monitoring of institutional systems for intrusion, identification and management of day-to-day IT security vulnerabilities and threats, implementation of tools for managing spam, patching software, and enforcing day-to-day IT security policy.

Responsible for overseeing the implementation and administration of the institution's telecommunications system. Reports to Director, Telecommunications/Networking.

Instructional Design/Media Professionals

Supervises and oversees distance education instructional and document support services.

Provides educational support to distance education faculty.

Creates online, face-to-face and/or blended customized training courses and products.

Teaches instructional sessions for faculty, teaching assistants and graders on distance learning teaching styles and methodologies based on individual or group needs.

Conducts training needs assessments and evaluates training effectiveness.

Develops strategies to streamline paper processes.

Recommends new technical services to improve faculty support services.

Responsible for the content on a website.

Works with other departments to create Web page content.

Responsible for development, maintenance, and documentation of program code and security of Internet-based applications.

Uses programming languages such as HTML, .NET and XML.

Sets graphical and style standards for the institution's website.

Works with other departments to design graphics and layout

Responsible for working with faculty to promote the effective uses of IT in support of teaching and learning.



Instructional Design/Media Professionals (cont'd)

Provides support to faculty, programs and schools in development and conversion of courses and programs to innovative online and other technology-assisted educational venues utilizing cutting-edge and creative design and course delivery options.

Responsibilities include analysis, design, development, and implementation of online courses, Web-based training, and face-to-face training curricula.

Proactive consultation with subject matter experts to identify and obtain training objectives and content.

Draft storyboards and mock-ups, and write and develop content as needed.

Responsible for providing audio-visual/media services and equipment in support of the institution's instruction/learning process, research and public service programs.

Articulates and operationalizes an entrepreneurial vision for state of the art execution education programs.

Identify and cultivate key client/stakeholder groups to be served.

Develop and maintain a network of relationships to build understanding of the major forces shaping the needs, positions and actions of key client/stakeholder groups.

Develop and execute a business plan that supports the strategic priorities of the program and the needs of key client stakeholders.

Secure professional development contracts with major corporations, non-profit, and government entities

Plans, directs and markets theater/performing arts center programs.

Student Affairs

Responsible for coordinating all campus student activities, including special events, student organizations, publications, and student government activities.

Provides personal and financial aid application counseling to students and parents.

Assists in the administration of the financial aid program.

Makes decisions to award funds to students eligible for scholarships, grants, and college work-study.

Responsible for auditing and reconciling financial aid accounts and packaging financial aid awards.

Responsible residence hall operations for students.

Responsible for all administrative and fiscal functions in student housing

Responsible for the supervision and direction of residence life, staff, and student housing.



Student Affairs (cont'd)

Supervises and administers activities of a residence hall.

Responsible for the oversight of maintenance and renovation, purchase and inventory of supplies, assignment of rooms and summer housing, housekeeping functions, and management of student conduct and discipline.

Supervises and administers activities of a residence hall.

Responsible for coordinating all campus student activities, including special events, student organizations, publications, and student government activities.

Directs operational aspects of all non-varsity and club (intramural) sports.

Responsible for planning and coordination of programs, scheduling (both times and locations) and budget administration and monitoring.

Responsible for recreational facilities.

Assists in the organization of student activities.

Assists in the day-to-day administration of all non-varsity and club (intramural) sports.

Assists in the organization, development, planning, promotion and assessment of the recreation, intramural and wellness programs (if applicable), including supervision of student staff.

Responsible for one or several areas relative to the operation of the student union building and related student activities.

Assists in planning and directing a comprehensive recreation program for students, faculty, and staff, including intramural and sports clubs.

Responsible for one or several areas of student counseling services.

Provides psychological and counseling services of a remedial, preventive, and developmental nature through direct and indirect (consultation) contacts with students, faculty, and staff (individually and in groups).

Provides professional counseling to students on academic, financial, and personal matters.

Provides individual and group therapy and counseling.

Responsible for vocational testing and assessment, program development and evaluation, and outreach activities.

Responsible for one or several areas of student registration and records. Reports to the Registrar.



University Affairs

Responsible for providing day-to-day advice and guidance to all elements of the institution.

Administers policies and programs covering several or all of the following: recruiting, compensation, benefits, training, employee and/or labor relations, safety, and personnel research.

Performs activities in various areas of human resources.

Expert in a particular human resource field.

Screens resumes and applications and may interview applicants.

Counsels employees concerning work-related problems.

Maintains records for EEO/AAP reporting requirements.

Write position descriptions, benefits brochures, and/or employee handbooks.

Conducts research and analyzes data on assigned projects.

Assist in the formulation of staffing plans and personnel policies and procedures

Performs activities in support of wage and salary programs.

Conducts position audits, analyzes and evaluates jobs.

Recommends action concerning appropriate classification and pay level.

May develop and revise job descriptions.

Conducts wage and salary surveys and market analyses.

Formulates recommendations regarding development and updating of salary structures.

Supervises the development, implementation, and maintenance of compensation/classification policies and programs.

Prepares job descriptions and conducts job evaluations and salary surveys.

Prepares policies and procedures to ensure the achievement of equitable and competitive employee compensation and classification.

Maintains knowledge of federal and state legislation that may affect compensation and classification policies.

Counsels employees regarding routine benefits programs.

Maintains benefits records and prepares necessary documents for implementing coverage.



University Affairs (cont'd)

Responsible for the administration of complex benefits programs with regard to plan options, policy features, enrollment, and other requirements.

Assist with planning, developing, and redesigning benefits and typically evaluates benefits costs.

Performs activities supporting the recruitment, screening, and referral of exempt and nonexempt applicants.

Establishes and maintains liaison with external agencies and recruiting sources.

Responsible for developing, implementing, and/or maintaining employment programs.

Performs activities supporting the administration of employee relations programs, including those for professional and management positions.

Responsible for the development, implementation, and administration of employee relations programs and policies.

Advises and assists staff and/or faculty regarding human resource policies and procedures, such as grievance and disciplinary action.

Supervises the development and implementation of employee relations policies and programs.

Advises employees, supervisors, and managers regarding policy interpretation and ensures proper and consistent application of policies.

Provides advice, counsel, and guidance to employees, supervisors, and managers regarding employee relations issues.

Advises management, faculty, and staff on administration of labor union contracts.

Negotiates and interprets union contracts, resolves grievances, and recommends policies.

Plans, directs, and oversees the administration of all programs and services ensuring compliance with ADA and provides leadership and consultation in promoting access and equity for persons with disabilities.

Responsible for assuring equal access for persons with mental health and other disabilities to all educational and vocational programs.

Identifies and provides reasonable accommodations at institution to ensure equal educational opportunities for individuals with disabilities.

Responsible for one or several areas of institution-wide programs designed to ensure equality of employment opportunity.

Responsible for implementing and maintaining equal opportunity and affirmative action programs.



University Affairs (cont'd)

Investigates formal discrimination charges and develops responses.

Creates and implements all new government-funded programs that promote the admission and retention of students from low-income and disadvantaged backgrounds.

Responsible for coordinating the institution's compliance with federal and state discrimination and sexual harassment laws.

Revises processes and procedures to reflect contemporary approaches to human resource management and to improve program effectiveness.

Promotes staff training and development.

Provides assistance in analyzing and resolving complex issues.

Provides guidance to managers and staff regarding employment practices, policy interpretation, problem resolution, and compliance with University regulations and state and federal law.

Designs and implements programs and services that assist individual applicants, enhance career opportunities for current employees, and strengthen the quality of applicant pools.

Directs and evaluates the development of valid assessment tools, scoring and rating standards used in evaluating job applicants' training and experience, and researches and applies valid selection criteria.

Supervises the maintenance of search, applicant, and employee personnel files and the accurate entry of data to human resources information systems and databases to achieve the optimal use of available technology.

Conducts outreach recruitment activities with University and community groups, minority organizations, and public employment offices to establish rapport, maintain employment referral contacts, and enhance job placement opportunities for members of protected groups.

Oversees the new employee orientation program.

Manages and administers a variety of employee- and employer/employee-supported benefits programs, including group life insurance, health and accident insurance, flexible spending accounts, and retirement programs; monitors program effectiveness and makes recommendations for program improvement.

Writes requests for proposals, negotiates with insurance carriers and contractors, and oversees administration of contracts or other agreements involving employee benefits.



University Affairs (cont'd)

Responds to and resolves employee concerns regarding University benefits programs; advises, approves, or denies exception requests.

Ensures that development and execution of administrative policies governing employee benefits are in compliance with all local, state, and federal regulations

Serves on designated committees and advisory boards as appropriate in order to maintain open communications with faculty, staff, health care providers, insurance carriers, and other constituent groups.

Oversees processing of all documents necessary for implementation of various benefits programs and maintenance of such records as required for compliance with ERISA, COBRA, and other applicable regulations.