

2006-07 MID-LEVEL ADMINISTRATIVE & PROFESSIONAL SALARY SURVEY POSITION DESCRIPTIONS

There are 43 new positions in this year's survey. They are described at the end of this document and in SurveysOnLine they have been added to the end of the survey. Of particular note are the new positions for Athletics and Information Technology. With regard to the IT positions, we want to thank EDUCAUSE for their assistance in helping us update these positions.

2006-07 Number	POSITION	POSITION DESCRIPTION
Positions 100-131		
100	Reference Librarian	Responsible for facilitating access to information by students, faculty, and staff and for developing a collection of reference resources in all formats (including electronic format). Requires MLS degree.
101	Reference Specialist	Maintains library reference information and assists students, staff and faculty in its retrieval. Maintains record keeping catalogs and systems; processes materials in accordance with departmental procedures; selects and orders documents to supplement library collections; manages acquisitions budget. Functional supervision of student employees. Bachelor's degree plus one year's library experience.
102	Catalog Librarian	Responsible for providing descriptive records, subject headings, and classification numbers to make library materials accessible. Requires MLS degree.
103	Cataloging Specialist	Responsible for cataloging and materials and maintaining bibliographic records. Evaluates bibliographic records in a variety of languages and creates bibliographic records for contribution to the Library of Congress database. Functional supervision of student employees. Bachelor's degree plus 2-3 years' library experience.
111	Buyer	Responsible for the procurement of supplies, materials, equipment, and services for campus departments. Reviews and processes requisitions. Determines vendor sources and product availability. Maintains contact with vendors and ensures compliance with contracts. Requires a bachelor's degree or equivalent plus 2-3 years' experience. This is not an entry-level position.
112	Buyer, Senior	Prepares complex bid investigations, evaluates bid proposals, and issues purchase orders. Confers with university departments regarding requirements, specifications, and deliveries. Advises departments on purchasing policies and procedures and provides vendor sources. May supervise technical/clerical support staff and/or provide lead supervision to lower-level buyers. Requires a bachelor's degree or equivalent plus 4-5 years' experience. Most senior level should be matched here.
113	Buyer, Supervisory	Supervises buyers and performs the most complex and difficult purchasing functions. Reviews and approves purchase documentation from lower-level buyers. Incumbents are responsible for the efficient and effective operation of the procurement process within the purchasing unit and have full supervisory responsibility over lower-level buyers and support staff. Requires a bachelor's degree or equivalent plus 5-8 years' experience.
121	Public Information Specialist	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. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes sports information positions.
125	Shipping and Receiving Supervisor	Supervises the packaging and shipping of materials as finished goods. Ensures materials are shipped and received from appropriate vendors in a timely manner and according to specifications. Reviews receipt of all materials to ensure that purchase orders are open and the materials meet quality standards. May assist with developing operational methods and procedures. Requires journey-level training plus 5-8 years' related experience.
129	Assistant Editor	Assists in the editing and proofing of manuscripts. May assist in the coordination of printing production. Assists in the review of material to assure proper language usage and punctuation. Requires a bachelor's degree in journalism or English or equivalent plus 2-3 years' related experience.
130	Editor	Edits and processes publications through stages of manuscript and proof; may coordinate printing production. Works with author through stages of publication to ensure that standards and copyright requirements are met. Reviews material to assure proper language usage and punctuation. Requires a bachelor's degree in journalism or English or equivalent plus 2-3 years' editing experience.
131	Graphic Designer	Creates original designs and executes the artwork for publications. Conceptualizes design layout of finished art for reproduction and coordinates final production of finished product with printing department. Requires a bachelor's degree in commercial art or equivalent plus 2-3 years' experience in creative art work.
Positions 132-172		
132	Writer	Writes brochures and articles for publication and/or technical/scientific material for manuals or journals. May assist in the writing aspects of proposal preparation and provide other technical assistance in manuscript writing. Requires a bachelor's degree in journalism or English plus 2-3 years' professional experience.
133	Assistant Writer	Assists in the writing of brochures and articles for publication and/or technical/scientific material for manuals or journals. Under close supervision, may assist in aspects of proposal preparation and provide other technical assistance in manuscript writing.

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134	Photographer	Takes and develops photographs in black-and-white, color, and digitally. Operates computer and camera equipment related to digital photography. Requisitions, stores, and safeguards photographic equipment. Edits, renames, and archives digital images. Produces studio and location portraits. Provides photojournalism services. Familiar with digital imaging and computer programs related to photography.
140	Print Shop Supervisor	Supervises the institution's more difficult offset printing operations. Printing materials are produced by state-of-the-art multicolor printing presses. Schedules work to meet specified deadlines. Requires 5-8 years' experience, including supervision and/or management of a print shop. Excludes directors of hard cover text printing operations, university presses, and book binderies.
145	Mail Services Supervisor	Responsible for supervising and performing work related to receiving, sorting, and distributing campus mail and U.S. mail. May also be responsible for other materials in and from central mail room. Responsible for establishing a schedule to pick up and deliver mail and maintaining a distribution list accordingly. Responsible for establishing and maintaining any special mail procedures, such as registered mail, bulk mail, etc. Requires journey-level training plus 5-8 years' related experience.
150	Contract and Grants Specialist	Responsible for the coordination of pre-award and/or post-award activities relating to grant and contract proposals. Pre-award activities include assisting departmental faculty in the development, preparation, and submission of grant and contract proposals. Also ensures that all applications meet agency and university guidelines and published time tables and deadlines. Post-award activities include establishment of accounts in the financial accounting system, re-budgeting of funds, and making of changes to the award or expenditures. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.
155	Academic Evaluator	Responsible for reviewing, analyzing, assessing and processing information, records and transcripts for determining academic credit and eligibility for degrees and specialized program designations. Requires at least six months of related experience.
158	Administrative Specialist	Performs a variety of professional and administrative duties in support of the day to- day operations of a function, program, and/or department – this is not a secretarial position. 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. Excludes nonexempt employees and departmental business officers. Requires 2-3 years' administrative support experience.
160	Museum Curator	Determines the storage conditions and level of care for objects in the museum's collection. 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 fund raising papers. Requires a bachelor's degree in anthropology, biology, geology, or related field or equivalent plus 4-5 years' experience in the conservation of textiles and objects and knowledge of computer use in museums. Advanced degree or equivalent apprenticeship program in museology or museum studies is preferred. Excludes the fine arts.
165	Day Care Center Teacher	Responsible for providing day care classroom activities, including curriculum preparation. Interacts with parents and faculty to review curriculum and activities. Meets state license requirements. May require a bachelor's degree plus 2-3 years' experience.
166	Day Care Site Director	Responsible for the direction and supervision of day 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. Must meet state license requirements. May require a master's degree in early childhood education or related field. Requires 5-8 years' experience with child development programs.
170	Producer/Director (Television)	Plans and develops programs and specials for broadcast presentation. Determines format, researches information, and prepares scripts. Directs the preparation of sets and equipment; schedules and contacts talent and special guests. Directs filming or broadcast sessions. Requires a bachelor's degree in broadcasting or equivalent plus 5-8 years' experience as a junior Producer/Director. Excludes general station managers.
171	Program Manager (Television)	Supervises the selection of on-air programming consistent with audience, station, and educational objectives. Organizes the station program schedule. Researches and analyzes audience ratings. Approves the selection and purchase of regular and special programs for on-air broadcasting. Requires a bachelor's degree in radio and television communication or equivalent plus 4-5 years' experience in broadcasting.
172	Television Engineer, Senior	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. Requires an associate's degree in radio and television or electronics and FCC First Class license plus 4-5 years' experience in the maintenance and repair of broadcast equipment.
Positions 173-189		

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173	Manager Fm Radio Station	Manages FM radio station operations, including programming, on-air functions, program production, broadcast negotiations, and studio equipment supervision. Requires a bachelor's degree and 5-8 years' related experience.
174	Manager TV Station	Manages TV station operations, including programming, on-air functions, program production, broadcast negotiations, and studio equipment supervision. Requires a bachelor's degree and 5-8 years' related experience.
175	Staff Attorney	Responsible for providing day-to-day advice and guidance to all elements of the institution, under supervision of the General Counsel.
179	Coordinator, Disability Services	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.
180	Training Specialist	Responsible for the design, modeling, testing, delivery, and evaluation of training programs of a highly technical or sophisticated nature and coordination of organizational and career consultation services. Requires a bachelor's degree or equivalent with major course work in instructional design, organizational behavior, human resource management, or related field plus 4-5 years' related experience in field of assignment.
181	EEO/Affirmative Action Specialist	Responsible for implementing and maintaining equal opportunity and affirmative action programs. Investigates formal discrimination charges and develops responses. Requires a bachelor's degree in a related field or equivalent and 2-3 years' experience in personnel administration with 1 year in the area of EEO/Affirmative Action.
182	Employee Relations Specialist	(Previously Employee Relations Analyst). Performs activities supporting the administration of employee relations programs, including those for professional and management positions. Activities may include drafting policies for review and approval, providing consultation, and performing analyses. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.
183	Employee Relations Specialist, Senior (Previously Employee Relations Analyst, Senior)	(Previously Employee Relations Analyst, Senior). 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. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.
184	Employee Relations Unit Supervisor	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. Requires a bachelor's degree or equivalent plus 5-8 years' related experience. Supervisory experience preferred.
185	HR Generalist (Previously Personnel Analyst)	(Previously Personnel Analyst). Performs a variety of analytical activities in personnel administration. Administers policies and programs covering several or all of the following: recruiting, compensation, benefits, training, employee and/or labor relations, safety, and personnel research. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Excludes entry-level analysts.
186	HR Generalist, Senior (Previously Personnel Analyst, Senior)	(Previously Personnel Analyst, Senior). Performs activities in various areas of personnel. May be expert in a particular field. Screens resumes and applications and may interview applicants. Counsels employees concerning work-related problems; maintains records for EEO/AAP reporting requirements. May write position descriptions, benefits brochures, and/or employee handbooks. Conducts research and analyzes data on assigned projects. May assist in the formulation of staffing plans and personnel policies and procedures. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.
187	Credential Specialist (Previously Credential Analyst)	(Previously Credential Analyst). Responsible for a broad range of credentialing functions that include reviewing, analyzing, evaluating, and processing applications for public school teaching credentials, certificates and permits. Serves as a campus resource and provides assistance, guidance and current information to students, members of the faculty, faculty committees and other interested parties on matters regarding State and campus credentialing requirements.
188	Compensation Specialist (Previously Compensation Analyst)	(Previously Compensation Analyst). Performs activities in support of wage and salary programs. Conducts position audits, analyzes and evaluates jobs using established evaluation system, and recommends action concerning appropriate classification and pay level. May develop and revise job descriptions. Conducts wage and salary surveys and market analyses. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes entry-level analysts.
189	Compensation Specialist, Senior (Previously Compensation Specialist, Senior)	(Previously Compensation Specialist, Senior). Performs staff support activities to develop, implement, and administer compensation policies and programs. Formulates recommendations regarding development and updating of salary structure(s), FLSA exemptions, job revisions, organizational structures, etc. May prepare special studies in a given compensation area, such as incentive compensation. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.
Positions 190-199		

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190	Compensation/Classification Unit Supervisor	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. Requires a bachelor's degree or equivalent plus 5-8 years' related experience. Supervisory experience preferred.
191	Benefits Specialist	Counsels employees regarding routine benefits programs, including pre-retirement planning, insurance programs, death benefits, and workers' compensation. Publicizes benefits programs; conducts individual orientation sessions and group benefits reviews. Maintains benefits records and prepares necessary documents for implementing coverage. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes entry-level analysts.
192	Benefits Specialist, Senior	Responsible for the administration of complex benefits programs with regard to plan options, policy features, enrollment, and other requirements. May assist with planning, developing, and redesigning benefits and typically evaluates benefits costs. Ensures compliance with federal and state laws. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.
193	Benefits Unit Supervisor	Supervises the development, implementation, and maintenance of benefits programs, including vacation, holiday, time off, sick pay, unemployment, service awards, group health/medical/dental coverage, and life insurance. Ensures programs are current with regard to trends, practices, and costs. May supervise workers' compensation. May negotiate coverage, services, and costs with carriers. Requires a bachelor's degree or equivalent plus 5-8 years' experience.
194	Labor Relations Specialist (Previously Labor Relations Analyst)	(Previously Labor Relations Analyst). Performs activities supporting the administration of labor relations programs and/or collective bargaining contract negotiations with unions representing faculty or staff groups. Activities may include drafting policies for review and approval, providing bargaining team support and analyses of proposals, and assisting in the preparation and administration of contracts. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.
195	Labor Relations Specialist, Senior (Previously Labor Relations Analyst, Senior)	(Previously Labor Relations Analyst, Senior). Responsible for the development, implementation, and administration of labor relations programs and policies. Assists with collective bargaining contract negotiations, grievances, and arbitration. Prepares final contracts for review and approval. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.
196	Labor Relations Unit Supervisor	Supervises the development and implementation of labor relations policies and programs. Advises employees, supervisors, and managers regarding contract interpretation and ensures proper and consistent application of contract provisions. Provides advice, counsel, and guidance to employees, supervisors, and managers regarding labor relations issues, including union contract negotiations, grievances, and arbitration. Requires a bachelor's degree or equivalent plus 5-8 years' experience. Supervisory experience preferred.
197	Employment Specialist (Previously Employment Analyst)	(Previously Employment Analyst). Performs activities supporting the recruitment, screening, and referral of exempt and nonexempt applicants for the university or college. Establishes and maintains liaison with external agencies and recruiting sources. Oversees the activities of the employee transfer process. Coordinates the placement of advertisements. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.
198	Employment Specialist, Senior (Previously Employment Analyst, Senior)	(Previously Employment Analyst, Senior). Responsibilities include developing, implementing, and/or maintaining employment programs. Interviews and screens applicants. Conducts reference checks. Develops and administers advertising campaigns and programs. Conducts research and analyzes data on assigned projects. Requires a bachelor's degree or equivalent plus 4-5 years' experience.
199	Employment Unit Supervisor	Supervises the personnel staffing and planning functions. Ensures staffing requirements are met in accordance with governmental requirements. Oversees recruiters and employment analysts in staffing activities. May search for and identify candidates for highly specialized and difficult-to-attract positions. Maintains workforce planning system and provides guidance to management on union matters and/or affirmative action plans. Requires a bachelor's degree or equivalent plus 5-8 years' experience.
ACCOUNTING & FINANCE		
Positions 190-199		
200	Accountant	Applies generally accepted accounting principles and procedures in working with specialized accounting records and reports. Assembles and analyzes data and transactions, prepares statements and reports relating to an assigned area of responsibility. Requires a bachelor's degree or equivalent plus 2-3 years' experience in accounting procedures.

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201	Accountant, Senior	Performs professional accounting work of a complex nature. Thoroughly understands institutional, state, and federal policies, procedures, and restrictions. Ensures compliance with generally accepted accounting principles in executing, analyzing, verifying, and reporting transactions of a fiscal nature. Advises management regarding the effective use of resources and methods to maximize earnings. Monitors records of past and present operations. May serve as a project leader on special projects. Requires a bachelor's degree in accounting, finance, or related field or equivalent plus 4-5 years' accounting experience.
202	Accounting Unit Supervisor	Supervises accounting and clerical staff performing specialized or general accounting, statistical, or finance-oriented functions. Provides training and development of newly assigned or less experienced personnel. Provides for the accumulation of data and the preparation of financial reports, special projects, and analyses as needed. Advises management regarding the effective use of resources and methods to maximize earnings. Requires a bachelor's degree in accounting, finance, or related field or equivalent plus 5-8 years' experience in an accounting function. Supervisory experience preferred. Excludes controllers.
210	Auditor	Conducts routine financial, operational, and compliance audits to ensure compliance with institution's financial policies and procedures. Reviews and evaluates internal controls and prepares audit reports recommending modification or establishment of new accounting procedures or systems. Requires a bachelor's degree in accounting or related field or equivalent plus 2-3 years' experience. This is not an entry-level position.
211	Auditor, Senior	Examines and analyzes accounting records of the department or unit and prepares reports concerning its financial status and operating procedures. Reviews data regarding material assets, net worth, liabilities, capital stocks, surplus, income, and expenditures. Makes recommendations regarding changes in financial procedures. Develops audit reports and consults with departments concerning financial and accounting functions. Performs annual accounting closing functions, including observation of inventory, insertion of closing journal entries, and preparation of accounting statements. Requires a bachelor's degree in accounting or related field or equivalent plus 4-5 years' experience.
220	Budget Analyst	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. Requires a bachelor's degree in accounting or finance or equivalent plus 2-3 years' financial and/or budgetary experience.
221	Budget Analyst, Senior	Provides analytical support for more complex budget projects. Prepares operational budgets for departments. Recommends changes to systems and procedures to ensure conformance with budgetary provisions. Requires a bachelor's degree in accounting or finance or equivalent plus 4-5 years' financial or budgetary experience.
222	Budget Unit Supervisor	Supervises day-to-day budget unit activities. Oversees and participates in the most complex budget projects and deals directly with major department managers. Provides training and development of newly assigned or less experienced personnel. Provides for the preparation of budgetary reports, special projects, and analyses as needed. Requires a bachelor's degree in accounting or finance or equivalent plus 5-8 years' experience in an accounting function. Supervisory experience preferred.
230	Department Business Manager (Small Unit)	Administers the business affairs of a small department. Develops and evaluates operating policies and procedures. Develops budgetary controls and prepares financial reports. Establishes priorities for major purchases. Requires a bachelor's degree in accounting, business administration or related field or equivalent plus 5-8 years' budgeting and accounting experience.
231	Department Business Manager (Large Unit)	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. Requires a bachelor's degree in accounting or business administration or equivalent plus 5-8 years' related experience.
250	Head Cashier	May supervise and coordinate activities of subordinates engaged in receiving and paying out of money. Keeps detailed records of these transactions. Prepares financial reports. Safeguards funds and arranges transfer of funds to and from the bank. Typically requires a bachelor's degree in accounting or related field or equivalent plus 2-3 years' related experience. Prepares financial reports and safeguards funds; exclude cash register operators.
260	Collections Supervisor	Supervises and coordinates activities of workers engaged in collection of overdue loan payments from students. Reviews delinquent accounts to determine which individuals should be contacted. Discusses and consults with students regarding loan repayment schedules. Typically requires a bachelor's degree in business or related field or equivalent plus 2-3 years' related experience.
INFORMATION TECHNOLOGY Positions 310-340		

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310	Programmer Analyst	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. Requires a bachelor's degree in computer science or equivalent plus 2-3 years' direct programming experience. This is not an entry-level position.
311	Programmer Analyst, Senior	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. May serve as a project leader or be assigned to the more complex projects. Requires a bachelor's degree in computer science or equivalent plus 4-5 years' direct programming experience. This is the highest non-supervisory level position.
312	Programmer Analyst, Supervisor	Supervises a unit of Programmer Analysts and/or Senior Programmer Analysts in the design of 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. Requires a bachelor's degree in computer science or equivalent plus 5-8 years' direct programming and 1-2 years' supervisory experience.
320	Systems Programmer	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. Requires a bachelor's degree in computer science or related field or equivalent plus 2-3 years' programmer analyst and computer operations experience.
321	Systems Programmer, Senior	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. May assist in education and/or instruction of programmers; may serve as a project leader or be assigned to more complex projects. Requires a bachelor's degree in computer science or related field or equivalent plus 4-5 years' programmer analyst and computer operations experience, of which 3 years should be as a systems programmer.
322	Systems Programmer, Supervisor	Supervises a unit of Systems Programmers and/or Senior Systems Programmers providing 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 systems programmers. Implements and maintains the installation's in-house operating system. Educates and/or instructs lower-level systems programmers. Requires a bachelor's degree in computer science or equivalent plus 5-8 years' programmer analyst and computer operations experience, of which 5 years should be as a systems programmer, and 1-2 years' supervisory experience.
330	Database Administrator	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. Makes decisions regarding procedures for set up of, access to, and operation of database. Refers decisions relating to major policy changes or the purchase of new software to supervisor. Requires a bachelor's degree in computer science or equivalent plus 2-3 years' related experience.
340	Local Area Network Specialist [340] DELETED FROM SURVEY	
Positions 345-392		
345	IT Security Analyst/Engineer	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.
350	Personal Computer Specialist [350] DELETED FROM SURVEY	
360	Microcomputer Support Analyst [360] DELETED FROM SURVEY	
370	Help Desk Manager	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.

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380	Telecommunications Manager	Responsible for overseeing the implementation and administration of the institution's telecommunications system. Reports to Director, Telecommunications/Networking.
390	Manager, Web Services/Web Master	Responsible for development and maintenance of the institution's Web site and creation and management of the site's content. Also responsible for selection and implementation of Web tools and resolution of performance issues such as speed of access. Monitors Web site use and trends.
391	Web Graphics Designer	Sets graphical and style standards for the institution's Web site. Works with other departments to design graphics and layout. Executes Web page design using WYSIWYG tools and has basic knowledge of underlying code.
392	Web Content Developer	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.
Positions 393-399		
393	Digital Resources Manager	Provides media resources to students and faculty. Responsible for establishing links with external sources (Lexis-Nexus, etc) and making these resources available to students and faculty both on the LAN and outside the LAN on a secure channel. Also responsible for setting up search procedures to utilize these media databases. May also be responsible for scanning hard copy material into digital format for academic use.
394	Email Administrator	Responsible for setup, configuration, administration, and security of email server(s) and software. Also responsible for setting appropriate email policy within the organization.
395	Network Administrator	Responsible for network connectivity, setup, and maintenance, and for remote VPN connections, network security (firewall protection), as well as WI-FI connectivity.
396	Server Database Administrator [396] DELETED FROM SURVEY	
397	System Administrator	Installs, configures monitors and maintains systems, including email and web servers. Monitors data integrity and system security.
398	System Analyst [398] DELETED FROM SURVEY	
399	Systems Report Writer [399] DELETED FROM SURVEY	
PHYSICAL PLANT & SECURITY		
Positions 400-480		
400	Assistant Police Chief	Assists the Chief of Police in planning and directing activities relating to campus security. Plans and develops a variety of campus security programs, including crime prevention, police personnel training, and criminal investigations. Requires P.O.S.T. certification plus 5-8 years' related experience. This is the highest-level uniformed officer. Excludes Chief of Police.
401	Police Lieutenant	Directs activities relating to apprehension of criminals; protection of life and property; and enforcement of state laws, city ordinances, and university regulations. Provides protection and safety to staff, faculty, students, and campus visitors. Typically reports to the Assistant Police Chief. May head a special unit (e.g., emergency preparedness or investigations). Sworn officer. Requires P.O.S.T. certification plus 5-8 years' related experience.
402	Police Sergeant	Has full-time supervisory responsibilities for a shift, program, unit, or task force. Supervisory duties may include making work assignments, monitoring and reporting work activities, and providing on-the-job training and assistance to subordinates. Requires graduation from P.O.S.T. academy, Basic Course Certificate, and several years' active law enforcement.
403	Police Officer	Performs general patrol and operational police duties, such as making arrests and enforcing criminal codes and statutes; may assist in investigations or serve as a member of special teams or task forces. Carries a firearm. Requires enrollment in and/or completion of basic P.O.S.T. certification. Report base salary only. (Journey Level/Fully Operational) Report Security Guard as in position #405.
405	Security Guard	Performs routine public safety duties in accordance with established guidelines. Responsibilities include patrolling assigned areas to ensure personal, building, and equipment security; warning violators of rule infractions; and enforcing traffic and parking violations.
410	Environmental Health and Safety Specialist	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. Requires a bachelor's degree in an appropriate scientific or engineering field or equivalent plus 4-5 years' related experience. Excludes health and safety or industrial hygienist positions.

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2006-07 Number	POSITION	POSITION DESCRIPTION
420	Safety Officer	Coordinates functions of a health and safety program, which may include workers' compensation and fire prevention. Activities include 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. Requires a bachelor's degree in appropriate scientific, engineering, or public health field or equivalent plus 4-5 years' experience. Report Security Guard as in position #405.
430	Skilled Crafts Supervisor	Directs and coordinates activities relating to one of the following areas: heating, ventilation, and air conditioning (HVAC); electrical; or plumbing. Plans and schedules projects and oversees activities of skilled workers. Ensures that work meets quality standards and complies with codes and regulations. Requires journey-level training plus 5-8 years' related experience.
440	Coordinator Construction Projects	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. Inspects projects to ensure compliance with specifications and standards. Typically requires a bachelor's degree in engineering or construction or equivalent plus 4-5 years' experience.
445	Architect	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. Requires bachelor's degree in architectural engineering or equivalent plus 4-5 years' experience and appropriate certification or licensure.
450	Facilities Utilization Planner	Assists in planning and coordinating campus-wide use of space and physical facilities. Maintains current floor plans and data on campus facilities. Receives and analyzes requests for space. Develops plans to maximize facility use. Makes space allocation recommendations to administration. May develop analytical studies in support of space or physical facility changes. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.
470	Facilities Engineer	Assists in the design and retrofit of mechanical systems for campus buildings. Advises on mechanical problems and recommends solutions. May 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. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Responsible for buildings' mechanical systems; not a custodial position.
480	Manager of Inventory	Responsible for the inventory records of all moveable university property, and operation of the university warehouse. Work is both administrative and managerial, with some degree of physical labor involved.
EXTRA CURRICULAR EVENTS		
Positions 508-530		
508	Assistant Athletic Trainer/Physical Therapist	Under the general supervision of the Head Athletic Trainer, provides physical therapy and assists in the prevention, care, and rehabilitation of athletic injuries. Provides trainer coverage of athletic activities, organizes orthopedic clinics, advises on prevention and care of athletic injuries, and team-teaches athletic training classes. Supervises student trainers. Requires a bachelor's degree in physical therapy and certification as an Athletic Trainer.
509	Head Athletic Trainer	Directs the athletic training program and supervises the training room. Coordinates medical coverage for athletic events. Supervises Assistant Athletic Trainers/Physical Therapists in the prevention, care, and rehabilitation of athletic injuries. Requires a master's degree in athletic training or related field and certification as an Athletic Trainer.
510	Ticket Manager (Athletic Event)	Manages special event ticket operations and provides ticket services to those sponsoring and attending activities. Responsibilities include hiring and training personnel, conferring with event sponsors concerning ticket needs, preparing and supervising the mailing of ticket information, solving problems, maintaining control of money and tickets, and preparing audit statements. Requires a bachelor's degree in business or equivalent plus 5-8 years' related experience.
521	Events Technical Services Coordinator	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. Approves expenditures. Requires a bachelor's degree in fine arts or drama or equivalent plus 2-3 years' related experience.
530	Intramural/Recreation Coordinator	Assists in planning and directing a comprehensive recreation program for students, faculty, and staff, including intramural and sports clubs. Responsible for some facilities management. Requires a bachelor's degree in recreation or related field or equivalent plus 2-3 years' related experience.
Positions 540-566		

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<p>ONLY REPORT salaries for coaches that are full-time and report their total base salary. Some of these full-time coaches may still have other duties, such as teaching a class. DO NOT report the salaries of coaches that are part-time. DO NOT report the salaries of coaches that have other duties primarily and receive a small stipend to coach a sport.</p>		
540	Head Coach-Football	Plans and directs the activities of football team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
541	Offensive Coordinator-Football	Coordinates all aspects of team offense, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, and coaches or directs coaches to instruct players in techniques of game. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
542	Defensive Coordinator-Football	Coordinates all aspects of team defense, assesses players' skills and assigns positions, evaluates own and opposition team capabilities to determine game strategy, instructs players in techniques of game, and assists with recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
543	Assistant Coach-Football	Analyzes performance and instructs student athletes in game strategies and techniques to prepare them for athletic competition; observes players while they perform to determine need for individual or team improvement; and coaches players individually or in groups, demonstrating techniques. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience with college-level program or as a high school head coach. Must have knowledge of NCAA rules and regulations.
550	Head Coach-Baseball	Plans and directs the activities of baseball team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
551	Assistant Coach-Baseball	Analyzes performance and instructs student athletes in game strategies and techniques to prepare them for athletic competition; observes players while they perform to determine need for individual or team improvement; and coaches players individually or in groups, demonstrating techniques. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience with college-level program or as a high school head coach. Must have knowledge of NCAA rules and regulations.
555	Head Coach-Men's Basketball	Plans and directs the activities of men's basketball team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
556	Assistant Coach-Men's Basketball	Analyzes performance and instructs student athletes in game strategies and techniques to prepare them for athletic competition; observes players while they perform to determine need for individual or team improvement; and coaches players individually or in groups, demonstrating techniques. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience with college-level program or as a high school head coach. Must have knowledge of NCAA rules and regulations.
560	Head Coach-Women's Basketball [560]	Plans and directs the activities of women's basketball team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
561	Assistant Coach-Women's Basketball	Assistant Coach-Women's Basketball [561] Analyzes performance and instructs student athletes in game strategies and techniques to prepare them for athletic competition; observes players while they perform to determine need for individual or team improvement; and coaches players individually or in groups, demonstrating techniques. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience with college-level program or as a high school head coach. Must have knowledge of NCAA rules and regulations.

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2006-07 Number	POSITION	POSITION DESCRIPTION
565	Head Coach-Other Sports [565] DELETED FROM SURVEY	
566	Assistant Coach-Other Sports [566] DELETED FROM SURVEY	
EXTERNAL AFFAIRS / STUDENT SERVICES		
Positions 600-731		
600	Annual Giving Officer – Senior Level	Under supervision of the Director, Annual Giving, 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. May supervise support staff and/or a group of volunteers. Requires a bachelor's degree and typically 2-3 years' of fundraising experience.
610	Alumni Relations Officer – Senior Level	Under supervision of the Director, Alumni Relations, Assists in cultivating and broadening alumni interest in and financial support of the university. Develops, strengthens, and implements both campus and regional alumni programs; plans and implements major homecoming and reunion events. May supervise support staff and/or a group of volunteers. Requires a bachelor's degree and typically 2-3 years of related experience.
620	Coordinator, Resource Development	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 these prospects with the college or university.
630	Major Gift Officer – Senior Level	Responsible for the identification, cultivation and solicitation of alumnae, parents, and friends of the institution capable of making gifts of \$50,000 or more. Requires a bachelor's degree and typically 2-3 year's of related experience.
700	Student Activities Officer	Under supervision of the office of Dean of Students, assists in the organization of student activities, which may include social events, Greek programs, student government/committees, newspaper, clubs, and organizations. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.
710	Conference/Workshop Education Coordinator (Continuing Education)	Coordinates activities involved in provision of conference and workshop services. Assists in the selection or design of workshops to be presented. Develops preliminary program budget. 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. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.
711	Continuing Education Specialist	Responsible for planning and developing continuing education programs. Coordinates and manages the planning, design, and development of university level credit and non-credit courses. May include planning and development of workshops, certificate programs, seminars, and special events. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.
720	Academic Advisor/Counselor	Advises students concerning an appropriate academic schedule, choice of major, number of hours that may be taken, probation, and/or suspension. Contact may be on individual or group basis or be made by correspondence. No supervisory responsibilities. Requires a bachelor's degree in counseling or related field or equivalent plus 2-3 years' related experience. Exclude instructional faculty.
721	Student Career Counselor	Advises and counsels students concerning employment opportunities and careers. Encourages employers to recruit campus graduates. Conducts individual and group sessions to inform students of services, policies, and procedures and to provide assistance in resume preparation and interviewing techniques. Serves as liaison between employers and students; administers and coordinates activities associated with the campus interview program. Coordinates production of job opportunities bulletin and refers students to prospective employers. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Exclude instructional faculty.
722	Admissions Counselor	(Previously, Admissions Representative-High School Relations). Recruits freshmen and transfer students from high schools and community colleges. Makes presentations to student groups. Counsels students and parents regarding the admissions process. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.
730	Counseling Psychologist	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). Requires a Ph.D. in clinical/counseling psychology or a master's degree in clinical/counseling psychology plus 4-5 years' experience as a professional psychologist. Meets state licensing requirements. Report 12-month FTE salary.

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731	Counselor	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. Consults with academic departments and student affairs organizations. Requires a master's degree in counseling psychology or related field plus 4-5 years' experience. Report Academic Advisor/Counselor as code 720; report 12-month FTE salary.
Positions 740-781		
740	Cooperative Program Coordinator	Coordinates and administers a cooperative education program. Serves as the college or university representative on off-campus visits for the solicitation of cooperative jobs and scholarships from local and national firms and organizations. Interprets policies and procedures of cooperative programs for students and industry, interviews student applicants, and matches job/company to student. Requires a bachelor's degree or equivalent plus 2-3 years' experience.
741	Study Abroad Advisor	With supervision from the Director, provides advisory, referral, and information services to students, parents, and others interested in work, travel, or volunteer opportunities abroad. 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. May supervise support staff positions. Requires a bachelor's degree and 2 years' related professional experience.
745	Academic Support Center Coordinator	Plans programs and supervises individuals involved in proficiency/evaluation testing. Supervises special tutors for students with language barriers or students requiring remedial education in math or English. Maintains a liaison with academic deans and faculty. Advises and assists students in determining proficiency in college-level courses. Requires bachelor's degree or equivalent plus 2-3 years' related experience.
750	Financial Aid Counselor	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. Requires a bachelor's degree or equivalent plus 2-3 years' financial aid program experience and familiarity with relevant federal/state regulations.
760	Textbook Manager	Manages and coordinates activities of the textbook section of the bookstore. Buys textbooks required for academic classes and displays them for purchase by students. 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. Requires a bachelor's degree or equivalent plus 5-8 years' related experience.
770	Residence Hall Manager-Room and Board Included	Supervises and administers activities of a residence hall. Manager is given room and board at the residence hall as part of the employment package. Duties include 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. Requires bachelor's degree or equivalent plus 4-5 years' related experience. Excludes Director of Housing and/or Student Residence. Report base salary only. Room and board included in employment package; report 12-month FTE salary, exclude students.
771	Residence Hall Manager-Room and Board Not Included	Supervises and administers activities of a residence hall. Manager is not given room and board as part of the employment package. Duties include 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. Requires bachelor's degree or equivalent plus 4-5 years' related experience. Excludes Director of Housing and/or Student Residence. Room and board NOT included in employment package; report 12-month FTE salary, exclude students.
780	Food Service Manager (Unit)	Plans and coordinates activities involved in food service management, menu planning, and cafeteria management. Responsible for planning work schedules, staffing for operation, purchasing food and supplies, training employees in food service, food preparation, and maintenance of sanitary working conditions. May coordinate special ethnic and cultural food services events. Requires a bachelor's degree or equivalent plus 5- 8 years' related experience. Excludes Director of Food Services.
781	Campus Minister	Initiates and participates in community building and religious programming. Assesses the spiritual needs of students. Master's degree preferred. Report Director of Campus Ministries in the AdComp Survey under Student Affairs.
ENGINEERING/RESEARCH, AGRICULTURE, MEDICAL		
Positions 800-860 Note: 800 & 801 moved from prior section which was incorrect		
800	Electrical/Electronic Engineer	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. Requires a bachelor's degree in electrical engineering plus 2-3 years' related experience.

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2006-07 Number	POSITION	POSITION DESCRIPTION
801	Electrical/Electronic Engineer, Senior	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. Requires a bachelor's or master's degree in electrical engineering plus 4-5 years' professional engineering experience.
810	Mechanical Engineer	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. Requires a bachelor's degree in mechanical engineering plus 2-3 years' professional engineering experience.
811	Mechanical Engineer, Senior	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. Requires a bachelor's or master's degree in mechanical engineering plus 4-5 years' professional engineering experience.
830	Research Assistant- Natural/Physical Sciences	Intermediate-level professional in support of a project in a research discipline. Involved in leading lower-level professional and technical support staff or in complex scientific research. Performs complex data collection, reduction, and laboratory techniques requiring the use of independent judgment. Performs tests and analyses to determine procedures to be used and interprets results. Requires bachelor's degree in a research discipline plus 2-3 years' related experience.
831	Research Assistant, Senior-Natural/Physical Sciences	Performs senior-level professional research in support of a major research project. Acts as a project leader in directing and coordinating other research assistants and technicians. Supervises data collection, evaluation, and analysis. Assists faculty researchers or acts independently in the design of research projects, the development of methods and procedures, the preparation of research proposals, and the writing of research findings. Reports to faculty researcher or principal investigator. Requires bachelor's or master's degree in a research discipline plus 4-5 years' related experience.
832	Research Assistant-Social/Behavioral Sciences	Intermediate-level professional in support of a project in a research discipline. Involved in leading lower-level professional and technical support staff or in complex scientific research. Performs complex data collection, reduction, and laboratory techniques requiring the use of independent judgment. Performs tests and analyses to determine procedures to be used and interprets results. Requires bachelor's degree in a research discipline plus 2-3 years' related experience.
833	Research Assistant, Senior-Social/Behavioral Sciences	Performs senior-level professional research in support of a major research project. Acts as a project leader, directing and coordinating other research assistants and technicians. Supervises data collection, evaluation, and analysis. Assists faculty researchers or acts independently in the design of research projects, the development of methods and procedures, the preparation of research proposals, and the writing of research findings. Reports to faculty researcher or principal investigator. Requires bachelor's or master's degree in a research discipline plus 4- 5 years' related experience.
850	Lab Coordinator	Coordinates operational activities in a research laboratory, providing support services to researchers and technicians. Develops and implements policies, procedures, and standards for lab operations to ensure the efficiency, effectiveness, and quality control of the laboratory and compliance with federal, state, and university regulations and standards. Coordinates the ordering, inventory, storage, and maintenance of supplies, lab ware, and instruments essential to the operation of the lab. Requires a bachelor's degree in a physical science discipline or equivalent plus 2-3 years' technical/administrative experience in laboratory operations. Coordinates activities in a research lab; exclude instructional lab coordinators.
855	Laboratory Technician II	With supervision of faculty or a senior staff member, provides technical laboratory assistance. Collects specimens, sets up and performs experiments, and collects data; prepares support materials; compares and analyzes data; assists in writing reports; orders laboratory supplies; and maintains inventories. May supervise technical support staff and students. Requires a bachelor's degree in a related science and 1 year's laboratory experience.
856	Laboratory Technician IV	With supervision from a designated supervisor provides high-level technical laboratory assistance. Manages and performs experiments, orders equipment and supplies, assigns and reviews work of technical support staff in routine procedures, prepares support materials, and assists in the plan and design of protocols and experiments. May supervise technical staff and students. Requires a bachelor's degree in a related science and 4-5 years' laboratory experience.
860	Research Field Technician	With supervision from faculty or senior staff members, performs research activities in the field and in a laboratory. Collects specimens, sets up equipment, performs experiments, collects data, and monitors results; compiles and analyzes research data; maintains field and laboratory equipment and facilities. May supervise technical staff and students. Requires a bachelor's degree in a related science and 1-2 years' field experience.
Positions 865-920		

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865	Research Computer Specialist	With general supervision from faculty members, provides high-level consultation for and expertise with computer applications to scientific research problems. Consults with researchers to determine needs; performs computerized data processing operations and statistical analyses of research data; performs computing programming, debugging, and documentation; assists in interpretation and reporting of results. May supervise students. Requires a bachelor's degree in computer science or related field and 2-3 years' computer/research experience.
880	Electronic Technician Supervisor	Acts as supervisor, providing direction and coordination in the planning, layout, and construction of experimental and scientific equipment. Consults with faculty and engineers regarding design requirements. Evaluates system performance of new equipment. Instructs technicians in proper operation and maintenance instruments and equipment. Requires an associate's degree in electronics plus 5-8 years' related experience.
881	Research Project Engineer	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. Requires a bachelor's degree in electrical or mechanical engineering or related field and 3 years' related experience.
890	Veterinarian	Provides professional veterinary services in support of researchers in the health, care, and breeding of animals and the administration of surgical procedures/methods to animals. Prescribes medications, establishes treatment modalities, and performs complex surgeries on animals. Reviews and approves animal care and experimentation protocols to ensure compliance with veterinary standards and statutory requirements. Requires doctorate in veterinary sciences plus 5-8 years' experience in providing veterinary services to a variety of animals. Provides veterinary services in support of researchers; requires DVM degree.
891	Animal Care Manager	Responsible for directing the activities of the animal care unit. Assists in surgery and performs pre- and post-operative care as directed. Ensures maintenance of and adherence to standard operating procedures and protocols. Trains employees in proper lab techniques. Maintains quality checks on cleanliness of labs and animal rooms. Ensures care and maintenance of animals in the facility according to GLPs. Supervises animal technicians and support personnel. Requires bachelor's degree in animal science or veterinary sciences plus 5-8 years' experience with animal care and surgical techniques. Directs the activities of the animal care unit.
892	Farm Manager	Directs and coordinates all activities required for successful operation of the institution's farm; supervises professional farm staff and student workers. Responsible for livestock and crops; oversees crop production, planting, harvesting, marketing, and maintaining compliance with local, state and federal regulations where applicable. Responsible for selecting, purchasing and maintaining all farm equipment, and for training and assuring its safe operation. Responsible for maintaining all farm property and buildings, and for the farm's overall appearance. Assists in carrying out faculty plans for teaching, research and service on the farm. Maintains a farm enterprise accounting system; runs the farm as a business while operating within the institution's budget. Position may also involve maintaining close relations with the local agricultural community. Minimum requirements are a B.S. in Agriculture or a related field and 5 years experience.
900	Nurse Practitioner	Provides primary health care and nursing services in a student health center. Assesses, diagnoses, and treats minor illnesses and manages chronic health problems. Demonstrates evaluation and observation skills relied on by physicians in development and modification of treatment. Evaluates concepts, procedures, and program effectiveness. Requires a bachelor's degree, 4-5 years' related experience, and current state certification. (Senior Specialist) Provides primary care in student health center; report Director of Student Health in the AdComp Survey under Student Services/Affairs
901	Staff Nurse	With supervision from a nursing supervisor, provides out-patient general medical/surgical nursing care to students and personnel. Interviews and evaluates patients, makes judgments regarding patient assessment, provides for comprehensive patient education when treating patients, and participates in outreach programs. Requires a bachelor's degree in nursing and a current state RN license. Provides outpatient care to students and personnel. Report Director of Student Health in the AdComp Survey under Student Services/Affairs.
902	Staff Physician	With direction from a supervising physician, delivers health care, including direct patient care, consultation, and research. Assists with administrative activities; may participate in clinical research; may serve as athletic team physician. Supervises physician assistants, health profession students, and support staff. Requires an MD or DO degree, eligibility for state licensure, residency training, and/or 1-2 years' college health or private practice experience. Provides direct patient care. Report Director of Student Health in the AdComp Survey under Student Affairs.
910	Clinical Research Nurse	With general supervision from a research director, administers and monitors treatment or research protocols. Instructs and counsels patients in research procedures, administers treatment procedures, monitors patients during procedures and records and analyzes data. Requires an RN license and 3 years' nursing experience in the designated study area.

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920	Pharmacist	Manages the on-campus pharmacy located in a student health center. Organizes dispensing and internal control procedures for all medications and drugs. Maintains full inventory. Orders, dispenses, and maintains control and security of narcotic drugs. Ensures compliance with government regulations concerning records, dispensing, and compounding. Provides drug information to physicians; tests drugs and advises on drug use. Approves financial transactions and sets prices. Requires a degree in pharmacy, 4-5 years' related experience, and current state license. Manages on-campus pharmacy located in student health center.
NEW POSITIONS		
INFORMATION TECHNOLOGY		
5515	Network Engineer	Responsible for deploying physical and logical networks, including cable plant and electronics, and for monitoring and managing their performance.
5527	Data Administrator	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.
5542	Computer Operator, Entry	Performs entry level operation and monitoring of computer equipment and related peripherals. Work includes analyzing potential problems and taking corrective action and reviewing priorities to ensure production schedules are met. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Job typically does not require exercising independent judgment. Position requirements may range from high school diploma to associate's degree, technical training in operating computer equipment and 0-3 years of experience in the field or in a related area.
5543	Computer Operator, Senior	Performs advanced level operation and monitoring of computer equipment and related peripherals. Work includes analyzing potential problems and taking corrective action and reviewing priorities to ensure production schedules are met. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Performs a variety of complex tasks, relies on experience and judgment and may lead and direct the work of others. Position requirements range from high school diploma to associate's degree, technical training in operating computer equipment and 3-5 years of experience as a computer operator.
5544	Computer Operations Supervisor	Supervises, directs and checks the work activities of computer personnel assigned to a particular shift. May be responsible for making decisions on personnel actions (hiring, terminations, promotions, etc.). Supports and administers data retention/recovery and production job schedule environments. Performs continuous analysis of production jobs, backup processes, system monitors and server availability and provides solutions working with all groups impacted. Position requires full technical knowledge of computer operations. Position requirements range from high school diploma to associate's degree, technical training in operating computer equipment and 3-5 years of related experience, to include some supervisory or project coordinating experience.
5550	IT Support Specialist (Specific title will vary)	Specific title will vary. 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. Requires a bachelor's degree in computer science or equivalent related experience.
5551	Help Desk Specialist/Technician	Responsible for front line support of institutional users of enterprise applications, desktops, networks, and information resources.
5553	IT Technical Writer	Responsible for developing and maintaining technical specifications and documentation.
5554	IT Project Manager	Works with user departments, programmers, and programmer analysts to develop, monitor, and manage large scale IT projects.
5563	Electronic Resource Specialist (Librarian)	Works with IT and user departments to source and license electronic resources, to maximize the institution's use and benefit from electronic information resources, and to educate and guide end users about electronic information resources, instruments, and other resources.
5565	Instructional Technology Specialist	Responsible for working with faculty to promote the effective uses of IT in support of teaching and learning.
5566	Multi-media Specialist/Technician	Responsible for promoting and supporting the effective uses of video, audio, textual, graphical and other electronic media in supportive of teaching, learning, research and administrative purposes.
ATHLETICS		
6550	Head Coach - Cross Country	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.

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2006-07 Number	POSITION	POSITION DESCRIPTION
6551	Head Coach - Track and Field	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6552	Head Coach - Cross Country and Track & Field	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6553	Head Coach - Skiing (Alpine & Nordic)	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6554	Head Coach - Swimming & Diving	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6555	Head Coach - Men's Golf	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6556	Head Coach - Men's Gymnastics	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6557	Head Coach - Men's Ice Hockey	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6558	Head Coach - Men's Lacrosse	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6559	Head Coach - Men's Rowing	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6560	Head Coach - Men's Soccer	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.

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6561	Head Coach - Men's Tennis	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6562	Head Coach - Men's Volleyball	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6563	Head Coach - Men's Wrestling	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6564	Head Coach - Women's Field Hockey	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6565	Head Coach - Women's Golf	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6566	Head Coach - Women's Gymnastics	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6567	Head Coach - Women's Ice Hockey	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6568	Head Coach - Women's Lacrosse	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6569	Head Coach - Women's Rowing	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6570	Head Coach - Women's Soccer	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.

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6571	Head Coach - Women's Softball	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6572	Head Coach - Women's Tennis	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
6573	Head Coach - Women's Volleyball	Plans and directs the activities of the team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.
STUDENT AFFAIRS		
7529	Sign Language Interpreter	Interprets/transliterates from American Sign Language (ASL) to English and from English to ASL; facilitates communication between hearing and deaf/hard of hearing individuals; serves as a liaison between deaf/hard of hearing students, hearing students, teachers and staff.
7530	Events Coordinator	Responsible for planning, coordinating, publicizing and implementing special events for Student Affairs, including social events, employee recognition celebrations, conferences and meetings. Master's degree preferred.
EXTERNAL AFFAIRS		
8501	Annual Giving Officer – Entry Level	Under supervision, 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. Requires a bachelor's degree.
8503	Alumni Relations Officer – Entry Level	Under supervision, 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. Requires a bachelor's degree.
8505	Major Gift Officer – Entry Level	Under supervision, assists in identifying, cultivating and soliciting of alumnae, parents, and friends of the institution capable of making gifts of \$50,000 or more. Requires a bachelor's degree.
8507	Planned Giving Officer – Entry Level	Under supervision, assists in identifying, cultivating and motivating donors to make significant gifts. Also assist donors with gift planning strategies, financial and estate planning, tax law and real estate. Collaborates with all divisions/schools in the institution. Requires a bachelor's degree.
8508	Planned Giving Officer – Senior Level	Identifies, cultivates and motivates donors to make significant gifts assisting them with gift planning strategies, financial and estate planning, tax law and real estate. Collaborates with all divisions/schools in the institution. Requires a bachelor's degree and typically 2–3 years of experience in planned giving/development and/or a related field.