

FACULTY AND STUDENT SERVICES JOB FUNCTION

Grade	Admissions	Financial Aid	Registrar	Student Services	Academic Affairs	Career Services	Executive Education
55	Admissions Supervisor I (N) Admissions Officer I (E) FS0055	Financial Aid Officer I/Supervisor I FS0155	Registrar Supervisor I FS0255	Student Services Supervisor I FS0355	Academic Affairs Supervisor I FS0455	Career Services Supervisor I FS0555	Executive Education Supervisor I FS0655
56	Admissions Officer II FS0056	Financial Aid Officer II FS0156	Registrar Officer I/Supervisor II FS0256	Student Services Officer I/Supervisor II FS0356	Academic Affairs Officer I FS0456	Career Advisor I FS0556	Executive Education Officer I/Supervisor II FS0656
57	Admissions Officer III FS0057 Admissions Management I FS0157	Financial Aid Officer III FS0257 Financial Aid Management I FS0357	Registrar Management I FS0457	Student Services Officer II FS1157 Student Services Management I FS0557	Academic Affairs Officer II/Management I FS0657	Career Advisor II FS0757 Career Services Management I FS0857	Executive Education Officer II FS0957 Executive Education Management I FS1057
58	Admissions Officer IV FS0758 Admissions Management II FS0058	Financial Aid Management II FS0158	Registrar Management II FS0258	Student Services Officer III FS0858 Student Services Management II FS0358	Academic Affairs Officer III FS0958 Academic Affairs Management II FS0458	Career Services Management II FS0558	Executive Education Management II FS0658

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59	Admissions Management III FS0059	Financial Aid Management III FS0159	Registrar Management III FS0259	Student Services Management III FS0359	Academic Affairs Management III FS0459	Career Services Management III FS0559	Executive Education Management III FS0659
60	Admissions Director FS0060	Financial Aid Director FS0160	Registrar Director FS0260	Student Services Director FS0360	Academic Affairs Director FS0460	Career Services Director FS0560	
61	Admissions Director FS0061	Financial Aid Director FS0161	Registrar Director FS0261	Student Services Director FS0361	Academic Affairs Director FS0461	Career Services Director FS0561	
62	Admissions Director FS0062			Student Services Director FS0162	Academic Affairs Director FS0262		
63					Academic Affairs Director FS0063		

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55N	Admissions Supervisor I	Bachelor's degree 2+ years of applicable experience	<ul style="list-style-type: none"> • Provides day-to-day administration for admissions office • Provides general information and advises students on policies of the department and application process • Establishes data records and maintains applicant database • Coordinates and participates in recruitment activities including logistics • Travels to schools or career fairs to assist with recruiting, as assigned • Writes profiles on individual interviewees • First review of applications for admission to check for completeness • Participates in alumni networking <p>Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55</p>	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides administrative admissions support to a school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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55E	Admissions Officer I	Bachelor's degree 2+ years of applicable experience	<ul style="list-style-type: none"> • Works with department chairs to set recruitment goals and ensures that they are met • Plans recruitment strategy based on goals • Analyzes statistics, and create strategies to target student recruitment • Selects recruitment venues and other marketing strategies • Creates targeted marketing materials and recruitment publications • Travels to schools to recruit students • Evaluates, and participates in the selection of candidates for admission (recommendations have strong weight) • Performs pre and post admissions outreach; counsels admits, denied and wait-listed candidates 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides admissions work for a school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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56 E	Admissions Officer II	Bachelor's degree 3+ years of applicable experience Graduate admissions experience preferred Supervisory experience	<ul style="list-style-type: none"> • Develops and implements programs in support of admissions function, goals and initiatives • Manages functional area within Admissions office (e.g. technology, staff – fully accountable for meeting goals) • Targets certain populations and recruits key players to assist in recruitment process • Prepares complex reports and statistical analysis and makes recommendations to management • Represents Harvard as the spokesperson at high level admissions events and/or functions • Prepares annual department budget 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive admissions work for a school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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57E	Admissions Officer III	Bachelor's degree 5+ years of applicable experience Supervisory experience Advanced knowledge of admissions	<ul style="list-style-type: none"> • Participates in strategic planning for the admissions function • Assists in formulating admission policy • Responsible for admissions programs • Business owner for departmental information systems • Represents Harvard at international, national, local and University events 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced admissions work for a school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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57E	Admissions Management I	<p>Bachelor's degree</p> <p>5+ years of admissions management experience</p> <p>Advanced knowledge of admissions</p>	<ul style="list-style-type: none"> • Responsible for planning the admissions strategy • Develops departmental policies and procedures • Assists with strategic planning for the school • Analyzes admissions statistics • Creates strategies to make the admissions office more efficient • Creates and manages departmental budget; allocates funds across areas • Represents Harvard to international, national, local and University high level events 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the admissions function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students or a program at a medium level of complexity</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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58E	Admissions Officer IV	Bachelor's degree 7+ years of progressive admissions management experience Advanced knowledge of admissions	<i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i>	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the admissions function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students or a program at a high level of complexity</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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58E	Admissions Management II	<p>Bachelor's degree</p> <p>7+ years of progressive admissions management experience</p> <p>Advanced knowledge of admissions</p>	<p><i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></p>	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the admissions function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students or a program at a high level of complexity</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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59E	Admissions Management III	Bachelor's degree 8+ years of progressive admissions management experience Advanced knowledge of admissions	<i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i>	<p>IMPACT Substantial impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the admissions function for a school with over 1000 students or has program responsibility for a school with more than 2000 students or a program at the highest level of complexity</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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55E* or 55N	Financial Aid Officer I/ Supervisor I	Bachelor's degree 2+ years applicable experience	<ul style="list-style-type: none"> • Evaluates and analyzes financial information submitted by applicants • Independently determines type and amount of aid to be awarded • Creates an overall package that may include both standard and supplemental awards based on individual student needs • Prepares complex reports and statistical analysis for management • Counsels students on financial planning and financial assistance • Provides general financial aid information • Establishes data records and maintains applicant database • First review for financial aid applications to check for completeness • Uses Powerfaids or other electronic data base to enter applications and prepare initial awards <p>Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55</p>	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides support and general financial aid information to others in school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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56E	Financial Aid Officer II	Bachelor's degree 3+ years applicable experience	<ul style="list-style-type: none"> • Serves as a member of the financial aid and fellowship board and the financial aid review board • Evaluates and analyzes financial information submitted by applicants • Independently determines type and amount of aid to be awarded • Remains current with financial aid federal legislation and regulations 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive financial aid work for a school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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57E	Financial Aid Officer III	Bachelor's degree 5+ years financial aid experience Advanced knowledge of financial aid	<ul style="list-style-type: none"> • Serves as a member of the financial aid and fellowship board, financial aid review board, admissions committee or Director and Financial Aid Council Meeting • Establishes procedures, provides staff training and monitors compliance and/or manages fellowship programs • Counsels students on financial planning, budgeting and debt management • Researches and implements outside loan programs 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced financial aid work for a school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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57E	Financial Aid Management I	<p>Bachelor's degree</p> <p>5+ years of financial aid experience</p> <p>Supervisory experience</p> <p>Advanced knowledge of financial aid</p>	<ul style="list-style-type: none"> • Creates and maintains department policies and procedures • Advises Dean and faculty regarding financial aid trends and policies • Works with office of admissions to achieve target goals • Researches new options for financial aid resources • Manages department/program operating budget 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the financial aid function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students or a program at a medium level of complexity</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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Registrar Family

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55N or 55E*	Registrar Supervisor I	Bachelor's degree 2+ years applicable experience	<ul style="list-style-type: none"> • Provides general and program information and advises students on course offerings, tuition and registration deadlines and advises students and parents about the institution's regulations • Assists with course scheduling, planning and logistics • Manages student/course databases and trains database end users • Assists in designing and developing new course management database system • Generates class lists, grade reports, and statistical reports • Prepares reports to ensure students are meeting degree and credit distribution guidelines • Coordinates final exam schedule, take home and special exams (e.g., ADA accommodations) • Coordinates large-scale mailings and communications to students; leads course material ordering and distribution • Maintains course archives and produces course offerings/ catalogs either on web or in print • Assists with graduation exercises logistics <p>Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55</p>	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides support and general registrar information to others in school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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Registrar Family

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56E* or 56N	Registrar Officer I/ Supervisor II	Bachelor's degree 3+ years relevant experience Supervisory experience	<ul style="list-style-type: none"> • Responsible for a specific operational function such as IT, Communications etc. • Develops departmental procedures • Analyzes statistics, and creates strategies to make the registrars office more efficient and customer oriented 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive registrarial work for a school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Registrar Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57E	Registrar Management I	Bachelor's degree 5+ years of registrarial management experience	<ul style="list-style-type: none"> • Responsible for ensuring that students and parents are properly advised on the institution's regulations and academic requirements and procedures are disseminated • Develops departmental policies • Oversees the monitoring of students' degree progress and the processing of leaves of absence and withdrawals • Prepares and analyzes statistical reports on academic issues and trends • Identifies students in academic difficulty and consults with appropriate parties • Responsible for student compliance with federal and state regulations • Serves on school wide committees 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the registrar function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

NOTE:

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Registrar Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58E	Registrar Management II	Bachelor's degree 7+ years of registrarial management experience	<i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i>	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the registrar function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Registrar Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59E	Registrar Management III	<p>Bachelor's degree</p> <p>8+ years of progressive registrarial management experience</p>	<p><i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></p>	<p>IMPACT Substantial impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the financial aid function for a school with over 1000 students or has program responsibility for a school with more than 2000 students</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Student Services Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
55N or 55E*	Student Services Supervisor I	Bachelor's degree 2+ years applicable experience	<ul style="list-style-type: none"> • Provides day-to-day administration for student services department or house office • Serves as House liaison to the office of the Dean of the College and the Registrar, food service, the College library and academic Departments • Assists in assigning student rooms • Organizes orientation from registration to events planning • Provides general information and may advise students on department policies, rules, regulations and guidelines • Curates confidential student records under the supervision of the Senior Tutor • Organizes social events and activities throughout the year; schedules House facilities and arranges special events • Manages the coordination of student organizations • Assists in the publication of the weekly House newsletter • Assists in preparing annual budget, general financial management, monitoring expenditures, paying bills and preparing the casual payroll <p>Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55</p>	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides support and general student services information to others in school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Student Services Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E* or 56N	Student Services Officer I / Supervisor II	Bachelor's degree 3+ years of applicable experience Supervisory experience	<ul style="list-style-type: none"> • Manages student organizations and/or specialty services • Develops cultural and social programs for students • Serves as liaison to other university agencies • Creates and manages department budget • Advises students on rules, regulations, policies and guidelines • Manages student organization office space 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive student services work for a school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Student Services Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57E	Student Services Officer II	Bachelor's degree 5+ years of student services management experience Advanced knowledge of Student Services	<i>The Duties and Responsibilities at this level are similar to those at grade 56. This level varies based on the other measures listed.</i>	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the student services function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students or a program at a medium level of complexity</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Student Services Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57E	Student Services Management I	Bachelor's degree 5+ years of student services management experience Advanced knowledge of Student Services	<ul style="list-style-type: none"> • Manages general student life issues, participating in various committees related to housing, food services, student budget, and other issues pertaining to the quality of student life • Anticipates and represents the interests of both the school and the needs of the students • Provides advice and advocacy to students regarding student activities, finances, legal rights, programs and processes affecting the student body within the confines of Institution regulations • Manages the relationship between student government, international students clubs and student services administration • Creates and maintains general policies for clubs and organizations • Serves on cross-functional committees and work teams that create student policy • Represents the school at key local and national student events • Provides advice, support and leadership training for various student activities committees 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the student services function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students or a program at a medium level of complexity</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Student Services Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58E	Student Services Officer III	<p>Bachelor's degree</p> <p>Advanced degree preferred</p> <p>7+ years of progressive student services management experience</p> <p>Advanced knowledge of Student Services</p>	<p><i>The Duties and Responsibilities at this level are similar to those at grade 57. This level varies based on the other measures listed.</i></p>	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the student services function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students or a program at a high level of complexity</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Student Services Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58E	Student Services Management II	<p>Bachelor's degree</p> <p>Advanced degree preferred</p> <p>7+ years of progressive student services management experience</p> <p>Advanced knowledge of Student Services</p>	<ul style="list-style-type: none"> • Responsible for overall welfare of students in the school; accountable for general student life issues • Participates on various committees related to housing, food services, student budget, and other issues pertaining to the quality of student life • Responsible for program and policy planning 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the student services function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students or a program at a high level of complexity</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Student Services Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59E	Student Services Management III	<p>Bachelor's degree</p> <p>Advanced degree preferred</p> <p>8+ years of progressive student services management experience</p> <p>Advanced knowledge of Student Services</p>	<ul style="list-style-type: none"> • Provides strategic planning for the department on student services initiatives • Oversees and develops extracurricular opportunities for students in support of educational mission 	<p>IMPACT Substantial impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the student services function for a school with over 1000 students or has program responsibility for a school with more than 2000 students or a program at the highest level of complexity</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Academic Affairs Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
55N or 55E*	Academic Affairs Supervisor I	Bachelor's degree 2+ years experience in student services	<ul style="list-style-type: none"> • Advises students in the construction of schedules and core curriculum, major and elective requirements • Monitors, recommends and implements steps relating to students' academic progress • Serves as technical resource and/or section supervisor • Facilitates committee meetings for faculty searches • Documents minutes of faculty evaluation committees • Edits and distributes documents for school appointment committee <p>Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55</p>	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides support and general academic affairs information for a school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Academic Affairs Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E* or 56N	Academic Affairs Officer I	Bachelor's degree 3+ years experience in student services Supervisory experience	<ul style="list-style-type: none"> • Develops departmental policies and procedures • Analyzes statistics, and creates strategies to make the academic office more efficient • Provides a strategic perspective on course management and teaching outcomes • Participates in curriculum design • Provides consultative services to faculty around course design and technology in education • Evaluates courses and/or programs; makes recommendations for changes and modifications • Creates and manages departmental budget; allocates funds across areas • Facilitates courtesy appointments for visiting scholars • Arranges for visiting speakers • Coordinates logistics, security and space for courses and programs 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive academic affairs information for a school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Academic Affairs Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57E	Academic Affairs Officer II / Management I	Bachelor's degree 5+ years of progressive student services experience Supervisory experience Advanced knowledge of academic affairs	<ul style="list-style-type: none"> • Responsible for maintaining and promoting the quality, accessibility and integrity of the educational process and learning environment for a school • Manages the program and long term strategic plan • At a management level, interfaces with other student services areas to promote overall mission and strategic direction for student services as a whole • Participates in program design and direction for key topics • Recommends new course offerings • Counsels students on academic issues and areas of interest • Supervises, in a tutorial setting, student projects • Evaluates and places students into academic internships • Analyzes student records and certifies students for degrees; makes recommendations for honors degree recipients 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the academic affairs function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students or a program at a medium level of complexity</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Academic Affairs Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58E	Academic Affairs Officer III	Bachelor's degree 7+ years of academic affairs management experience Advanced knowledge of academic affairs	<i>The Duties and Responsibilities at this level are similar to those at grade 57. This level varies based on the other measures listed.</i>	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the academic affairs function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students or a program at the highest level of complexity</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Academic Affairs Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58E	Academic Affairs Management II	Bachelor's degree 7+ years of academic affairs management experience Advanced knowledge of academic affairs	<ul style="list-style-type: none"> • Responsible for maintaining and promoting the quality, accessibility and integrity of the educational process and learning environment for a school • Responsible and accountable for overall academic program design • Works in coordination with key faculty leaders to oversee strategic academic planning, co-curricular planning, section management, academic advising and work experience/internship development • Serves on various academic committees • Leads program wide initiatives outside the academic affairs department 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the academic affairs function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students or a program at the highest level of complexity</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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Academic Affairs Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59E	Academic Affairs Management III	Bachelor's degree 8+ years of progressive academic affairs management experience Advanced knowledge of academic affairs	<ul style="list-style-type: none"> • Responsible for maintaining and promoting the quality, accessibility and integrity of the educational process and learning environment for a school • Works in coordination with key faculty leaders to oversee strategic academic planning, co-curricular planning, section management and academic advising • Responsible and accountable for overall academic program design • Participates in the recruiting and appointing of regular and visiting faculty • Create department budget • Leads program wide initiatives outside the academic affairs department • Serves on various academic committees 	<p>IMPACT Substantial impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the academic affairs with over 1000 students or has program responsibility for a school with more than 2000 students or a program at the highest level of complexity</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Career Services Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
55N or 55E*	Career Services Supervisor I	Bachelor's degree 2+ years applicable experience	<ul style="list-style-type: none"> • Provides assistance in support of overall career services • Maintains database of employer contacts and profiles • Coordinates logistics for on-campus recruiting • Arranges campus visits and annual career fairs • Prepares publicity materials and bulletins • Schedules student interviews and appointments • Advises students in the on-campus recruiting process • Assists in the preparation of annual report on recruiting activities <p style="text-align: center;">Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55</p>	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides support and general information to managers, recruiters and students in school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Career Services Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E	Career Advisor I	Bachelor's degree 3+ years applicable experience	<ul style="list-style-type: none"> • Provides individual counseling and placement to students, including coaching on resumes, cover letters, interviews, recruiting and general job search strategies • Designs, markets and delivers workshops and other programs on career development topics • Develops resources for use in career management • Participates in projects within career services office 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive career services work for a school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Career Services Family

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57E	Career Advisor II	<p>Bachelor's degree</p> <p>Advanced degree preferred</p> <p>5+ years of career counseling experience</p> <p>Advanced knowledge of the marketplace, job opportunities and degree requirements</p>	<ul style="list-style-type: none"> • Provides in depth career counseling to individual students and groups • Provides program planning and administration for targeted programs • Develops new programs and initiatives to further career services for students • Participates in departments long-range planning and coordination of programs and events designed to facilitate student career exploration • Cultivates employer relationships to promote on-site interviews and foster employment opportunities for students • Engages in outreach to develop study, job, internship and volunteer opportunities worldwide • Participates in committees around the development of career services for students (e.g. developing internships and/or clerkships) • Represents school to international, national, local and university audiences 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced career services work for a school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Career Services Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57E	Career Services Management I	<p>Bachelor's degree</p> <p>Advanced degree preferred</p> <p>5+ years of career counseling experience</p> <p>Management experience</p> <p>Advanced knowledge of the marketplace, job opportunities and degree requirements</p>	<ul style="list-style-type: none"> • Provides in depth career counseling to individual students and groups • Manages, develops, implements and maintains comprehensive programs and services (including workshops, seminars, career events, career counseling, web site, a resource library, informational handouts and publications, on-campus recruiting, special off-campus programs, job notification systems, data collection, a credentials service, and web-site) • Plans and conducts outreach to develop recruiting partnerships with faculty, alumni, and global research centers to deliver programs • Develops general policy 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the career services function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students or with medium complexity</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Career Services Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58E	Career Services Management II	<p>Bachelor's degree</p> <p>Advanced degree preferred</p> <p>7+ years of progressive career counseling and management experience</p> <p>Advanced knowledge of the marketplace, job opportunities and degree requirements</p>	<p><i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></p>	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the career services function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students or with a high degree of complexity</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Career Services Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59E	Career Services Management III	<p>Bachelor's degree</p> <p>Advanced degree preferred</p> <p>8+ years of progressive career counseling and management experience</p> <p>Advanced knowledge of the marketplace, job opportunities and degree requirements</p>	<p><i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></p>	<p>IMPACT Substantial impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the career services function for a school with over 1000 students or has program responsibility for a school with more than 2000 students or with the highest degree of complexity</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Executive Education Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
55N or 55E*	Executive Education Supervisor I	Bachelor's degree 2+ years of applicable experience	<ul style="list-style-type: none"> • Coordinates the production of the course catalogue and/or brochures • Coordinates classroom assignments and supports the needs of the course • Assists with logistics for the program • Coordinates financial disbursement of loans • Creates process of participant tracking • Maintains all records for the seminars/programs • Compiles and reviews program evaluations; recommends minor program changes <p>Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55</p>	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides support and general executive education information to others in school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

**Exemption status is determined by FLSA testing*

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FACULTY AND STUDENT SERVICES JOB FUNCTION

Executive Education Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E* or 56N	Executive Education Officer I/ Supervisor II	Bachelor's degree 3+ years of applicable experience Supervisory experience	<ul style="list-style-type: none"> • Develops, oversees and is accountable for the administrative, program and marketing operations for multiple professional development programs • Participates in strategic planning and program structure design • Interacts with high level visitors and constituents • Negotiates with vendors to contract for goods and services • Creates process of student and alumni tracking 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive executive education services for a school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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Executive Education Family

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57E	Executive Education Officer II	<p>Bachelor's degree</p> <p>5+ years of executive education experience</p> <p>Supervisory experience</p> <p>Advanced knowledge of executive education program development</p>	<ul style="list-style-type: none"> • Directs and is accountable for the operations related to an executive education function • Participates in long-range and strategic planning for the department • Advises on course design, new program development and profitability of proposed programs • Identifies and works with prospective clients in building and maintaining relationships • Builds and maintains relationships with prospective instructors • Hires course instructors 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced executive education work for a school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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Executive Education Family

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57E	Executive Education Management I	<p>Bachelor's degree</p> <p>5+ years of executive education management experience</p> <p>Advanced knowledge of executive education program development</p>	<ul style="list-style-type: none"> • Directs and is accountable for the operations related to an executive education function • Participates in long-range and strategic planning for the department • Advises Dean and faculty regarding executive education trends and policies • Creates and maintains department policies and procedures • Advises on course design, new program development and profitability of proposed programs • Identifies and works with prospective clients in building and maintaining relationships • Builds and maintains relationships with prospective instructors • Hires course instructors • Manages department/program operating budget 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages a small executive education function for a school or has responsibility for a medium program or a program at a medium level of complexity</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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58E	Executive Education Management II	<p>Bachelor's degree</p> <p>7+ years of executive education management experience</p> <p>Advanced knowledge of executive education program development</p>	<ul style="list-style-type: none"> • Designs and implements courses including participation in the development of course curriculum • Develops and participates in the execution of programs, projects and services for international audiences both in the US and abroad • Participates in long-range and strategic planning for the department • Conducts policy oriented and practice oriented research 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages a medium executive education function for a school or has responsibility for a large program or international initiatives or a program at a high level of complexity</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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59E	Executive Education Management III	<p>Bachelor's degree</p> <p>8+ years of executive education management experience</p> <p>Advanced knowledge of executive education program development</p>	<p><i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></p>	<p>IMPACT Substantial impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages a large executive education function for a school or has responsibility for a very large program or international initiatives or a program at the highest level of complexity</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

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