



Family and Sub-Family Definitions

Family	Sub-Family	Description
Academic Affairs	Academic Center Leadership	Includes jobs responsible for providing over-arching leadership and direction to an entire academic center or institute. Typically reports to a faculty director, Dean or Associate Provost.
Academic Affairs	Band	Includes jobs involved in directing and coordinating band activities. Typical activities include the planning, logistics, and related administrative tasks associated with band operations. May also design and direct band performances.
Academic Affairs	Executive Education	Includes jobs involved in assessing market and developing programs in various academic specialties. Includes marketing, costing, staffing, facilities and program delivery of Executive Education programs. May serve as a contact to teaching faculty and as a resource on cutting-edge delivery of educational products.
Academic Affairs	Grant Administration/ Proposals	Includes jobs responsible for pre- and post-award grants and contract administration functions. Typical activities include authorizing and transmitting of proposals to federal, state, and private funding agencies, reviewing grant and contract awards terms and conditions, negotiating and approving the terms, and tracking/monitoring contract and grant awards.
Academic Affairs	Instructional Development/Support	Includes jobs involved in the implementation, maintenance and oversight of academic or research program. Performs tasks including working with funding agencies, developing financial resources and programs. Collaborates with faculty members on developing research programs, agendas and oversees implementation. May teach courses and provide guidance to faculty regarding funding, staffing and space implications. Assists in formulating program strategies and goals, directs long-term planning and develops policies and procedures.
Academic Affairs	Lab – Arts	Includes jobs responsible for managing/maintaining arts labs and workshops, for example ceramics, sculpture, design etc.
Academic Affairs	Lab – Science	Includes jobs which manage/maintain a laboratory or facility to support research in the physical and biological sciences. Typical activities include setting up experiments, maintaining lab equipment and inventories/restocks materials and supplies. May read and record or enter results.
Academic Affairs	Museum	Includes jobs involved in the operations of a museum. Typical activities include planning, scheduling, and preparing exhibits. May include managing day-to-day operations and financial activities of the museum.
Academic Affairs	Performing Arts	Includes jobs involved in the performing arts, theatrical productions, and film and video presentations. Typical activities include determining production requirements, theater management, construction, installation and maintenance of elements in a variety of theatrical craft and arts areas including direction, technical support, stage crews, lighting, sound, scenery, rigging, props, projection, multi-media, wardrobe, hair and make-up, and artist hospitality.



Academic Affairs	Program Administration - Business/Science	Includes jobs that support or manage one or more business or science focused programs. Typical activities include two or more of the following: a) grant writing and proposal preparation, and/or post grant tracking and administration b) program facilitation including the coordination and scheduling of program participants and events, c) managing the facilities where the program is delivered, d) communicating/marketing the program internally and externally, and e) development of non-degree program curriculum. Note: If a job is responsible for only one of these activities, consider a more narrow sub-family.
Academic Affairs	Program Administration - Other	Includes jobs that support or manage one or more non business or science focused programs. Typical activities include two or more of the following: a) grant writing and proposal preparation, and/or post grant tracking and administration b) program facilitation including the coordination and scheduling of program participants and events, c) managing the facilities where the program is delivered, d) communicating/marketing the program internally and externally, and e) development of non-degree program curriculum. Note: If a job is responsible for only one of these activities, consider a more narrow sub-family.
Academic Affairs	Research Compliance	Includes jobs responsible for staffing, administering or managing research oversight and compliance committee activities related to research activities such as human subjects, animal use and care, and conflict of interest. Typical activities include reviewing research protocols for use in specific fields, assisting in writing and reviewing protocols, and compliance with federal, state, and university mandated laws, regulations and policies.
Academic Affairs	Research-Natural/Physical Sciences	Includes jobs which conduct research in the physical and biological sciences, including designing experiments or data collection approaches, conducting experiments or other processes to collect data, analyzing data using a variety of quantitative methods. May also involve managing/maintaining the research "labs" or facilities (not primary focus) and may involve grant writing and administration (not primary focus).
Academic Affairs	Research-Social/Behavioral Sciences	Includes jobs which conduct research, including designing data collection approaches, conducting interviews, questionnaires or other processes to collect data, analyzing data using a variety of qualitative and quantitative methods. May also involve managing/maintaining the research "labs" or facilities (not primary focus) and may involve grant writing and administration (not primary focus).
Academic Affairs	Study Abroad	Includes jobs involved in the planning and implementation of all study abroad programs. Typical activities include providing 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.



Academic Affairs	Technology Transfer	Includes jobs that facilitate the exchange of technology between the institution and the for-profit sector. Typical activities include intellectual property strategies, patents/licensing, and building relationships with external contacts.
Athletics	Compliance	Includes jobs responsible for developing, administering and monitoring the compliance system for maintaining institutional control for the school's athletics program
Athletics	Equipment	Includes jobs responsible for the maintenance and fitting of athletic equipment. Coordinate with the coaching staff, administrators, and support staff on the daily operations to ensure proper equipment is available and maintained. May assist with maintaining the budget and the ordering of protective equipment and apparel.
Athletics	Fitness	Includes jobs responsible for Fitness Center. Designs, implements, and evaluates programs. Ensures the effective and efficient operation of the fitness center on a routine basis.
Athletics	General Athletics	Includes jobs that encompass more than one sub-family within the athletics job family.
Athletics	Golf	Includes jobs responsible for golf course management. Typical activities include training seasonal staff, overseeing course maintenance, pro shop operations, and golf course activities (lessons, concessions, etc.). NOTE: Jobs solely responsible for pro shop sales and service should be assigned to the retail sub-family.
Athletics	Pool	Includes jobs responsible for pool management. Typical activities include pool maintenance, facility scheduling, and planning. May involve life guard supervision or coordination.
Athletics	Rec Sports	Includes jobs involved in instructional or program activities related to recreation, leisure, and fitness. Typical activities include planning, coordinating, and administering fitness center and recreational sports programs. May involve teaching fitness classes.
Athletics	Sports Administration	Includes jobs involved in the behind-the-scenes operations of a sports program. Typical activities include team logistics and scheduling, equipment and uniform management, and miscellaneous support of coaches and players.
Athletics	Strength/Conditioning	Includes jobs involved in the developing and implementing strength training and conditioning programs for intercollegiate athletes. Typical activities include determining and assigning workout programs, supporting and monitoring athlete workouts, periodic testing and evaluation, and nutrition/diet counseling.
Athletics	Student/Athlete	Includes jobs involved in the planning and implementation of programs design to enhance the academic, athletic, personal, professional, and volunteer service experience for student-athletes. Typical activities include advice, counseling, and coordinating student-athlete participation in external events and programs.



Athletics	Training/Rehab	Includes jobs providing athletic training support for intercollegiate athletics. Typical activities include testing, evaluation, assignment of rehabilitation training regimens, treatment of injuries, rehabilitation and medical referrals, first aid support, and injury prevention training.
Auxiliary Services	Aviation	Includes jobs responsible for the operation of the aviation department. Typical activities include airplane safety, airplane maintenance, and piloting aircraft.
Auxiliary Services	Butcher	Includes jobs responsible for cutting, trimming, tying, boning and grinding meat often through the use of butcher's cutlery or power equipment. May also estimate requirements and requisition or order meat supply. May receive, inspect, and store meat upon delivery. May record quantity of meat received and issued to cooks. May clean fowl and fish.
Auxiliary Services	Cemetery	Includes jobs responsible for the operations of Cedar Grove Cemetery. Typical activities include property management, policy development and compliance, and fiscal and administrative functions of the cemetery. May provide bereavement counseling.
Auxiliary Services	eCommerce	Includes jobs involved in planning, supporting and implementing e-commerce activities across the university. Typical activities include establishing guidelines and protocols, designing the storefront, monitoring effectiveness, identifying new marketing and business opportunities.
Auxiliary Services	Executive Chef	Includes jobs responsible for ensuring culinary integrity for an entire organization through personnel education and training, product development, research, demonstration and audit.
Auxiliary Services	Food Services	Includes jobs involved with food service delivered at dining halls, restaurants, and catered events. Typical activities include planning, monitoring, or actively participating in aspects of preparation, serving and presentation of food and beverages, setting up dining and serving areas, greeting customers, checking meal cards and executing transactions.
Auxiliary Services	Food Services (Administration)	Includes jobs responsible for administering financial, physical and human resources of a large scale food services entity, e.g. Multiple retail locations, dining halls, catering operation, etc.
Auxiliary Services	Food Services (Gratuity)	Includes restaurant servers that are tipped employees.
Auxiliary Services	General Business Operations	Includes jobs that encompass more than one sub-family within the auxiliary services job family.
Auxiliary Services	Laundry	Includes jobs involved in laundry operations. Typical activities include laundry production, dry cleaning, tailoring, and linen lease program administration.
Auxiliary Services	Licensing	Includes jobs responsible for managing and reviewing the license program. Typical activities include preparing licensing agreements, licensee compliance review, and immediate inquiry response.
Auxiliary Services	Retail	Includes jobs involved in the full range of retail functions. Typical activities include bookstore and retail sales, quality, customer service, and inventory management.



Auxiliary Services	Transportation Services	Includes jobs responsible for transporting university equipment, supplies, materials and passengers or offering vehicles to the university. Typical activities include the pick-up and delivery of materials, drivers and chauffeuring or the management of those functions. May also include receiving, checking, and storing of materials.
Engineering	Drafting	Includes jobs involved in the creation and maintenance of technical drawings. Typical activities include creating and maintaining university plats, drafting structural drawings, and coordinating with architects, engineers, or contractors.
Engineering	Electrical/Mechanical Eng	Includes jobs involved in the installation, maintenance, and repair of advanced scientific instrumentation. Typical activities include training student and faculty users, designing computer interfaces to existing instrumentation, preparing user documentation, collaborating with faculty to design and implement new laboratory experiments and advising faculty in the purchase of advanced instrumentation.
Engineering	Facility Management	Includes positions responsible for the operation of an engineering facility. Typical activities include ensuring the safety of equipment, scheduling of experiments within the facility, developing and writing manuals and protocols and managing repair and maintenance of equipment.
Engineering	Plant Engineering	Includes jobs involved in engineering design, construction and alteration of electrical, mechanical, gaseous and liquid systems in buildings, facilities and other structures. Typical activities include new construction, major alterations and maintenance of physical plant facilities.
Engineering	Tool & Die	Includes jobs involved in the operations of the machine shop. Typical activities include designing and machining parts using lathes, milling machines, grinders, and drill presses.
Environment & Safety	Dispatch	Includes jobs responsible for responding to 911 and non-emergency calls for police, fire and security services. Dispatches appropriate personnel and equipment as situations require. Monitors security alarms and closed circuit video surveillance.
Environment & Safety	Environment	Includes jobs involves in planning, implementing, and measuring the university's sustainability agenda. Typical activities include education and outreach among departments and divisions, research, analysis, and performance monitoring.
Environment & Safety	Fire Protection	Includes jobs responsible for fire protection, emergency medical services, fire prevention, fire detection and fire safety education. Typical activities include emergency response (medical, fire, etc.), fire code inspections, equipment maintenance, and public education.
Environment & Safety	Fire Protection (Administration)	Includes jobs responsible for the direction, planning, and organizing of all activities and programs of the fire department. Is responsible for matters involving life safety, code interpretation and fire response planning and assists in the development and direction of campus and community safety matters.



Environment & Safety	Police	Includes jobs responsible for law enforcement on campus and designated off-campus areas. Typical activities include overseeing, coordinating, or performing duties of a law enforcement officer such as crime prevention, investigations, education, training, regulatory enforcement, security, traffic control, and public safety functions. May carry firearms.
Environment & Safety	Risk Management	Includes jobs responsible for environmental safety compliance and program management. Typical activities include developing and implementing institution safety policy and training programs, communicating with government regulators, planning and monitoring the use of potentially hazardous materials, and establishing risk assessment and emergency response programs.
Environment & Safety	Security	Includes jobs which are responsible for security related tasks ensuring a safe and secure environment. Typical activities include monitoring university property to protect people, prevent theft, violence, or infractions of rules. May assist with crowds and traffic at public events. Do not carry firearms.
External/Internal Relations	Alumni Relations	Includes jobs involved in planning, developing and implementing a wide variety of alumni programs including regional programs, class activities and reunions. Typical activities include coordinating the alumni marketing/communications efforts, facilitating alumni participation in university events, planning and implementing reunion events, conducting visits and discovery calls, and passing leads to the appropriate fundraising professionals.
External/Internal Relations	Brand Management	Includes jobs responsible for a product or product line, including development, roll-out, and testing. Compiles reports on revenue and profitability. Conducts comparative analysis and provides strategic planning of product direction and features.
External/Internal Relations	Business Development	Includes jobs involved in establishing relationship with external parties to support Innovation Park ventures.
External/Internal Relations	Community Outreach	Includes positions responsible for establishing and maintaining community relationships in outreach initiatives that support the University values. Involves the planning, developing, implementation and assessment of program activities. May include developing marketing and communication strategies
External/Internal Relations	Donor Relations	Includes jobs responsible for gift processing, gift acknowledgement, and donor relationship activities such as committee coordination. Typical activities include administering gift recognition program, developing stewardship programs, processing matched gifts, trouble shooting, committee organization planning or correspondence.
External/Internal Relations	Fundraising	Includes jobs involved in designing, developing, delivering, and administering fundraising programs.



External/Internal Relations	Graphic Content Development	Includes jobs involved in creating graphic images and designs.
External/Internal Relations	Marketing	Includes jobs involved in the selling or promotion of programs, campus activities, services, or products. Involves the analysis of identified constituencies/audiences and the development of programs, services, and outreach to meet identified needs and influence public perception; may involve "brand" development or enhancement; may involve working with the media (press, television, radio).
External/Internal Relations	Phone Center	Includes jobs responsible for the management and effective operations of the phone center. Typical activities include establishing policies and tools, planning, scheduling, training, and supervising student phone center staff.
External/Internal Relations	Planned Giving	Includes jobs responsible for all aspects of gift planning and related tax and legal matters for university gifts. Initiates gift discussions and collaborates with other university development officers in gift solicitations, providing expertise in connection with bequests, charitable remainder trusts, charitable gift annuities, pooled income funds, charitable lead trusts, and gifts of real estate as well as other complex assets. Requires knowledge in charitable trusts, bequests, estate planning and complex outright gifts. Requires expert knowledge in tax, trust, probate and other laws affecting charitable giving.
External/Internal Relations	Principal Gifts	Includes jobs that identify, cultivate and solicit principal gifts from individuals and personal foundations for general university purposes or designated for a specific non-medical school or institute. Engages with faculty, university officers and staff, volunteers, alumni, friends and foundation representatives during the course of fundraising efforts. Works with the university's VP for University Relations, other senior university leaders (e.g., the President, deans, senior volunteers) and other senior development officers to successfully implement the Principal Gifts program of the university.
External/Internal Relations	Prospect Analysis	Includes jobs responsible for identifying new prospects for the university's development effort. Typical activities include researching donor prospects and generating reports on individuals, corporations, and foundations identified as potential prospects.
External/Internal Relations	Public Affairs	Includes jobs responsible for establishing and growing relationships with local, state and national civic and business leaders to promote and engage support for university initiatives and priorities.



External/Internal Relations	Public Relations	Includes jobs responsible for the preparation, processing, and distribution of information to the media and the public. Typical activities include writing press releases of announcements, planning and organizing media coverage for major events, and responding to requests on issues of a sensitive or controversial nature.
External/Internal Relations	Publications	Includes jobs involved in the generation of a published deliverable. Typical activities include coordination, planning and scheduling of writers/editors, graphic design specialists, communications specialists, and the production team (bookbinding, press, and edition bindery). Note: If job's primary responsibility is writing or graphic design, it should be assigned to the corresponding sub-family.
External/Internal Relations	Regional Development	Includes jobs responsible for establishing, cultivating and maintaining fundraising relationships in a defined geographic area. Serves as a spokesperson on behalf of the university with potential donors and friends. Gift targets range from \$100,000 to \$5,000,000.
External/Internal Relations	Writing/Editing	Includes jobs responsible for the development of written content. Typical activities include researching, drafting, and editing of written materials and strategic communications, including publications, articles, proposals, speeches, and promotional material.
Facilities	Audio/Video/Sound	Includes jobs responsible for audio, video, and lighting at major campus events such as performing arts productions and athletic events.
Facilities	Construction	Includes jobs responsible for the planning, organization, direction, and coordination of major projects, including capital construction and facilities maintenance. Typical activities include the planning of new construction, evaluating proposed designs, negotiating contracts and assuring adherence to schedules, maintaining good working relationships with outside architects, engineers, and construction firms.
Facilities	Custodial	Includes jobs responsible for the appearance and cleanliness of public and private interior areas on campus. Typical activities include planning, monitoring, or participating in general classroom or building cleaning, bathroom cleaning and sanitation, and simple floor care (mopping, buffing, etc.). May involve trash and recycling material removal, meeting room set-up, and hotel room servicing.
Facilities	Grounds	Includes jobs responsible for maintaining a high standard of appearance, cleanliness, and safety of campus and off-campus grounds. Typical activities include grounds maintenance, landscape design and installation, snow removal, and emergency response (clean up storm damage, vehicle accidents, etc.).
Facilities	Interior Design	Includes jobs responsible for selection, bidding, procuring and installation of building interior finishes, furniture, fixtures, and equipment for new buildings and renovations. Oversees the planning and managing of the physical move along with budgeting and scheduling.



Facilities	Locksmith	Includes jobs responsible for developing and maintaining lock systems and sub-systems for the university. Typical activities include equipment inventory maintenance, responding to service calls, and assisting in the installation or repair of the more complex lock or security systems.
Facilities	Power Plant Operations	Includes jobs responsible for the safe, efficient, reliable, and compliant operation of all power plant systems and equipment. Typical activities include overseeing and operating coal, oil, wood or gas-fired boilers and steam-driven turbines in power plants.
Facilities	Property/Building Management	Includes jobs responsible for the planning, coordination, management, and/or supervision of a building, center, or facility. Typical activities include facility scheduling and coordination of maintenance activities. Typically responsible for preparing annual budget, managing related accounts, monitoring and reporting on expenditures.
Facilities	Semi-skilled Maintenance	Includes jobs responsible for the general maintenance of all campus facilities. Typical activities include light carpentry work (furniture repair, wall hangings and mounts, laying carpet or tiles), painting, and the repair of custodial equipment.
Facilities	Shipping /Receiving / Warehouse	Includes jobs involved in the ordering, inventory management, receipt, storage, and distribution of equipment, materials, and supplies. Typical activities include receiving, shipping, issuing, selecting, inventorying, ordering, and storing supplies, merchandise and equipment in a warehouse or storeroom.
Facilities	Skilled Maintenance	Includes jobs responsible for the skilled maintenance of all campus facilities. Typical activities include HVAC, boiler, and turbine repair. Also includes jobs requiring certification or an apprenticeship in a skilled trade such as electrician, plumbing, carpentry, and HVAC repair.
Facilities	Warehouse Administration	Includes jobs responsible for the daily administration and operation of the warehouse. Oversees that materials are received, stored, shipped, and reported in accordance with established procedures. Reviews effectiveness of operating procedures, maintenance, space utilization, and protection of equipment. Makes recommendations for improvements as required.
Financial Management	Audit	Includes jobs responsible for auditing for compliance with laws, policies, and good business practices. Typically responsible for reporting findings and making recommendations to implement improvements. Note: May include athletic compliance.
Financial Management	Budget Formation and Financial Strategy	Includes jobs involved in preparing and implementing the university's operating budget and performing complex financial analysis required to support major financial decisions. Typical activities include monitoring annual budget performance, generating quarterly performance reports, and analyzing long-term funding strategies. Includes jobs responsible for developing, interpreting and implementing financial concepts for financial planning, resource planning (dollars), and control of organizational budget. Typical activities include analyzing and preparing recommendations for financial plans, including annual resource



		allocations, future requirements, and operating forecasts.
Financial Management	Business Management	Includes jobs involved in managing and performing the administrative services of an academic or non-academic organization(s). Administrative services include activities in finance and human resources and may also include IT, facilities, or student services. May be responsible for long and short range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate management staff.
Financial Management	Controller	Includes jobs responsible for directing the organization's accounting functions. Specific areas normally include the development and maintenance of planning and budgeting systems, analysis and interpretation of trends requiring management's attention, the preparation of financial and management reports and procedures, and the presentation of findings and specific recommendations.
Financial Management	Financial Analysis & Reporting	Includes jobs responsible for managing the preparation of information needed to prepare internal financial reports and consolidated financial statements in connection with the fiscal year-end and annual financial statements. Reporting may be derived from General Ledger and related databases. May include performing various types of data management and analysis in the preparation of information for numerous studies and reports. Reports and analyzes annual monthly results, quarterly forecasts, and year end reporting cycles
Financial Management	General Accounting	Includes jobs responsible for accounting functions such as analyzing, monitoring, preparing and reconciling financial information to reflect the condition of the organization and provide financial and other statistical data to control operations. Typical activities include developing, implementing and monitoring accounting systems, policies and procedures. Note: This sub-family includes accounts receivable, accounts payable, and payroll.
Financial Management	Gifts/Trusts	Includes jobs involved in the receipt and investment of charitable gifts and trusts. Typical activities include gift processing, valuing, or investing.
Financial Management	Payroll	Includes jobs involved in the processing, producing and managing payroll for the university, Typical activities include reviews and processes additions and changes to computerized payroll system (e.g., changes in salary, benefits, tax withholdings, etc.). Ensures accounting distribution and preparation of deductions. Assists in preparing payroll checks. Answers questions from employees and supervisors regarding payroll matters



Financial Management	Procurement	Includes jobs involved in the acquisition of goods and services including equipment acquisition, contracting for professional services, design and/or construction services, business contracts, and maintenance services. Typical activities include developing purchasing policies and procedures, developing specifications and conducting competitive solicitations, negotiating of purchase contracts, follow-up, scheduling, and expediting of deliveries. May involve contract administration and monitoring vendor performance.
Financial Management	Student Accounts	Includes jobs responsible for student accounts. Typical activities include overseeing tuition and fees, bill payment, tax credits, and financial aid disbursement.
Financial Management	Tax	Includes jobs responsible for the preparation and review of tax records to be filed by the university with appropriate taxing authorities, including for-profit subsidiaries. Typical activities include records maintenance to support all tax returns as filed, coordination with other university offices for purposes of interpreting tax regulations, and developing policies and procedures to ensure compliance with all laws, statutes & regulations.
Financial Management	Treasury	Includes jobs involved in the treasury function. Typical activities include cash management, bank relations, and supervision of credit and collections and insurance functions.
General Administration	Archive	Includes jobs involved in archival activities such as record classification, storage, and retrieval. Records may represent manuscripts, papers, records, books, pamphlets, audio-visual material, and photographs.
General Administration	Basilica	Includes jobs responsible for the operations of the Basilica of the Sacred Heart. Typical activities include liturgical services, parish program administration, choir and organ performance, tours and special events.
General Administration	Data Administration	Includes jobs responsible for the collection, input, and management of data in a computerized database. Typical activities include the following data management activities: data entering, data cleaning, data quality, and data reporting. NOTE: Does not require IT database skills
General Administration	Department Administration	Includes jobs providing a broad compliment of administrative support critical to the operations of a department or unit. Typical activities include two or more of the following: document preparation (in Word, PowerPoint and Excel), planning and coordinating meetings, managing calendars for one or more leaders, setting up travel and preparing/tracking expense reports, performing basic recordkeeping and analyses in Excel, and preparing correspondence and emails on behalf of professional and management staff.



General Administration	Events Planning	Includes jobs responsible for planning and organizing of campus events. Typical activities include venue selection, event staffing, registration, promotion, communication planning, billing, rentals, and event set-up. Note: Sub-family should be restricted to jobs where 80% or more of time is associated with coordinating events.
General Administration	Executive Administration	Includes jobs that provide administrative oversight for an executive, including office management and coordination of communications among staff and other internal and external constituents. May perform and/or oversee special projects or assignments that are highly sensitive or complex in nature, requiring a high level of independence and initiative in execution and implementation. Handles details and oversees work of a highly confidential and critical nature to support the executive.
General Administration	Executive University Events	Includes jobs responsible for planning and organizing of campus events for executives, trustees and other high profile people. Typical activities include venue selection, event staffing, registration, promotion, communication planning, billing, rentals, and event set-up.
General Administration	Inst. Research/Reporting	Includes jobs responsible for providing information and research about the institution's students, faculty, staff, and programs in order to enhance decision making, problem-solving, strategic planning, policy review, and institutional assessment. Typical activities include planning, organizing, or executing one or more of the following: data compilation, report development, archiving activities in support of institutional research goals, and coordinating with university offices and external agencies.
General Administration	Insurance	Includes jobs responsible for managing insurance carrier relationships in areas of student, health/workers comp, property, and/or liability including handling all aspects of the claims process.
General Administration	Legal	Includes jobs responsible for providing legal advice to university departments and organizations. Typical activities include advising on regulatory compliance, intellectual property, immigration, employment and equity matters. May perform paralegal work such as research and legal data collection.
General Administration	Mail/Print Shop	Includes jobs responsible for the operations of a mail or print shop. Typical activities include copying, binding, scanning, faxing, mail pick-up and delivery, and maintaining inventory levels. May involve coordinating schedules.
General Administration	Multimedia	Includes jobs responsible for producing, editing, and coordinating video, audio, photographic media. Typical activities include filming, photographing, archiving, editing, recording, and scheduling photo/video events.
General Administration	Office Services	Includes jobs responsible for one or more of the following office services tasks: data entry (inputting data into databases on a recurring basis), filing/routine records management, department mail preparation and delivery, photocopying, acting as receptionist, and performing a variety of recurring transactions.



General Administration	Organizational Strategy	Includes job responsible for developing, leading and implementing strategic planning processes at an institutional level. May also lead cross-divisional projects and initiatives as part of strategic plan. Creates qualitative and quantitative reports.
General Administration	Policy	Includes jobs involved in facilitating the university's policy governance framework. Typical activities include organizing and maintaining the university's on-line repository of policies, serving as a resource for university departments in the formulation of policy and procedures, and assisting departments in the review and approval process.
General Administration	Ticketing	Includes jobs involved in the ticket sales and customer service for non-athletic events. Typical activities include ticket sales, revenue accounting, customer service, marketing and publicity. May manage a computerized ticketing system, including software changes, updates and formats, hardware maintenance and communication with software vendor.
General Administration	Trustee Events	Includes jobs responsible for the planning and implementation of events involving executive officers, trustees, and benefactors. Additional responsibilities include event logistics, managing donor relationships and event planning on both a national and international basis. May also coordinate the event efforts of various University Departments.
Health Services	Dietitian	Includes jobs responsible for ensuring that meals meet appropriate nutritional standards by applying principles of nutrition to the human diet.
Health Services	Health Care Administration	Includes jobs responsible for managing overall hospital/health clinic operations and its strategic direction.
Health Services	Nursing	Includes jobs involved in planning and providing nursing services and patient care. Typical activities may include receiving and discharging patients, ensuring patient comfort, health education, patient assessment, nursing diagnosis, planning, intervention and evaluation. Licensed or works under the supervision of a licensed professional.
Health Services	Pharmacy	Includes jobs responsible for providing pharmaceutical services. Typical activities include compounding, dispensing, bottling, packaging and labeling of such drugs or solutions as capsules, powders, suppositories, ointments, tablets, lotions and emulsions.
Health Services	Physician	Includes jobs responsible for providing primary physician care to graduate and undergraduate students.
Health Services	Psychiatry	Includes jobs responsible for providing psychiatric services to graduate and undergraduate students. Requires MD in Psychiatry.
Health Services	Psychology	Includes jobs responsible for providing professional psychological services. Typical activities include individual and group counseling and psychotherapy, crisis intervention, clinical consultation, outreach and programming, and supervision of post-doctoral fellows. Licensed as a psychologist in Indiana or works under the supervision of a licensed professional.
Health Services	Radiology	Includes jobs involved in operating imaging equipment to take images of designated portions of body as ordered by the physician. Typical activities include positioning the patient for radiological examinations, adjusting



		imaging equipment and determining the proper voltage, current and desired exposure time for each image.
Hotel	Customer Service	Includes jobs responsible for greeting and registering guests, assigning rooms, computing bills, and collecting payments for room charges, taking reservations, maintaining keys and front desk supplies. May respond to inquiries and resolve guest issues
Hotel	General Hotel	Includes jobs involved in hotel operations. Typical activities include hotel management, hospitality and customer service, and day and night front desk and bell stand support.
Human Resources	Benefits	Includes jobs involved in administering and communicating the university's benefits programs. May provide training to departments on employee benefit programs, and workshops on new/amended benefit programs.
Human Resources	Benefits Operations	Includes jobs involved in the management and day to day administration of multiple benefit programs including medical, dental, vision, flexible spending accounts, pension, retirement accounts, employee assistance program and all other benefit programs offered by the university.
Human Resources	Benefits Program Design	Includes jobs responsible for the design and management of multiple benefit programs including medical, dental and vision insurances, flexible spending accounts and employee assistance programs. Responsible for optional benefits and their design and administration.
Human Resources	Compensation	Includes jobs involved in the development and administration of the university's compensation policies and programs. Typical activities include conducting research, analyzing data and preparing recommendations requiring a broad understanding of compensation techniques, methods and practices. May provide counsel to staff regarding compensation actions for employees.
Human Resources	General HR	Includes jobs that encompass more than one sub-family within the human resources job family.
Human Resources	Institutional Equity	Includes jobs responsible for oversight, support, and centralization with regard to diversity, harassment, discrimination, affirmative action, and equal opportunity. Typical activities include investigating, training, and monitoring.
Human Resources	Learning and Development	Includes jobs responsible for learning and development activities. Typical activities include needs assessment, performance management, employee engagement survey administration, and marketing of learning programs.
Human Resources	Recruiting	Includes jobs involved in the recruitment and processing of new employees. Typical activities include determining recruiting resources and process, screening and interviewing applicants, administering of medical examinations and conducting of reference checks to ensure the availability of the proper caliber of manpower to meet staffing requirements. May develop employment advertising and provide for the placement of ads in appropriate national and local media. May provide for coordination of temporary employment needs with employment agencies.



Human Resources	Shared Services	Includes jobs responsible for managing the askHR Customer Service Center. Typical activities include the supervision of call center staff, providing tier 2 support for HR inquiries, and developing staff and processes.
Human Resources	Talent Management	Includes job involved in designing, facilitating, and development of training and development opportunities. Typical activities include developing training sessions and offering development programs for employees.
IT	Apps Development	Includes jobs responsible for writing programs in a computer language, designing related databases, web interfaces and content or multimedia processes. Typically designs, develops, modifies, tests and evaluates and maintains computer programs. Work includes test-to-production processes, quality assurance, maintenance and documentation of applications; includes web applications programming.
IT	Business Systems Analysis	Includes jobs involved in the alignment of user needs with technical solutions. Typical activities include translating business requirements into technical specifications and executing unit integration and acceptance testing.
IT	Client Technologies	Includes jobs responsible for providing IT users with desktop equipment and support, determining user needs and incorporating them into the design and overall plan for desktop support. Typical activities include hardware and software planning, testing, and installation; orchestrates the activities associated with installation, deployment and upgrade of software, hardware and network facilities as it relates to the desktop environment; trouble shoots as needed.
IT	Data Center	Includes jobs responsible for data center operations. Typical activities include scheduling, setup, submission, and monitoring production jobs to successful completion in accordance with established procedures and practices.
IT	Database Administration	Includes jobs responsible for designing, implementing, and administering database applications to accommodate a variety of user needs. Typical activities include determining informational needs and elements, data flow and storage requirements and data output. Tests designed applications utilizing database management software or general programming software.
IT	Database Reporting	Includes jobs responsible for creating database reports based on the needs of end users. Typical activities include light SQL programming, report formatting, and data quality review.
IT	Educational Technology	Includes jobs involved in developing strategies for implementing information technology across a broad range of academic programs and initiatives. Typical activities include collaboration with faculty/staff to resolve issues related to technology use in teaching, including application assessment, deployment methodologies, integration strategies, etc., and consults with other learning technology personnel to develop solutions for academic programs, departments, and similar units.



IT	General IT	Includes jobs involved in providing a variety of IT services in a unit. Assignments may include applications programming development and maintenance, systems administration, desktop support, business systems analysis, web applications development and/or maintenance, or a combination of these and/or other IT functions. Note: If 60% or more of the position is in a defined sub-family, the position should be placed in that sub-family.
IT	Help Desk	Includes jobs involved in IT help desk operations. Typical activities include first tier support via phone relating to IT issues.
IT	HPC	Includes jobs responsible for developing and maintaining a high performance computing (HPC) environment to support research activities.
IT	Info Security	Includes jobs responsible for developing and maintaining the security of data and systems. Typical activities include planning, designing, implementing and maintaining systems and programs to insure the integrity, reliability and security of data and systems.
IT	Infrastructure	Includes jobs responsible for the coordination of and planning for the university's information technology architecture. May assist in planning for hardware resource availability, development of new applications and network interface planning. Provides reports regarding effectiveness of infrastructure and makes recommendations for the adoption of new procedures.
IT	IT Administration	Includes jobs responsible for IT planning and administrative functions. Typical activities include resource planning and budgeting, IT asset management, IT audit and compliance, and performance measurement.
IT	IT Change Management	Includes jobs responsible for IT documentation and training. Typical activities include documenting technical requirements, revised processes, and conducting technical training.
IT	Network Design	Includes jobs responsible for the design and implementation of voice, data and/or video networks. Typical activities include the configuration of network components, the resolution of networking problems, and the evaluation of new networking technologies and products.
IT	Network Services	Includes jobs responsible for the installation of network wires and cables. Typical activities include ensuring voice and data connectivity in new work stations and new classrooms and running cable line as needed.
IT	Project Management	Includes jobs responsible for managing the outcome of specific IT projects with a defined beginning and end. Typical activities include planning, coordination and monitoring of schedules, budgets, staff and deliverables.
IT	Research Technology	Includes jobs involved in developing system tools to document and analyze research data. Typical activities include designing and implementing an empirical model utilizing quantitative methods and programming, developing and maintaining research databases, and generating associated documentation.
IT	Systems Administration	Includes jobs responsible for installing, configuring, and maintaining PC/server operating systems and related utilities and hardware. Typical activities include trouble shooting server problems, researching and



		evaluating software and hardware products, and installing new servers and maintaining the server infrastructure.
IT	Systems Engineering	Includes jobs responsible for installing, maintaining, and modifying operating systems, database management systems, utilities, and related software. Other key duties include ensuring the availability, integrity, and reliability of assigned systems and the configuration and testing of hardware and software components.
IT	Technical Training	Includes jobs responsible for IT training. Typical activities include the design, development and facilitation of technical training. May conduct analyses to identify and assess educational and training needs. Additional responsibilities may also include documenting technical requirements and revised processes.
IT	Video Services	Includes jobs responsible for designing, building, monitoring, maintaining, troubleshooting and supporting campus cable TV and video systems (including video streaming) in a multi-tiered, distributed and/or centralized environment. Typical activities include establishing live, interactive and instructional meetings, seminars and coordinating requests, and may include installation, testing, repairing, supervising or coordinating of video devices.
IT	Voice Services	Includes jobs responsible for evaluating, designing and maintaining existing or proposed data telecommunication systems. Typical activities include reviewing telecommunications needs, coordinating requests, and may include installation, testing, repairing, supervising or coordinating of telecommunication devices.
IT	Web Content Administration	Includes jobs responsible for collecting, drafting, editing, and posting of content on a website. May be responsible for light web design (not development) and may leverage a web content management vendor.
IT	Web Technology	Includes jobs responsible for the technical development and maintenance of functional web sites.
Library	Cataloging	Includes jobs responsible for cataloging of library assets. Typical activities include reviewing records/bibliography/metadata, cataloging into library system, and maintaining accurate database coding.
Library	Collections/ Acquisitions	Includes jobs responsible for acquiring library assets. Typical activities include database searches, vendor selection, purchase order preparation, and process received shipments.
Library	Library Services	Includes jobs providing research and reference services to students and faculty.
Library	Preservation	Includes jobs responsible for preserving library assets. Typical activities include damage assessment; executing preventive, reconstructive, and restorative techniques; and processing of monographic and periodical materials for commercial binding.



Student Services	Admissions/Enrollment	Includes jobs involved in the admissions/enrollment function. Typical activities include developing and implementing programs for student outreach, recruitment, and admissions for the university within appropriate constituents and communities; and educating the public about admissions requirements, policies, and processes.
Student Services	Admissions/Enrollment - Post Undergraduate	Includes jobs involved in the admissions/enrollment function of graduate programs. Typical activities include developing and implementing programs for student outreach, recruitment, and admissions for the university within appropriate constituents and communities; and educating the public about admissions requirements, policies, and processes.
Student Services	Advising/Counseling	Includes jobs involved in counseling students on academic program policies and issues. Typical activities include monitoring student academic progress and assisting students in making appropriate educational choices and decisions. May conduct informational sessions and provide advice.
Student Services	Alcohol and Drug Education	Includes jobs involved in educating and counseling students on alcohol and drugs. Typical activities include the development and distribution of educational materials, individual and group education sessions, and follow-up and monitoring of students.
Student Services	Career Services	Includes jobs responsible for career counseling and placement. Typical activities include counseling students and alumni about career planning and employment opportunities, developing contacts with a variety of private and public institutions, and representing placement and career services internally and externally via written materials, oral presentations, and interviews.
Student Services	Career Services - Post Undergraduate	Includes jobs responsible for career counseling and placement of graduate students. Typical activities include counseling students and alumni about career planning and employment opportunities, developing contacts with a variety of private and public institutions, and representing placement and career services internally and externally via written materials, oral presentations, and interviews.
Student Services	Financial Aid	Includes jobs involved in student financial aid activities. Typical activities include analyzing students' level of need and eligibility for financial aid, allocating financial aid awards, and advising students on obtaining aid. May implement procedures to ensure regulatory compliance and timely delivery of financial aid.
Student Services	General Student Services - Post Undergraduate	Includes jobs that encompass more than one sub-family within the student services job family in graduate programs.
Student Services	Housing/Residence Life	Includes jobs involved in supporting the residential mission of the university. Typical responsibilities include resident hall planning, monitoring, maintaining disciplinary standards, coordination of safety and maintenance activities, and student counseling, advising, and referrals.
Student Services	Ministry Programs	Includes jobs involved in the pastoral ministry and religious activities of the campus. Typical activities include retreat preparation, pastoral student



		advising, faith sharing and fellowship programming.
Student Services	Registrar	Includes jobs involved in student registrations and records. Typical activities include registration, classroom scheduling, maintenance of student records, graduation clearance, and related matters. May be involved in degree audits and certification qualifications.
Student Services	Student Activities	Includes jobs responsible for the coordination and planning of student activities including advising and counseling individual students and student organizations regarding activities, and for assuring these events are consistent with university policy. May also work with student groups.
Student Services	Student Affairs	Includes jobs responsible for overseeing all aspects of Student Affairs. Typical activities include overseeing the divisions, departments or managing of programs within Student Affairs.
Student Services	Student Financial Strategies	Includes jobs responsible for enrollment management and affordability policies, develops pricing strategies and serves as a consultant for the annual budget and planning process; assists in the administration of the University's undergraduate scholarship endowment, student aid program, student accounts, student employment program, and public relations matters