



### Job Family - Administration & Management

Job architecture is a University initiative that creates transparency and understanding about how staff positions are organized by job family, career track, and job level. A job family is a broad grouping of job profiles that span across the University, and use the same skills and knowledge to deliver a specific expertise type. A career track is a group of related job profiles in the same job family that represent the same nature of work with varying levels of contributions. This table of contents organizes job profiles in the Administration & Management job family by career track.

Career Track	Career Track Definition	Job Profile (with Link)
Administrative Support	Provides various office and location support activities. Identifies, enhances, and follows specific processes and procedures to maximize the efficiencies of the University to which the support is being provided; ensures the correct functioning of facilities, office and/or business support services. Note that B5 job level is restricted to direct support of an Officer or Dean.	<a href="#">Administrative Support, Business Lead Coordinator</a> <a href="#">Administrative Support, Business Senior Coordinator</a> <a href="#">Administrative Support, Business Coordinator</a> <a href="#">Administrative Support, Senior Assistant</a>
Business Administrator	Manages the daily operations of an organizational unit within the University, primarily in the areas of financial, events, and support services management. May assist in developing and executing University's business plan. Develops and implements office procedures and policies and ensures compliance. Note that the M4 job level is restricted for Associate Deans (Chief of Staff for administrative units) and will reflect a direct reporting relationship into the Dean or Officer (limit one per unit). Business Administrators who report to the Deputy Dean or an AVP will either be aligned with the M3 job level, M2 job level, or transitioned into their respective functional area (i.e. IT, Communications).	<a href="#">Business Administrator, Sr. Director</a> <a href="#">Business Administrator, Director</a> <a href="#">Business Administrator, Sr. Manager</a> <a href="#">Business Administrator, Manager</a> <a href="#">Business Administrator, Specialist</a> <a href="#">Business Administrator, Sr. Analyst</a>



Career Track	Career Track Definition	Job Profile (with Link)
Center Management	Provides strategic leadership for a Center and serves as a liaison to academic departments, professional organizations, and administrative units of the University. Has overall responsibility for the management, operations, outreach, and programming for the center.	<a href="#">Center Management, Director</a> <a href="#">Center Management, Sr. Manager</a>
Clinical Administration	Coordinates and directs broad and complex management functions of multiple departments or a large department in support of teaching, medical research and clinical care. Facilitates research initiatives of the faculty and staff.	<a href="#">Clinical Administration, Director</a> <a href="#">Clinical Administration, Sr. Manager</a> <a href="#">Clinical Administration, Manager</a> <a href="#">Clinical Administration, Sr. Specialist</a> <a href="#">Clinical Administration, Specialist</a> <a href="#">Clinical Administration, Sr. Analyst</a> <a href="#">Clinical Administration, Analyst</a>
Program Administration	Manages the daily operations of an established program, primarily in the areas of financial, events, and support services management. Programs may be academic or non-academic in nature. Ensures stability and growth of program by focusing on accomplishment of strategic objectives of program.	<a href="#">Program Administration, Sr. Manager</a> <a href="#">Program Administration, Manager</a> <a href="#">Program Administration, Sr. Specialist</a> <a href="#">Program Administration, Specialist</a> <a href="#">Program Administration, Sr. Analyst</a> <a href="#">Program Administration, Analyst</a> <a href="#">Program Administration, Business Coordinator</a>
Project Administrator	Manages all aspects of non-technical (not information technology or construction related) projects from conception to completion. Assembles teams and develops detailed work plans, schedules, project estimates, resource plans, and status reports while being the point of contact for those projects. Manages the integration of vendor tasks and tracks and reviews vendor deliverables.	<a href="#">Project Administrator (Non-Technical), Sr. Specialist</a> <a href="#">Project Administrator (Non-Technical), Specialist</a> <a href="#">Project Administrator (Non-Technical), Sr. Analyst</a> <a href="#">Project Administrator (Non-Technical), Analyst</a> <a href="#">Project Administrator (Non-Technical), Business Sr. Coordinator</a> <a href="#">Project Administrator (Non-Technical), Business Coordinator</a> <a href="#">Project Administrator (Non-Technical), Business Sr. Assistant</a>



Career Track	Career Track Definition	Job Profile (with Link)
Strategic Planning	Plans, develops, and implements University objectives, long-range and strategic plans, and identifies the University's strengths and weaknesses. Identifies new external partners to advance strategic priorities.	<a href="#">Strategic Planning, Director</a> <a href="#">Strategic Planning, Sr. Manager</a> <a href="#">Strategic Planning, Manager</a> <a href="#">Strategic Planning, Advisor</a> <a href="#">Strategic Planning, Sr. Specialist</a> <a href="#">Strategic Planning, Specialist</a>



**Job Profile: Executive Assistant to Officer or Dean**

**Job Summary**

The job provides advanced, diversified, and confidential administrative support to a Dean or Officer of the University. Manages office operations to help accomplish the strategic goals of the Dean or Officer that impacts the larger University community.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMADMB5

**Job Level**

B5

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Has a comprehensive understanding of work processes or activities typically developed through a combination of job-related training and considerable on-the-job experience. Acts as a working supervisor of a business support team, and may spend a portion of time performing the work supervised. Is responsible for results of the team.

**Responsibilities**

1. Provides high-level administrative support for a Dean or Officer of the University. Proactively relieves the Dean or Officer of as much administrative detail as possible by efficiently and independently performing all duties. Manages the daily operations of the office, maintain files and processes mail for their executive. Drafts, edits, and prepares presentations and communications ensuring their executive is prepared with meetings materials and presentations, pertinent information and/or statistics.
2. Work with partners across the University, the Medical Center, laboratory affiliates, and external partners to coordinate the Dean or Officer's strategic meetings and events with trustees, donors, deans, officers, staff, civic and government leaders, diplomats, faculty, and others.
3. Maintains the Dean or Officer's complex and extremely active calendar and logistical needs, exercising considerable discretion and judgment as to priorities and effective use of the executive's time. Confirms all meetings, necessary materials, and meeting locations in advance. Reviews upcoming meetings and events weekly with their executive. Arranges complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
4. Independently manages, oversees and implements projects as directed by their Dean or Officer's vision. Prepares and maintains sensitive project plans, budgets, and requirements often with deadline pressures. Tracks progress, solve problems, and provides regular updates to their executive.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

**Experience**

- Minimum requirements include knowledge and skills developed through 10+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Administrative Support, Business Sr. Coordinator**

**Job Summary**

The job provides confidential and high-level office and location support activities by acting as a lead and coordinating the work of others. Identifies, enhances, and applies specific processes and procedures to maximize the efficiencies of the University to which the support is being provided. May ensure the correct functioning of facilities, office and/or business support services.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMADMB4

**Job Level**

B4

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Has developed expertise in a variety of work processes or activities typically developed through a combination of job-related training and considerable on-the-job experience. Typically acts as a lead, coordinating the work of others - but not a supervisor. Works autonomously within established procedures and practices.

**Responsibilities**

1. Provides confidential and high-level administrative support for a leader. Stays informed of activities relating to University programs and initiatives, apprising the leader of issues when deemed necessary. Coordinates information flow from leader's office to University. May staff Board of Directors meetings. Relieves leaders of administrative responsibilities.
2. Initiates correspondence and other written materials under own signature or for signature of the leader. Triage emails and telephone calls for action. Resolves routine and complex inquiries. May act as liaison to Board of Directors.
3. Prepare special reports and summaries, assists in managing daily operation of the office, and may assist in developing administrative goals and policies. Maintains the leader's calendar, exercising considerable discretion and judgment as to priorities and effective use of the leader's time.
4. Coordinates special projects as directed by the leader. Prepares write ups for recommendations for operational and administrative problems. May manage a portion of the leader's budget, monitoring and reconciling accounts. Prepares financial and/or administrative reports.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Administrative Support, Business Coordinator**

**Job Summary**

The job provides specialized business support for routine office and location support activities. Identifies, enhances, and follows specific processes and procedures to maximize the efficiencies for which the support is being provided by working autonomously within established procedures and practices. Ensures the correct functioning of facilities, office and/or business support services.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMADMB3

**Job Level**

B3

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Has developed specialized skills or is multi-skilled developed through job-related training and considerable on-the-job experience. Completes work with a limited degree of supervision. Likely to act as an informal resource for colleagues with less experience.

**Responsibilities**

1. Provides administrative support for a leader. Stays informed of activities relating to programs and initiatives, apprising the leader of issues when deemed necessary. Coordinates information flow from leader's office .
2. May initiate correspondence and other written materials under own signature or for signature of the leader. Triage emails and telephone calls for action. Resolves a combination of some routine and complex inquiries.
3. Prepare special reports and summaries, assists in managing daily operation of the office, and may assist in developing administrative goals and policies. Maintains the leader's calendar.
4. Coordinates special projects as directed by the leader. Prepares write ups for recommendations for operational and administrative problems. Manages a portion of the leader's budget, monitoring and reconciling accounts. Prepares financial and/or administrative reports.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

**Experience**

- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Administrative Support, Business Sr. Assistant**

**Job Summary**

The job provides business support within established procedures regarding office and location support activities. Identifies, enhances, and follows specific processes and procedures to maximize the efficiencies for which the support is being provided by working autonomously within established procedures and practices. Ensures the correct functioning of facilities, office and/or business support services.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMADMB2

**Job Level**

B2

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Has developed knowledge and skills through formal training or considerable work experience. Works within established procedures with a moderate degree of supervision.

**Responsibilities**

1. Provides administrative support for a leader. Stays informed of activities relating to programs and initiatives, apprising the leader of issues when deemed necessary. Coordinates information flow from leader's office.
2. Triage emails and telephone calls for action. Resolves mostly routine and some complex inquiries.
3. Prepare special reports and summaries, assists in managing daily operation of the office, and may assist in developing administrative goals and policies.
4. Coordinates special projects as directed by the leader. Prepares write ups for recommendations for operational and administrative problems. Prepares financial and/or administrative reports.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

**Experience**

- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Business Administrator, Sr. Director**

**Job Summary**

The role provides divisional leadership through directing the development of strategic priorities and plans to assist the Dean or top leader of a unit. Establishes programmatic initiatives and sets high-level organizational structures for processes and systems, contributing to key University goals with a campus-wide or institutional impact. Determines and oversees the financial objectives of the unit and ensures that the unit is compliant with guidelines and performance expectations. Has a team of senior managers to carry out the work in the areas of Academic Affairs, Communications, Facilities, Finances-Grants-Budget, Human Resources, and/or Technology.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMBUSM5

**Job Level**

M5

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Provides divisional leadership and direction through senior managers. Is accountable for the performance and results of a unit. Gives input and executes sub-function strategy to achieve key University objectives that have campus-wide or institutional impact. Decisions are guided by functional strategy and objectives.

**Responsibilities**

1. Provides strategic divisional leadership and direction through senior managers. Responsible for unit budgetary plan. Establishes policies and protocols to enhance the central pedagogical mission and operational goals of unit.
2. Serves as high-level representative for a unit, and structures the framework for partnership development with other academic, research, and administrative units within the unit and of the University.
3. Provides leadership for and oversees all financial, purchasing, grant, facilities, human resources and support services management activities for unit.
4. Manages employees through senior managers. Oversees the development of performance goals, establishes the structure for allocating resources and assessing division or University policies.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 10+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.





**Job Profile: Business Administrator, Director**

**Job Summary**

The role develops strategic priorities and plans for a unit. Develops and advances programmatic initiatives and sets high-level organizational structures for processes and systems. Achieves the financial objectives of the unit and ensures that all departments comply with unit guidelines. Has a team of managers to carry out the work in the areas of Academic Affairs, Communications, Facilities, Finances-Grants-Budget, Human Resources, and/or Technology.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMBUSM4

**Job Level**

M4

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Provides leadership and direction through managers. Is accountable for the performance and results of related departments. Executes functional plans and contributes to the development of unit strategy. Decisions are guided by division, school or sub-function strategy and priorities.

**Responsibilities**

1. Provides leadership and direction through managers. Establishes budgetary plans, policies and protocols to enhance the central pedagogical mission and operational goals.
2. Serves as a liaison to academic, research, and administrative units within the division and of the University.
3. Directs all financial activities, including financial analysis and reporting, budgeting, accounting, accounts receivable/payable, and procurement. Oversees facilities management, including renovations, moves, maintenance and ongoing facilities operations. Manages development of all contracts, including those with vendors and other institutions.
4. Manages employees through subordinates, usually other managers. Establishes performance goals, allocates resources and assesses policies for direct subordinates.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 10+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Business Administrator, Sr. Manager**

**Job Summary**

The job manages multiple related teams of managers and professional staff within the University, primarily in the areas of financial, events, and support services management. Ensures compliance to the University's business plan by developing and implementing office procedures and policies. Works closely with the Dean and/or leadership in the development of unit strategies and plans.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMBUSM3

**Job Level**

M3

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives.

**Responsibilities**

1. Identifies operational goals and oversees allocation of resources to meet priorities. Ensures compliance of staff with organizational, University and other relevant policies and guidelines.
2. Oversees the management of human resources activities for staff and academic employees, including the academic appointment processes, hiring, orientation, performance planning and compensation, staff development, and employee relations.
3. Advises on all financial activities, including financial analysis and reporting, budgeting, accounting, accounts receivable/payable, and procurement. Oversees facilities management, including renovations, moves, maintenance and ongoing facilities operations. Manages development of all contracts, including those with vendors and other institutions.
4. Oversees the management of informational technology planning, ensuring necessary operating and information systems and resources are in place to accomplish strategic goals. Conceives and directs special projects related to the business of the organizational unit.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Business Administrator, Manager**

**Job Summary**

The job manages a team of professional staff within the University, primarily in the areas of financial, events, and support services management. Ensures compliance to the University's business plan by developing and implementing office procedures and policies.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMBUSM2

**Job Level**

M2

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

**Responsibilities**

1. Manages the daily operations of an organizational unit or assists with managing the daily operations of a larger organizational unit, primarily in the areas of financial, purchasing, grant, facilities, human resources and support services management. Ensures compliance of staff with organizational, University and other relevant policies and guidelines.
2. Manages all financial activities, including financial analysis and reporting, budgeting, accounting, accounts receivable/payable, and procurement. Oversees facilities management, including renovations, moves, maintenance and ongoing facilities operations. Manages development of all contracts, including those with vendors and other institutions.
3. May oversee the management of informational technology planning, ensuring necessary operating and information systems and resources are in place to accomplish strategic goals. Conceives and directs special projects related to the business of the organizational unit.
4. Manages space, facilities, and equipment, including renovations, moves, maintenance and ongoing facilities operations.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Business Administrator, Specialist**

**Job Summary**

The job manages a broad range of business operations and academic activities. Develops and implements office procedures and policies and ensures compliance. Prepares and monitors the budget for a unit.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMBUSP3

**Job Level**

P3

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

**Responsibilities**

1. Uses best practices to develop and execute organization's operational and overall strategic plan. Develops and implements relevant policies and procedures and ensures compliance.
2. Plans, develops, analyzes and manages budget, including developing multi-year budget forecasts. May oversee the preparation and management of grant and contract proposals, ensuring compliance with all University, federal and private foundation guidelines and regulations. Develops financial reports and assists with seeking funding for grants.
3. Works with minimal guidance in space, facilities, and equipment, including renovations, moves, maintenance and ongoing facilities operations.
4. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Business Administrator, Sr. Analyst**

**Job Summary**

The job provides professional support and solves straightforward problems for a broad range of business operations and academic activities. May develop and implement office procedures and policies and ensures compliance. May prepare and monitor the budget for a unit.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMBUSP2

**Job Level**

P2

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

**Responsibilities**

1. Performs some routine and complex assignments for the unit usually in the areas of finance, event planning or support services. Initiate the hiring process of students and staff for a unit, which includes the processing of payroll
2. Responsible for training office staff on office procedures and compliance protocols. Coordinates special projects.
3. Assists in the monitoring of the various financial and budgetary activities, including vendors contracts. Preparing and monitoring the budget for a unit.
4. Researches and analyzes data to create reports, and may create other reports for grants and contracts.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Center Management, Director**

**Job Summary**

The role manages and grows a center with multiple complex teams of managers and professional staff responsible for leadership within a Center whose mission is to understand current state of the art concepts and academic theory and merge them with practical applications that create or enhance existing or new products process or technology. Serves as a liaison to academic departments, professional organizations, and administrative units of the University. Has overall strategic responsibility for the management, operations, outreach, and programming for the center.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMCENM4

**Job Level**

M4

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Provides leadership and direction through managers. Is accountable for the performance and results of related departments. Executes functional plans and contributes to the development of unit strategy. Decisions are guided by division, school or sub-function strategy and priorities.

**Responsibilities**

1. Provides strategic leadership for a Center with senior management and serves as a liaison to academic departments, professional organizations and administrative units of the University.
2. Manages multiple related teams. Establishes department priorities, is responsible for the management of the center budget, allocates resources and executes strategic plans.
3. Works closely with faculty, students and other leaders across campus to foster experimentation and multi-disciplinary inquiry and teaching by coordinating and developing Center programming. This may include workshops. Conferences, colloquia, training programs, community outreach, etc.
4. Oversees a communication strategy and marketing efforts aimed at increasing the visibility of the Center. Collaborates with others to make the center a valuable resource to all students and contributes to the broad goals of creating a stronger campus community.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 10+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Center Management, Sr. Manager**

**Job Summary**

The job manages multiple related teams of managers and professional staff responsible for leadership within a Center and serves as a liaison to academic departments, professional organizations, and administrative units of the University. Has overall responsibility for the management, operations, financial, outreach, and programming for the center.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMCENM3

**Job Level**

M3

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives.

**Responsibilities**

1. Provides leadership for a Center with senior management and serves as a liaison to academic departments, professional organizations and administrative units of the University.
2. Manages related teams. Establishes department priorities, may be responsible for the management of the center budget, allocates resources and executes strategic plans.
3. Works closely with faculty, students and other leaders across campus to foster experimentation and multi-disciplinary inquiry and teaching by coordinating and developing Center programming. This may include workshops. Conferences, colloquia, training programs, community outreach, etc.
4. Oversees a communication strategy and marketing efforts aimed at increasing the visibility of the Center. Collaborates with others to make the center a valuable resource to all students and contributes to the broad goals of creating a stronger campus community.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Clinical Administration, Director**

**Job Summary**

The job provides leadership and direction through managers responsible for the financial and management functions of a department in support of teaching, medical research and clinical care. Facilitates research initiatives of the faculty and staff. Develops departmental plans. Provides leadership and supervision to a large staff of exempt and non-exempt employees, including management teams.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMCLIM4

**Job Level**

M4

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Provides leadership and direction through managers. Is accountable for the performance and results of related departments. Executes functional plans and contributes to the development of unit strategy. Decisions are guided by division, school or sub-function strategy and priorities.

**Responsibilities**

1. Provides leadership to managers within a department to support teaching, medical research and clinical care. Facilitates research initiatives of the faculty and staff.
2. Directs department priorities, allocates resources and executes strategic plans.
3. Oversees non-medical activities of the department(s). Manages policy development and implementation in various departmental areas.
4. Manages multiple related teams including those within hospital functions.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 10+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.





**Job Profile: Clinical Administration, Sr. Manager**

**Job Summary**

The job manages multiple related teams of managers and professional staff responsible for the financial and management functions of a department in support of teaching, medical research and clinical care. Facilitates research initiatives of the faculty and staff. Develops departmental plans. Provides leadership and supervision to a large staff of exempt and non-exempt employees, including management teams.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMCLIM3

**Job Level**

M3

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives.

**Responsibilities**

1. Provides leadership to managers and professional staff within a department to support teaching, medical research and clinical care. Facilitates research initiatives of the faculty and staff.
2. Establishes department priorities, allocates resources and executes strategic plans.
3. Manages non-medical activities of the department(s). Advises policy development and implementation in various departmental areas.
4. May manage multiple related teams including those within hospital functions.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Clinical Administration, Manager**

**Job Summary**

The job manages a team of professional staff responsible for the financial and management functions of a department in support of teaching, medical research and clinical care. Facilitates research initiatives of the faculty and staff. Develops departmental plans. Provides leadership and supervision to a staff of exempt and non-exempt employees.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMCLIM2

**Job Level**

M2

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

**Responsibilities**

1. Provides leadership to professional staff within a department to support teaching, medical research and clinical care. Facilitates research initiatives of the faculty and staff.
2. Recommends department priorities, allocates resources and executes strategic plans.
3. Develops non-medical activities of the department(s). Manages policy development and implementation in various departmental areas.
4. Manages a team(s) including those within hospital functions.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Clinical Administration, Sr. Specialist**

**Job Summary**

The job coordinates and leads broad and complex financial and management functions of multiple departments or a large department in support of teaching, medical research and clinical care. Facilitates research initiatives of the faculty and staff.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMCLIP4

**Job Level**

P4

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

**Responsibilities**

1. Develops and implements department objectives.
2. Develops accounting systems for the section fiscal affairs, performs financial analyses, prepares financial reports, and ensures effectiveness of billing function. Coordinates construction projects, implements space assignments, and prepares financial and activity reports.
3. Assists faculty in the pursuit of grants and awards. Participates in negotiating agreements, preparing strategic plans, and other activities associated with section affiliate hospitals. Leads special studies and projects, including the development and enhancement of funding opportunities by working closely with the faculty.
4. Reviews activities of and provides expertise to the section's support staff.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Clinical Administration, Specialist**

**Job Summary**

The job uses specialized knowledge and breadth of expertise of complex financial and management functions of multiple departments or a large department in support of teaching, medical research and clinical care. Facilitates research initiatives of the faculty and staff.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMCLIP3

**Job Level**

P3

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

**Responsibilities**

1. Assists in the development and implementation of department objectives.
2. Develops accounting systems for the section fiscal affairs, performs financial analyses, prepares financial reports, and ensures effectiveness of billing function.
3. Assists faculty in the pursuit of grants and awards. Participates in negotiating agreements, preparing strategic plans, and other activities associated with section affiliate hospitals.
4. Reviews activities of and provides guidance to the section's support staff.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Clinical Administration, Sr. Analyst**

**Job Summary**

The job performs a range of professional activities for clinical programs related to teaching, medical research, and clinical care. Facilitates research initiatives of the faculty and staff.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMCLIP2

**Job Level**

P2

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

**Responsibilities**

1. Professionally supports the clinical department management. Implements plans for clinical educational programs and initiatives.
2. Monitors finances for the clinical section. Provides management with regular updates and ensures that spending limits are adhered to and are within budget.
3. Assists faculty in the pursuit of grants and awards. Conducts special studies and projects, including the development and enhancement of funding opportunities by working closely with the faculty in the section.
4. Acts as a liaison between the section and other University departments.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



Job Profile: Clinical Administration, Analyst	
<b>Job Summary</b>	
The job performs routine assignments related to clinical programs related to teaching, medical research, and clinical care. Facilitates research initiatives of the faculty and staff.	
<b>FLSA Status</b>	<b>Role Impact</b>
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> People Manager <input checked="" type="checkbox"/> Individual Contributor
<b>Job Code</b>	<b>Job Level</b>
AMCLIP1	P1
<b>Job Family Description</b>	<b>Job Level Description</b>
Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.	Performs routine assignments in the entry level to a professional job progression. Typically requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Develops competence by performing structured work assignments. Uses existing procedures to solve routine or standard problems. Receives instruction, guidance and direction from others.
<b>Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Provides professional support to clinical department management. Implements plans for clinical educational programs and initiatives.</li> <li>2. Assists monitoring finances for the clinical section. Provides management with regular updates and ensures that spending limits are adhered to and are within budget.</li> <li>3. Conducts regular studies and projects, including the development and enhancement of funding opportunities by working closely with the faculty in the section.</li> <li>4. May act as a liaison between the section and other University departments.</li> <li>5. Performs other related work as needed.</li> </ol>	
<b>Education, Experience and Certifications</b>	
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Minimum requirements include a college or university degree in related field.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum requirements include knowledge and skills developed through less than 2 years of work experience in a related job discipline.</li> </ul> <p><b>Licenses and Certifications</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	



**Job Profile: Program Administration, Sr. Manager**

**Job Summary**

The job manages multiple related teams of managers and professional staff responsible for the administration of academic, research, clinical or administrative programs of the University.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMPGMM3

**Job Level**

M3

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives.

**Responsibilities**

1. Manages other managers and professional staff by establishing annual performance goals, allocating resources, assessing annual performance, and determining individual merit, incentive and/or promotional increases.
2. Manages program operations and administrative functions to include planning and scheduling, program evaluation, policy implementation, personnel administration, budget, marketing, fundraising and proposal development.
3. Develops the dissemination, interpretation and application of program policies and recommends or makes exceptions.
4. Recommends program content, policies and strategic planning efforts.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Program Administration, Manager**

**Job Summary**

The job manages a team of professionals responsible for the administration of academic, research, clinical or administrative programs.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMPGMM2

**Job Level**

M2

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

**Responsibilities**

1. Manages employees by establishing annual performance goals, allocating resources, assessing annual performance, and determining individual merit, incentive and/or promotional increases.
2. Manages program operations and administrative functions which may include planning and scheduling, program evaluation, policy implementation, personnel administration, budget, marketing, fundraising and proposal development.
3. Manages the dissemination, interpretation and application of program policies and recommends or makes exceptions.
4. Contributes to design of program content, policies and strategic planning efforts.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.





**Job Profile: Program Administration, Sr. Specialist**

**Job Summary**

The job leads the administration of academic, research, clinical or administrative programs.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMPGMP4

**Job Level**

P4

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

**Responsibilities**

1. Provides specialized professional expertise in program management. Implements plans for educational programs and initiatives and acts as a liaison between the program and program participants.
2. Plans and develops program objectives and/or content. Researches and identifies trends and needs and establishes program directions accordingly.
3. Develops and administers program budgets and recommends or makes budgetary recommendations.
4. Serves as a key resource for program information. Resolves problems or questions referred by program staff, University administrators, or other contingencies.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Program Administration, Specialist**

**Job Summary**

The job manages academic, research, clinical or administrative programs.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMPGMP3

**Job Level**

P3

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

**Responsibilities**

1. Uses in-depth knowledge and experience to administer the delivery of services to program participants and/or beneficiaries such as communicating with programs sponsors and academic advising for undergraduate students.
2. Develops and communicates program priorities and performance standards and assesses operations using these criteria. Plans and conducts quality assurance reviews and recommends changes as appropriate.
3. Manages program budgets and recommends or makes budgetary recommendations.
4. Has a deep understanding when interacting with faculty, researchers and staff for committee work or information.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Program Administration, Sr. Analyst**

**Job Summary**

The job manages academic, research, clinical or administrative programs of the University.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMPGMP2

**Job Level**

P2

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

**Responsibilities**

1. Uses moderate/solid understanding and experience to administer the delivery of services to program participants and/or beneficiaries.
2. Sets and communicates program priorities and performance standards and assesses operations using these criteria. Plans and conducts quality assurance reviews and recommends changes as appropriate.
3. Analyzes program budgets and recommends or makes budgetary recommendations.
4. Has moderate/high levels of interactions with faculty, researchers and staff for committee work or information.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



Job Profile: Program Administration, Analyst	
<b>Job Summary</b>	
The job performs routine assignments related to academic, research, clinical or administrative programs.	
<b>FLSA Status</b>	<b>Role Impact</b>
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> People Manager <input checked="" type="checkbox"/> Individual Contributor
<b>Job Code</b>	<b>Job Level</b>
AMPGMP1	P1
<b>Job Family Description</b>	<b>Job Level Description</b>
Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.	Performs routine assignments in the entry level to a professional job progression. Typically requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Develops competence by performing structured work assignments. Uses existing procedures to solve routine or standard problems. Receives instruction, guidance and direction from others.
<b>Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Uses general understanding and experience to administer the delivery of services to program participants and/or beneficiaries.</li> <li>2. Plans and conducts quality assurance reviews and recommends changes as appropriate.</li> <li>3. Analyzes program budgets and uses a moderate/high level of authority to recommend or makes budgetary recommendations.</li> <li>4. Interacts with faculty, researchers and staff for committee work or information.</li> <li>5. Performs other related work as needed.</li> </ol>	
<b>Education, Experience and Certifications</b>	
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Minimum requirements include a college or university degree in related field.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum requirements include knowledge and skills developed through less than 2 years of work experience in a related job discipline.</li> </ul> <p><b>Licenses and Certifications</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	



**Job Profile: Program Administration, Business Coordinator**

**Job Summary**

The job provides specialized business support for academic, research, clinical or administrative programs.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMPGMB3

**Job Level**

B3

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Has developed specialized skills or is multi-skilled developed through job-related training and considerable on-the-job experience. Completes work with a limited degree of supervision. Likely to act as an informal resource for colleagues with less experience.

**Responsibilities**

1. Supports the delivery of services to program participants and/or beneficiaries.
2. Coordinates quality assurance reviews and recommends changes as appropriate.
3. Maintains program budgets and recommends or makes budgetary recommendations.
4. May interact with faculty, researchers and staff for committee work or information.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

**Experience**

- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Project Administrator (Non-Technical), Sr. Specialist**

**Job Summary**

The job is responsible for all aspects of non-technical (not information technology or construction related) projects from conception to completion. Assembles teams and develops detailed work plans, schedules, project estimates, resource plans, and status reports while being the point of contact for those projects.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMPRJP4

**Job Level**

P4

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

**Responsibilities**

1. Works independently to develop detailed work plans, schedules, project estimates, resource plans, and status reports. Assembles and leads a project team, assigns individual responsibilities, identifies appropriate resources needed, and develops schedules to ensure timely completion of projects.
2. Tracks progress, conducts analysis, as well as prepares for and facilitates project meetings. Ensures adherence to quality standards and reviews project deliverables.
3. Acts as a resource and subject matter expert for project team and provides analytical guidance. Interprets complex project issues and provides analytical guidance to a project team.
4. Leads and coordinates the successful integration of vendor tasks and tracks and reviews vendor deliverables.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Project Administrator (Non-Technical), Specialist**

**Job Summary**

The job uses best practices and knowledge of non-technical (not information technology or construction related) projects from conception to completion. Assembles teams and develops detailed work plans, schedules, project estimates, resource plans, and status reports while being the point of contact for those projects.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMPRJP3

**Job Level**

P3

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

**Responsibilities**

1. Works somewhat independently to develop detailed work plans, schedules, project estimates, resource plans, and status reports. Assembles and leads a project team, assigns individual responsibilities, identifies appropriate resources needed, and develops schedules to ensure timely completion of projects.
2. Is responsible for tracking progress, conducting analysis, as well as preparing for and facilitating project meetings.
3. Acts as a resource for a project team and provides analytical guidance. Interprets complex project issues and provides analytical guidance to a project team.
4. Coordinates the successful integration of vendor tasks and tracks and reviews vendor deliverables.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Project Administrator (Non-Technical), Sr. Analyst**

**Job Summary**

The job coordinates non-technical (not information technology or construction related) projects from conception to completion. Assists with the assembly of teams and the development of detailed work plans, schedules, project estimates, resource plans, and status reports using straightforward problem solving skills.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMPRJP2

**Job Level**

P2

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

**Responsibilities**

1. Coordinates events, researches logistics, assists with planning and preparing presentations, event outreach, and post-event write ups.
2. Assists with researching funding opportunities, preparing grant proposals, and drafting and/or editing other written materials with moderate guidance.
3. Maintains website (including but not limited to: employment page, news page, staff page, project pages, innovation challenge page).
4. Assists with other administrative projects as needed and acquire higher level guidance and skills.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.





**Job Profile: Project Administrator (Non-Technical), Analyst**

**Job Summary**

The job performs routine assignments related to non-technical (not information technology or construction related) projects from conception to completion. Assists with the assembly of teams and the development of detailed work plans, schedules, project estimates, resource plans, and status reports using straightforward problem solving skills.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMPRJP1

**Job Level**

P1

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Performs routine assignments in the entry level to a professional job progression. Typically requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Develops competence by performing structured work assignments. Uses existing procedures to solve routine or standard problems. Receives instruction, guidance and direction from others.

**Responsibilities**

1. Helps coordinate events, researches logistics, assists with planning and preparing presentations, event outreach, and post-event write ups.
2. Assists with researching funding opportunities, preparing grant proposals, and drafting and/or editing other written materials with moderate to high levels of guidance.
3. May maintain website (including but not limited to: employment page, news page, staff page, project pages, innovation challenge page).
4. May assist with other administrative projects as needed and acquire higher level guidance and skills.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through less than 2 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Project Administrator (Non-Technical), Business Sr. Coordinator**

**Job Summary**

The job acts as a lead for the business support to activities conducted in regards to non-technical (not information technology or construction related) projects from conception to completion. Performs administrative duties as they relate to the assembly of teams and the development of detailed work plans, schedules, project estimates, resource plans, and status reports.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMPRJB4

**Job Level**

B4

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Has developed expertise in a variety of work processes or activities typically developed through a combination of job-related training and considerable on-the-job experience. Typically acts as a lead, coordinating the work of others - but not a supervisor. Works autonomously within established procedures and practices.

**Responsibilities**

1. Coordinates daily projects, including preparing and maintaining non-technical (not information technology or construction related) project plans, budgets, and staffing requirements.
2. Handles tracking progress and identifying/resolving obstacles with a limited degree of supervision.
3. Communicates to internal and external clients, developed through job-related training and considerable on-the-job experience.
4. Performs administrative tasks such as arranging meetings, developing agendas, and preparing progress reports.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Project Administrator (Non-Technical), Business Coordinator**

**Job Summary**

The job provides business support for non-technical (not information technology or construction related) projects from conception to completion. Performs administrative duties as they relate to the assembly of teams and the development of detailed work plans, schedules, project estimates, resource plans, and status reports.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMPRJB3

**Job Level**

B3

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Has developed specialized skills or is multi-skilled developed through job-related training and considerable on-the-job experience. Completes work with a limited degree of supervision. Likely to act as an informal resource for colleagues with less experience.

**Responsibilities**

1. Assists in coordinating daily projects, including preparing and maintaining non-technical (not information technology or construction related) project plans, budgets, and staffing requirements.
2. Tracks progress and identifies/resolves obstacles with a limited degree of supervision.
3. May communicate to internal and external clients, developed through job-related training and considerable on-the-job experience.
4. Supports or independently performs administrative tasks such as arranging meetings, developing agendas, and preparing progress reports.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

**Experience**

- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Project Administrator (Non-Technical), Business Sr. Assistant**

**Job Summary**

The job provides business support for non-technical (not information technology or construction related) projects from conception to completion. Performs administrative duties as they relate to the assembly of teams and the development of detailed work plans, schedules, project estimates, resource plans, and status reports.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMPRJB2

**Job Level**

B2

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Has developed knowledge and skills through formal training or considerable work experience. Works within established procedures with a moderate degree of supervision.

**Responsibilities**

1. Assists team with coordination of daily projects for the department, maintain general office supply inventory, point of contact for resolving any issues concerning equipment or space. Help facilitate special events and conferences.
2. With direction, assists in tracking progress and identifying obstacles for project completion.
3. Communicates primarily to internal clients, occasionally vendors, developed either through job-related training and some on-the-job experience.
4. Performs administrative tasks such as arranging meetings, developing agendas, and, with guidance, preparing progress reports.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

**Experience**

- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



Job Profile: Strategic Planning, Director	
<b>Job Summary</b>	
The job provides leadership and direction through managers who responsible for the development and implementation of University and Unit objectives and long-range and strategic plans. Achieves the financial objectives of multiple related departments. Identifies new external partners to advance strategic priorities. Communicates and collaborates with internal and external community members and leadership to achieve strategic priorities.	
<b>FLSA Status</b>	<b>Role Impact</b>
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> People Manager <input type="checkbox"/> Individual Contributor
<b>Job Code</b>	<b>Job Level</b>
AMSPLM4	M4
<b>Job Family Description</b>	<b>Job Level Description</b>
Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.	Provides leadership and direction through managers. Is accountable for the performance and results of related departments. Executes functional plans and contributes to the development of unit strategy. Decisions are guided by division, school or sub-function strategy and priorities.
<b>Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Manages employees through subordinates, usually other managers. Establishes performance goals, allocates resources and assesses policies for direct subordinates.</li> <li>2. Provides administrative and programmatic direction and coordination in the formulation, interpretation and administration of the University's strategic planning and related Unit objectives and subsequent short and long term policies, procedures and program plans.</li> <li>3. Provides regular reports to executive management on all projects and strategic initiatives. Ensures that appropriate project documentation is maintained in order to meet organizational needs and all applicable requirements.</li> <li>4. Performs other related work as needed.</li> </ol>	
<b>Education, Experience and Certifications</b>	
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Minimum requirements include a college or university degree in related field.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum requirements include knowledge and skills developed through 10+ years of work experience in a related job discipline.</li> </ul> <p><b>Licenses and Certifications</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	



**Job Profile: Strategic Planning, Sr. Manager**

**Job Summary**

The job manages multiple related teams of managers and professional staff responsible for the development and implementation of University objectives and long-range and strategic plans. Achieves the financial objectives of their department. Identifies new external partners to advance strategic priorities. Communicates and collaborates with internal and external community members and leadership to achieve strategic priorities.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMSPLM3

**Job Level**

M3

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives.

**Responsibilities**

1. Implements University objectives, as well as long-term strategic plans respective to the department's focus.
2. Manages and is accountable for financial objectives of the department.
3. Identifies new external partners to advance strategic priorities. Ensures the communication and collaboration with internal and external community members and leadership to achieve strategic priorities.
4. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Strategic Planning, Manager**

**Job Summary**

The job manages a team of professional staff responsible for the development and implementation of objectives and long-range and strategic plans. Achieves the financial objectives of their department. Identifies new external partners to advance strategic priorities. Communicates and collaborates with internal and external community members and leadership to achieve strategic priorities.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMSPLM2

**Job Level**

M2

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

**Responsibilities**

1. Implements objectives, as well as some long-term strategic plans respective to the department's focus.
2. Is accountable for financial objectives of the department.
3. Maintains external partners to advance strategic priorities. Communicates and collaborates with internal and external community members and leadership to achieve strategic priorities.
4. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Strategic Planning, Advisor**

**Job Summary**

The job is recognized as an expert within University, leading the planning, development, and implementation of University objectives, long-range and strategic plans, and identifies the University's strengths and weaknesses. Identifies new external partners to advance strategic priorities.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMSPLP5

**Job Level**

P5

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Is a centralized role and a recognized expert within the University with campus-wide impact. Anticipates internal and or external business challenges that impact the University, vendor and/or regulatory issues; recommends process, product or service improvements. Solves unique and complex problems that have a broad impact on the University. Progression to this level is restricted on the basis of University requirements.

**Responsibilities**

1. Plans, develops, and implements University objectives, long-range and strategic plans.
2. Develops and maintains an active database of peer and competitor profiles. Helps establish and maintain a database of faculty (international) research topics and international inter-institutional collaborations.
3. Identifies new external partners to advance strategic priorities. Communicates and collaborates with internal and external community members and leadership to achieve strategic priorities.
4. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.





**Job Profile: Strategic Planning, Sr. Specialist**

**Job Summary**

The job leads the planning, development, and implementation of University objectives, long-range and strategic plans, and identifies the University's strengths and weaknesses. Identifies new external partners to advance strategic priorities.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMSPLP4

**Job Level**

P4

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

**Responsibilities**

1. Acts as a lead researcher and planner for a wide array of efforts led by the department/division.
2. Leads the creation and maintenance of an international outreach database. Prepares and implements campus-based itineraries for visiting international delegations.
3. Establishes and maintains a database of peer and competitor profiles. Helps develop and maintain a database of faculty (international) research topics and international inter-institutional collaborations.
4. Develops, maintains, and leads analyzing catalogs and registries of information about student, staff, and faculty international travel.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.



**Job Profile: Strategic Planning, Specialist**

**Job Summary**

The job develops and implements the planning, development, and implementation of objectives, long-range and strategic plans, and identifies the strengths and weaknesses. Identifies new external partners to advance strategic priorities.

**FLSA Status**

Exempt                       Non-Exempt

**Role Impact**

People Manager                       Individual Contributor

**Job Code**

AMSPLP3

**Job Level**

P3

**Job Family Description**

Responsible for planning, directing, coordinating, and managing daily operations of individual organization units, clinical research facilities, centers, or academic departments. Responsibilities are diverse and general in nature and may reflect more than one functional area.

**Job Level Description**

Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

**Responsibilities**

1. Acts as a researcher and planner for a wide array of efforts led by the department/division.
2. Creates and maintains an international outreach database. Prepares and implements campus-based itineraries for visiting international delegations.
3. Develops and maintains a database of peer and competitor profiles. Helps establish and maintain a database of faculty (international) research topics and international inter-institutional collaborations.
4. Develops, maintains, and analyzes catalogs and registries of information about student, staff, and faculty international travel.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.