



Job Families	Sub-families
Academic Services and Student Experience: Provides services to faculty and students to support, build, and enhance the institution's teaching mission and	Academic Administration
	Academic Skills Development
	Academic Advising
	Academic and Student Services Generalist
	Admissions and Recruitment
	Career Services and Student Professional Development
	Diversity & Inclusion

ensure excellent student outcomes and experiences.

Financial Aid

International Education and Study Abroad

Registration and Records

Residential Life

Student Disability Services

Student Life & Student Program Management

<p>Administration: Provides a wide variety of administrative activities to assist departments and managers.</p>	Administrative and Business Operations
	Analysis and Reporting
	Project Management and Quality Improvement
<p>Advancement: Supports the advancement of the institution's mission through cultivating the support of donors both directly through solicitations and fundraising campaigns and indirectly through building and nurturing strong relationships with alumni, the business community, foundations, public, etc.</p>	Alumni Relations
	Corporate/Foundation Relations
	Development

Animal Care:
Supports and provides for the care, treatment and health of animals.

Animal Health Services

Arts: Provides the institution with services related to arts productions. Develops, designs, and produces performances, exhibits, and

Performing and Visual Arts

Performing Art Operations

Athletics/Recreational Sports: Provides professional activities and programs related to coaching, recreational sports, and strength and conditioning. Activities include working in a sport directly, as well as supporting the administration of a sport.

Athletic Operations

Coaching

Intercollegiate sports

Recreational/Intramural Program

	Strength and Conditioning Training
	Athletic Training/ Sports Medicine
Clinical Faculty: Provides instructional and professional services in a clinical setting.	Clinical Faculty
Communications/Marketing: Provides planning and services supporting effective communication between the institution and its students, employees, alumni, and the public in order to advance the institution's mission. Establishes a consistent and recognizable brand for the institution to ensure continuity of communication and increased recognition.	Graphics and Web Design
	Marketing
	Media Services
	Public and Governmental Relations
	Publications/ Publishing
	Sports Information

	Communication Generalist(includes editorial/writing)
Compliance, Legal, and Protection: Ensures that the institution complies with legal and regulatory requirements and provides protective services.	Audit
	Campus Police
	Compliance
	Intellectual Property
	· Laboratory Safety
	Legal
	NCAA Compliance
	Occupational Health and Safety
	Records Management

	Risk Management
	Security Planning and Operations
Community Outreach and Public Education: Develops, delivers and administers educational programs and curriculum for external audiences.	Early Childhood Education
	Youth Programming
	Public broadcasting
	Outreach Education (UW Madison would like to merge these sub job families into one and title it)

Executive Leadership: Provides leadership and oversight in support of the University's mission. Provide strategic direction for major university functions.

Executive Leadership

Agricultural and Land Operations

Architecture/ Design

Commercial Real Estate

Construction

Custodial/General Labor

Facilities and Capital Planning: Provides services related to the operation, maintenance, and renovation of all the institution's property, including student housing facilities, buildings, facilities, and equipment.

Engineering

Inspection and Maintenance

Operations Generalist

	Mail Services
	Planning
	Parking and Transportation
	Skilled Trades
	Sustainability
Financial: Collects, analyzes, monitors and reports on the institution's financial matters. Manages and ensures compliance with the institution's policies, professional	Accounting and Financial Reporting
	Budget, Financial Planning and Analysis
	Financial Operations

	Procurement
<p>Health Services: Promotes a healthy community within the institution. Supports and provides healthcare, health education, wellness programs, and health promotion to the institution and surrounding community.</p>	Health Services Administration
	Health Services Education and Community Outreach
	Health Services Professional
	Health Professional Education Programs
	Health & Wellness Programs
	Student Health
<p>Human Resources: Provides programs and services to help</p>	Benefits and Payroll
	Diversity, Inclusion, EEO, AAP

the University continue to attract, retain, and engage an excellent workforce. Develops and implements effective HR administrative strategies, policies, and practices that ensure compliance with local, state, and federal laws.

HR Generalists

HR Specialist

HR Services

Training & Development

Application Development

Business Systems & Analysis

Data Management

Information Security

Information Technology:

Acquires, designs, implements and operates the

institution's information technology solutions for faculty, staff and students, including computer hardware, operating systems, communications, software applications, data processing and security.

Infrastructure

IT Generalist

IT User Support

Network Planning & Control

Project Management

System Design and Administration

Educational/ Instructional Technology

Instruction and related services:
Researches,

develops, and implements curriculum and technology to enhance student achievement.

Instruction

Instructional Design

Data and Digital Library Services

Collections Management

Libraries & Museums: Plans, develops and implements library or museum strategies, collections and services. Collaborates with academic colleagues, students, and outside scholars

Liaison and Outreach

to ensure that collections are accessible and support academic research and instruction.

Teaching and Learning

Archives

Library Services

Clinical Research and Operations

Diagnostic Laboratories

Research Laboratory Operations

Outreach and Operations

Research, Laboratories and Diagnostics:
Provides support for the development, facilitation, implementation, evaluation, and administration of a wide variety of research programs and initiatives as well as laboratory and diagnostic services.

	Research
Research Administration: Manages administration of grants/contracts. Includes pre and/or post award activities and research compliance.	Grants and Contract Administration (Pre-award)
	Grants & Contracts Administration and Accounting (Post-award)
	Research Administration Generalist
	Research Compliance
Sales and Hospitality: Provides food and beverage operations, events, and customer services at institution facilities to ensure positive experience	Dining Services
	Conference Centers and Event Management
	Customer and Guest Services

positive experience
for all guests.
Provides additional
retail services and
professional sales
activities.

Operational Services

Sales

NSATION STUDY

Description

Involves planning, implementing and managing academic activities. Includes analysis and assessment of academic programs and outcomes. Includes course planning/scheduling activities in consultation with dept/college/school management and faculty.

Involves programs aimed at developing academic and leadership skills of our students. Leadership development involves building community and developing student leader qualities and skills through educational, cultural, social and recreational opportunities beyond the classroom.

Enhances academic success of students through curriculum planning, advising on program policies and issues, developing and implementing academic support programs, monitoring student academic progress and assisting students in making appropriate educational choices and decisions.

Involves academic services and student experience activities not separately identified as well as positions that include multiple sub-functions.

Involves developing and implementing programs for student outreach, recruitment, and admissions; and educating about admissions requirements, policies, and processes.

Plans, develops, and implements programs, activities and counseling services for career development including job placement, interview preparation, conducting resume review and on-campus interviewing.

Involves developing, implementing, and communicating diversity/inclusivity policies and programs for students. This will include educational initiatives, compliance activities, culture, and progress toward campus goals.

Involves analyzing students' level of need and eligibility for financial aid, allocate financial aid awards and advise students on obtaining aid. Interprets financial aid regulations, analyzes student data, and implements procedures to ensure regulatory compliance and timely delivery of financial aid. Manages scholarship programs at the local level.

Involves programs that advance our the global reach of our institution and our students. Includes partnerships, recruitment programs, study abroad, and programs that support the success of our international students.

Involves providing registration planning and implementation services and management of student records. Implements and enforces instructional, professional, and legal standards and regulations related to academic records.

Involves planning and implementing residential life programs, services, activities and processes. Includes planning and administration for housing services.

Involves planning, developing, and implementing programs, processes, and activities for students with disabilities to assure access to the academic and campus environment.

Provide social and adjustment programming including community involvement, student exchange, orientation, student group management, campus housing, greek house advising. Also includes programs, clubs, and other student programs geared to support spiritual, physical, and emotional well-being.

Involves coordinating, planning, implementing and managing programs and resources. Includes all levels of administration: managing calendars and scheduling meetings; project management; policy development and review; continuous improvement and problem resolution. Interprets and analyzes information. Develops and manages project plans, charters, and budgets. This includes general management of long and short-range strategic plans and/or directing activities of multi-disciplinary departments (IT, facilities, HR, Finance, Student Services, etc.) through staff.

Involves activities associated with supporting campus strategic planning and decision. Includes analysis, presentation and distribution of institutional related research data.

Involves planning, organizing, managing and tracking of projects and quality improvement efforts. This includes the processes, procedures and systems. It also includes management consulting to improve organizational results.

Involves building and maintaining relationships with alumni to promote the campus or specific programs. Identifies and develops relationships with alumni; manages alumni database, responds to various alumni requests; develops, conducts, and promotes alumni programs and services.

Involves developing and maintaining corporate and foundation relationships

Involves designing, developing, delivering, and administering fundraising programs. Identifies new donor prospects through researching background information on potential donors and developing materials, marketing plans, and organizing related programs/events; cultivates, stewards, and may solicit donor prospects.

Involves all aspects of animal care from veterinary services to routine animal husbandry including daily monitoring, recordkeeping, feeding, watering, cleaning, and animal medical and health care activities.

Involves performance, coaching, and directing in performing arts which includes music, dance, and acting. Includes composition, arranging, and choreography. Involves creating visual communications that inform, instruct and/or influence.

~~Involves production aspects of the performing arts, including: performing arts management, administration, and scheduling when the skills~~

Duties include Athletic Department administration and athletic operations functions. Oversee event and game day management responsibilities when hosting events. Responsibilities may include working in a sport specific area directly, as well as supporting the administration of a sport.

Duties include developing and maintaining a competitive intercollegiate sport program within the NCAA and Big Ten Conference. Directing and/or assisting with developing the student athlete physically, competitively and emotionally. Manages all aspects of sport staff in recruiting, practice and game competitions. Planning and executing practice and competition plans including the evaluation of opponents.

Duties include providing support to student athletes, coaches and sports programs through equipment operations and specific athletic program management.

Duties involve supporting student development, student learning and health and wellness initiatives by providing recreation programs, events, services and activities. Work requires a combination of education, training, experience, and proficiency in one or more the following specialties: aquatics, court sports, fitness, wellness, golf, intramural sports, outdoor recreation and sport clubs.

Involves providing the highest level of physical and mental health care and performance strengthening for assigned student athletes and University teams.

Involves providing injury prevention training; and evaluation, management and rehabilitation of athletic injuries.

Provides instructional and professional services in a clinical setting.

Involves creating visual communications that inform, instruct and/or influence using knowledge of graphic design, communications strategy, marketing, photography and photographic services, web tools and design, and/or illustration.

Markets campus activities, services, or products to external constituents. Plans, directs, and/or implements marketing programs and provides marketing expertise regarding advertising media or activity/service/product to be advertised.

Involves media, digital and audiovisual equipment operations. Includes still and motion picture photography, installation, maintenance, and operation of public address, audiovisual, digital media, radio broadcasting, radio paging, theater lighting data monitoring systems, etc..

Represents the University to the media, general public, or governmental agencies to create, enhance, and sustain relationships between the institution and external constituencies. Includes planning and conducting a continuous news coverage effort.

Involves producing (bookbinding, press, and edition bindery) planning, scheduling, and coordinating the production of printed and/or electronic books, catalogs, publications, manuscripts, promotional and other materials.

Public relations and publicity for athletic programs, teams, coaches and student athletes.

Involves conceiving, researching, writing, editing, and/or publishing written materials and strategic communications including publications, articles, proposals, speeches, promotional materials. Also includes individuals that perform multiple communication functions to promote a college/school/dept. or division.

Involves auditing for compliance with laws, policies, and good business practices. Includes reporting findings and making recommendations for improvements.

Involves protecting life and property, maintaining security and order, and preserving the general welfare of the campus community. Includes patrolling, investigation, law enforcement, crime prevention and detection, and community outreach.

Involves compliance with laws, policies, and good business practices. Includes reporting findings and making recommendations for improvements.

Involves supporting the protection, promotion and of Intellectual property

Involves developing, implementing and monitoring laboratory safety programs and policies to ensure compliance with federal, state, and local environmental, health, and safety regulations.

Involves providing legal advice and counsel or performing paralegal work in research and legal data collection.

Involves ensuring compliance with NCAA rules and regulations

Involves developing, implementing and monitoring campus environmental safety programs and policies to ensure compliance with federal, state, and local environmental, health, and safety regulations and ensure a safe workplace.

Includes managing record programs and systems.

Involves protecting the institution from loss. Develops and coordinates activities and programs that are designed to promote accountability. Involves providing impartial, informal, independent and confidential conflict resolution services to the campus community.

Involves guarding university property to protect people, prevent theft, violence, or infractions of rules. Assists with crowds and traffic at public events. Includes the maintenance, scheduling, issuing access, and general operations of electronic access and camera systems. Also involves scheduling and dispatching campus police; taking and routing emergency calls for service; and monitoring fire and security alarm systems.

Involves providing developmentally appropriate early care and education in early learning centers; provides support to families on child education; provides model training experiences for student teachers; may develop research environment and oversee, perform and report on research conducted in the child care program.

Involves providing appropriate youth education and programming. This includes educational, athletic, and social programming.

Involves developing and managing content, planning, coordinating and administering programs, processes, and facilities in radio and television, including programming, production, scheduling, training, editing and related activities.

Involves designing, conducting, promoting, and supporting various public educational programs. Researches and assesses educational needs and interests for targeted public segments and develops programs, materials, technology and learning approaches accordingly. This includes community engagement.

Provides leadership and oversight in support of the University's mission. Provide strategic direction for major university functions.

Involves planning, organizing, coordinating and performing activities supporting campus property including landscaping, gardening, planting, landscape and grounds maintenance.

Plans and designs capital projects including architectural design, landscape design, and related design. Conducts research on project requirements and prepares information regarding specifications, cost, and timeline.

Management campus property and real estate

Management for new designs, installations, upgrades and expansion of utility/facility/research. Includes inspections of campus construction projects for conformance to project plans and specifications, applicable codes and standards, policies and procedures; quality control and assurance.

Activities related to the planning, directing and managing the cleanliness, sanitation and appearance in working and living environments of buildings.

Involves engineering design, construction and alteration. Involves new construction, major alterations and maintenance of physical plant facilities for general purposes.

Involves installation, maintenance, repair and renovation of University buildings, facilities, and equipment.

Involves operation and management of University buildings, facilities, and equipment. Includes plant operations, and general building management.

Involves the preparation, pickup, and delivery of incoming and outgoing domestic and international mail and packages for distribution, including sorting, classifying, weighing, calculating rates and recording recharge information, processing improperly addressed mail and answering mail related questions.

Involves providing strategic and long range planning for the programming, design, development and disposition of campus properties and facilities, including buildings, infrastructure and landscape projects.

Involves managing campus parking facilities and transportation services. Includes forecasting vehicle parking patterns and transportation needs, enforcement of parking rules and regulations; issuing parking permits. Manages fleet of motor pool vehicles .

Involves skilled trade work.

Involves development and operation of sustainability programs such as energy utilization, recycling and reuse services, green design initiatives, etc.

Involves accounting functions such as analyzing, monitoring, preparing and reconciling financial information to reflect the condition of the organization and provide financial and other statistical data to control operations.

Involves developing, interpreting and implementing budgets and other financial and resource planning. Analyzes and prepares recommendations for financial plans including annual resource allocation, forecasting, and short and long term financial planning. Monitors budgets.

Involves accounts payable and receivable activities, including: processing of invoices for payment; collections; management of point of sale devices; cash receipt processing; and ensuring governmental and legal requirements are met regarding allowability of payments,

Involves acquisition of goods and services including equipment acquisition, contracting for services, request for proposals, and the disposition of assets through surplus property process. Includes the strategic management of spend data to obtain optimal pricing through the negotiation process.

Involves physician and health services which typically requires medical service knowledge/certification. May include duties such as medical chart entry and claims for charges.

Involves positions that provide professional support to health services education and community outreach.

Involves providing health care services within a particular discipline. Involves diagnosing, managing, and treating conditions and diseases; establishing plans of care; obtaining and processing specimens or performing clinical operations or analysis. Includes medical assistants, clinicians, social workers, dietitians, counselors, optometrists, pharmacists, psychologists, health technicians, lab technicians, epidemiologist, anesthetist, audiologist, physician assistant, and morticians.

Involves coordinating workshops, training, simulation technology, mentoring, instructional materials, and any other content and activities related to health educational resources and programs.

Involves planning, creating, implementing and evaluating health education programs.

Involves all aspects of student health-related activities.

Involves recommending, developing, implementing/administering/communicating payroll and benefit policies and programs

Involves developing, implementing, administering, and communicating diversity/inclusion/EEO/AAP policies and programs. This will include educational initiatives, compliance activities, culture, and progress toward campus goals.

Provides consultation and coaching to leaders and employees to ensure effective management and administration of human resources activities.

Involves recommending, developing, implementing, and communicating policies and programs for a specialist area such as compensation, workforce relations, HRIS, or recruitment.

Involves services to support employees health and well being as well as accommodations and support to ensure success in the workplace. This includes employee assistance, interpretation, disability services, and similar programs.

Involves developing and implementing training and development policies and programs.

Involves designing, developing, and modifying computer programs for administrative, business or research applications.

Involves working with clients to understand and define needs; develop, and recommend solutions; and plan for implementation and integration of solutions into the current business process or system design

Involves developing, implementing, and maintaining a variety of data management structures and systems. Includes building and maintaining databases, administering and monitoring database access, designing interactions of databases and applications, transferring databases, and administering the maintenance, storage, and backup of databases.

Involves the development, implementation, audit, and adjustment of security policies and procedures. Involves protecting systems from intentional or inadvertent access, modification, destruction or disclosure including evaluating and analyzing security issues and software; developing appropriate security policies; monitoring systems and networks; performing security tests, designing security architecture, developing and maintaining identity management systems

Includes analyzing, designing, installing, administering and maintaining the telecommunication and networking systems (voice, data, video systems, LAN, WAN, telephone systems, voice mail systems, etc..)

Involves the design, implementation, administration, monitoring, and other IT duties for a department, division, school, college or service.

Involves providing and overseeing support provided to students, faculty, and staff to address information technology issues with hardware and software. Includes: technical support to desktop units, peripheral devices, classroom equipment; application support and development support.

Responsibilities include designing network or telecommunication plans, developing capacity plans, developing and implementing disaster recovery plans, analyzing and evaluating future technology and growth of networking or telecommunication needs.

Involves planning, organizing, managing and tracking of information technology projects. This includes the processes, procedures and systems for tracking project success.

Involves design, development, performance and maintenance of servers, operating systems, and related applications. Planning and designing server and storage configurations, disaster recovery planning, monitoring and maintaining server and system performance.

Involves providing technology consultation to assist instructors to realize opportunities of technology in the classroom. Includes structuring and organizing content in a pedagogically sound manner utilizing technology; planning and delivery of faculty development regarding academic technology tools to include coaching, seminars, etc.

Teach credit and non-credit courses, provide support and instruction to lab learning environments. Assist in the development of curriculum. Develop course materials. Includes ESL language instruction.

Provide teaching consultation to instructional staff and graduate students. Design, measure and evaluate courses and workshops. Analyzes instructional delivery methods and trends and assists in instructional delivery evolution.

Provides the strategy, production, curation, delivery, use and preservation of digital assets and their associated technologies and infrastructure. Provides technical consultation to researchers, faculty, and departments engaged in data and digital asset curation.

Involves developing, acquiring, describing, cataloguing and maintaining collections both physically and electronically. Including physical preservation and restoration of rare/valuable books and other library materials. Also includes lending services and interlibrary loan and electronic sharing systems. Ensures safety of physical collections.

Provides subject and disciplinary expertise to support research, teaching, and learning across the campus. The liaison and outreach program serves as primary contact strategy for cultivating and maintaining ongoing engagement with various library user groups and constituents. The program also responds to new user needs by developing appropriate services and resources tailored to current and emerging needs; scholarly communications. They provide references to patrons both electronically and in person.

Provides educational support that builds user research proficiencies, supports curriculum development in partnership with campus units, in the area of eLearning. Facilitates faculty development workshops and projects and projects as a strategem for integration of informed literacy skills. Includes insructional design and development of learning objects. Provides curriculum support services that facilitates integration of library content into learning management systems and other educational platforms.

Includes appraising, acquiring, arranging, describing, preserving, and providing access to archival records in all formats according to national professional standards; providing classroom instruction, research support, and outreach and publicity related to archival collections; managing an archival repository.

Provides a wide range of user services, including but not limited to reference support, media support, operational assistance and circulation.

Involves the on-site research, and/or clinical functions involved in establishing and maintaining clinical research sites. Includes clinical trials.

Involves development, implementation, evaluation, and administration of a wide variety of diagnostic laboratory services.

Involves supporting research, which may include performing routine or non-routine laboratory operations and data interpretation; development and performance of technical protocols and procedures; development, maintenance, implementation, installation and use of scientific instruments and equipment; and planning and directing research sites.

Involves the on-site administrative, community education and development, and research functions involved in establishing and maintaining community research sites. May work with adult and continuing education user groups through meetings, workshops, and conferences.

Involves identifying, designing, performing and/or managing research. Includes designing and implementing research methodologies and techniques; conducting research activities; developing and obtaining grants and funding; literature review; preparing and presenting results; and other research activities.

Involves providing analytical and financial activities associated with forecasting, planning, and managing research portfolios. Identifies grant opportunities and writes grant proposals. Provides proposal processing, contract and grant administration, and budget development including compliance with regulations, terms and conditions and sub award/subcontracting issuance and administration.

Activities related to recording awards in the university system; monitoring the finances; ensuring compliance with federal circulars; cost sharing; effort reporting; invoicing and financial reporting.

Involves planning, directing, and/or implementing a variety of research administrative functions.

Involves staffing, administering or managing research oversight and compliance committee activities related to research activities such as human subjects, animal use and care, conflict of interest. Reviews research protocols for use in specific fields. Ensures compliance with federal, state, and University mandated laws, regulations and policies.

Involves all aspects of food preparation, serving and presentation of food and beverages; dining and serving area set up; equipment and tableware.

Involves planning, organizing, managing conferences and events.

Involves providing customer service and guest services. Includes communicating with and greeting customers; point of sales, and guest services.

Involves management, scheduling, and unique operational elements related to business operations such as overseeing dining operations.

Involves conference sales, ticket and box office sales, suite sales, and relationship sales that require the identification and cultivation of contacts.