## FACULTY AND STUDENT SERVICES JOB FUNCTION

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| 55N   | Admissions Supervisor I | Bachelor's degree 2+ years of applicable experience | • Provides day-to-day administration for admissions office  
• Provides general information and advises students on policies of the department and application process  
• Establishes data records and maintains applicant database  
• Coordinates and participates in recruitment activities including logistics  
• Travels to schools or career fairs to assist with recruiting, as assigned  
• Writes profiles on individual interviewees  
• First review of applications for admission to check for completeness  
• Participates in alumni networking  

Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55 | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides administrative admissions support to a school | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

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| 55E   | Admissions Officer I | Bachelor’s degree 2+ years of applicable experience | • Works with department chairs to set recruitment goals and ensures that they are met  
• Plans recruitment strategy based on goals  
• Analyzes statistics, and create strategies to target student recruitment  
• Selects recruitment venues and other marketing strategies  
• Creates targeted marketing materials and recruitment publications  
• Travels to schools to recruit students  
• Evaluates, and participates in the selection of candidates for admission (recommendations have strong weight)  
• Performs pre and post admissions outreach; counsels admits, denied and wait-listed candidates | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides admissions work for a school | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Individual Contributor: Works independently or as part of a team to achieve results.  
AND/OR  
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<tr>
<td>56 E</td>
<td>Admissions Officer II</td>
<td>Bachelor’s degree</td>
<td>• Develops and implements programs in support of admissions function, goals and initiatives&lt;br&gt;• Manages functional area within Admissions office (e.g. technology, staff – fully accountable for meeting goals)&lt;br&gt;• Targets certain populations and recruits key players to assist in recruitment process&lt;br&gt;• Prepares complex reports and statistical analysis and makes recommendations to management&lt;br&gt;• Represents Harvard as the spokesperson at high level admissions events and/or functions&lt;br&gt;• Prepares annual department budget</td>
<td>IMPACT Some impact on operations, resources, or University’s reputation&lt;br&gt;SCOPE Provides comprehensive admissions work for a school</td>
<td>RECEIVED&lt;br&gt;<strong>Under General Direction:</strong> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.&lt;br&gt;<strong>GIVEN Individual Contributor:</strong> Works independently or as part of a team to achieve results.&lt;br&gt;<strong>AND/OR Supervises:</strong> Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</td>
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<td>57E</td>
<td>Admissions Officer III</td>
<td>Bachelor’s degree 5+ years of applicable experience Supervisory experience Advanced knowledge of admissions</td>
<td>• Participates in strategic planning for the admissions function • Assists in formulating admission policy • Responsible for admissions programs • Business owner for departmental information systems • Represents Harvard at international, national, local and University events</td>
<td>IMPACT Moderate impact on operations, resources, or University’s reputation SCOPE Provides advanced admissions work for a school</td>
<td>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion. GIVEN Individual Contributor: Works independently or as part of a team to achieve results. AND/OR Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</td>
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| 57E   | Admissions Management I | Bachelor’s degree 5+ years of admissions management experience Advanced knowledge of admissions | - Responsible for planning the admissions strategy  
- Develops departmental policies and procedures  
- Assists with strategic planning for the school  
- Analyzes admissions statistics  
- Creates strategies to make the admissions office more efficient  
- Creates and manages departmental budget; allocates funds across areas  
- Represents Harvard to international, national, local and University high level events | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the admissions function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students or a program at a medium level of complexity | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Manages:  
Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. |
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| 58E   | Admissions Management II | Bachelor’s degree  
7+ years of progressive admissions management experience  
Advanced knowledge of admissions | *The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.* | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the admissions function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students or a program at a high level of complexity | RECEIVED  
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion. |

**GIVEN**  
Manages:  
Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area..

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<td>Admissions Management III</td>
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<td>8+ years of progressive admissions management experience</td>
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<td>SCOPE</td>
<td>Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</td>
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| 55E* or 55N | Financial Aid Officer I / Supervisor I | Bachelor’s degree 2+ years applicable experience | • Evaluates and analyzes financial information submitted by applicants  
• Independently determines type and amount of aid to be awarded  
• Creates an overall package that may include both standard and supplemental awards based on individual student needs  
• Prepares complex reports and statistical analysis for management  
• Counsels students on financial planning and financial assistance  
• Provides general financial aid information  
• Establishes data records and maintains applicant database  
• First review for financial aid applications to check for completeness  
• Uses Powerfaids or other electronic data base to enter applications and prepare initial awards  

Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55 | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides support and general financial aid information to others in school | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
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| 56E   | Financial Aid Officer II | Bachelor’s degree 3+ years applicable experience | • Serves as a member of the financial aid and fellowship board and the financial aid review board  
• Evaluates and analyzes financial information submitted by applicants  
• Independently determines type and amount of aid to be awarded  
• Remains current with financial aid federal legislation and regulations | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides comprehensive financial aid work for a school | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
  
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<td>57E</td>
<td>Financial Aid Officer III</td>
<td>Bachelor’s degree 5+ years financial aid experience Advanced knowledge of financial aid</td>
<td>• Serves as a member of the financial aid and fellowship board, financial aid review board, admissions committee or Director and Financial Aid Council Meeting • Establishes procedures, provides staff training and monitors compliance and/or manages fellowship programs • Counsels students on financial planning, budgeting and debt management • Researches and implements outside loan programs</td>
<td>IMPACT: Moderate impact on operations, resources, or University’s reputation SCOPE: Provides advanced financial aid work for a school</td>
<td>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion. GIVEN Individual Contributor: Works independently or as part of a team to achieve results. AND/OR Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</td>
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<td>Financial Aid Management I</td>
<td>Bachelor’s degree 5+ years of financial aid experience Supervisory experience Advanced knowledge of financial aid</td>
<td>• Creates and maintains department policies and procedures  • Advises Dean and faculty regarding financial aid trends and policies  • Works with office of admissions to achieve target goals  • Researches new options for financial aid resources  • Manages department/program operating budget</td>
<td>IMPACT  Moderate impact on operations, resources, or University’s reputation  SCOPE  Typically manages the financial aid function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students or a program at a medium level of complexity</td>
<td>RECEIVED  Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  GIVEN  Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</td>
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### FACULTY AND STUDENT SERVICES JOB FUNCTION

#### Financial Aid Family

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<tbody>
<tr>
<td>58E</td>
<td>Financial Aid Management II</td>
<td>Bachelor’s degree 7+ years of financial aid management experience Advanced knowledge of financial aid</td>
<td>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</td>
<td>IMPACT</td>
<td>RECEIVED</td>
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**IMPACT**
Significant impact on operations, resources, or University’s reputation

**SCOPE**
Typically manages the financial aid function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students or a program at a high level of complexity

**RECEIVED**
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.

**GIVEN**
Manages:
Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.

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<tr>
<td>59E</td>
<td>Financial Aid Management III</td>
<td>Bachelor’s degree 8+ years of financial aid management experience Advanced knowledge of financial aid</td>
<td>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</td>
<td>IMPACT Substantial impact on operations, resources, or University’s reputation SCOPE Typically manages the financial aid function for a school with over 1000 students or has program responsibility for a school with more than 2000 students or a program at the highest level of complexity</td>
<td>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion. GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</td>
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</table>
| 55N   | Registrar Supervisor I | Bachelor’s degree 2+ years applicable experience | • Provides general and program information and advises students on course offerings, tuition and registration deadlines and advises students and parents about the institution’s regulations  
• Assists with course scheduling, planning and logistics  
• Manages student/course databases and trains database end users  
• Assists in designing and developing new course management database system  
• Generates class lists, grade reports, and statistical reports  
• Prepares reports to ensure students are meeting degree and credit distribution guidelines  
• Coordinates final exam schedule, take home and special exams (e.g., ADA accommodations)  
• Coordinates large-scale mailings and communications to students; leads course material ordering and distribution  
• Maintains course archives and produces course offerings/ catalogs either on web or in print  
• Assists with graduation exercises logistics  

Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55 | IMPACT  
Some impact on operations, resources, or University’s reputation  

SCOPE  
Provides support and general registrar information to others in school | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  

GIVEN  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

### NOTE:

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| 56E*  | Registrar Officer I/ Supervisor II | Bachelor’s degree 3+ years relevant experience Supervisory experience | • Responsible for a specific operational function such as IT, Communications etc. • Develops departmental procedures • Analyzes statistics, and creates strategies to make the registrars office more efficient and customer oriented | IMPACT Some impact on operations, resources, or University’s reputation SCOPE Provides comprehensive registrarial work for a school | RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion. GIVEN Individual Contributor: Works independently or as part of a team to achieve results. AND/OR Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |}

*Exemption status is determined by FLSA testing

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| 57E   | Registrar Management I | Bachelor’s degree 5+ years of registrarial management experience | • Responsible for ensuring that students and parents are properly advised on the institution’s regulations and academic requirements and procedures are disseminated  
• Develops departmental policies  
• Oversees the monitoring of students’ degree progress and the processing of leaves of absence and withdrawals  
• Prepares and analyzes statistical reports on academic issues and trends  
• Identifies students in academic difficulty and consults with appropriate parties  
• Responsible for student compliance with federal and state regulations  
• Serves on school wide committees | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the registrar function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Manages:  
Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. |
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| 58E   | Registrar Management II | Bachelor’s degree 7+ years of registrarial management experience | The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed. | IMPACT Significant impact on operations, resources, or University’s reputation  
SCOPE Typically manages the registrar function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students | RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.  
GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. |

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<td>IMPACT Substantial impact on operations, resources, or University’s reputation SCOPE Typically manages the financial aid function for a school with over 1000 students or has program responsibility for a school with more than 2000 students</td>
<td>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion. GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</td>
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### Student Services Family

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| 55N   | Student Services Supervisor I | Bachelor’s degree 2+ years applicable experience | • Provides day-to-day administration for student services department or house office  
• Serves as House liaison to the office of the Dean of the College and the Registrar, food service, the College library and academic Departments  
• Assists in assigning student rooms  
• Organizes orientation from registration to events planning  
• Provides general information and may advise students on department policies, rules, regulations and guidelines  
• Curates confidential student records under the supervision of the Senior Tutor  
• Organizes social events and activities throughout the year; schedules House facilities and arranges special events  
• Manages the coordination of student organizations  
• Assists in the publication of the weekly House newsletter  
• Assists in preparing annual budget, general financial management, monitoring expenditures, paying bills and preparing the casual payroll  

Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55 | | RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. | | |

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### FACULTY AND STUDENT SERVICES JOB FUNCTION

#### Student Services Family

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| 56E* or 56N | Student Services Officer I / Supervisor II | Bachelor’s degree 3+ years of applicable experience Supervisory experience | - Manages student organizations and/or specialty services  
- Develops cultural and social programs for students  
- Serves as liaison to other university agencies  
- Creates and manages department budget  
- Advises students on rules, regulations, policies and guidelines  
- Manages student organization office space | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides comprehensive student services work for a school | RECEIVED  
Under General Direction:  
Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Individual Contributor:  
Works independently or as part of a team to achieve results.  
AND/OR  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

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| 57E   | Student Services Management I | Bachelor’s degree 5+ years of student services management experience Advanced knowledge of Student Services | • Manages general student life issues, participating in various committees related to housing, food services, student budget, and other issues pertaining to the quality of student life  
• Anticipates and represents the interests of both the school and the needs of the students  
• Provides advice and advocacy to students regarding student activities, finances, legal rights, programs and processes affecting the student body within the confines of Institution regulations  
• Manages the relationship between student government, international students clubs and student services administration  
• Creates and maintains general policies for clubs and organizations  
• Serves on cross-functional committees and work teams that create student policy  
• Represents the school at key local and national student events  
• Provides advice, support and leadership training for various student activities committees | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the student services function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students or a program at a medium level of complexity | RECEIVED  
Under General Direction:  
Within this job, the incumbent normally performs regular assignments using own judgment and following department/university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion. | GIVEN  
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| 58E   | Student Services Management II    | Bachelor’s degree                                                                                    | - Responsible for overall welfare of students in the school; accountable for general student life issues  
- Participates on various committees related to housing, food services, student budget, and other issues pertaining to the quality of student life  
- Responsible for program and policy planning                                                                 | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the student services function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students or a program at a high level of complexity | RECEIVED  
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.  
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## FACULTY AND STUDENT SERVICES JOB FUNCTION

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| 59E   | Student Services Management III | Bachelor’s degree Advanced degree preferred 8+ years of progressive student services management experience Advanced knowledge of Student Services | - Provides strategic planning for the department on student services initiatives  
- Oversees and develops extracurricular opportunities for students in support of educational mission | IMPACT  
Substantial impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the student services function for a school with over 1000 students or has program responsibility for a school with more than 2000 students or a program at the highest level of complexity | RECEIVED  
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.  
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| 55N   | Academic Affairs Supervisor I                                                    | Bachelor’s degree                        | • Advises students in the construction of schedules and core curriculum, major and elective requirements  
• Monitors, recommends and implements steps relating to students’ academic progress  
• Serves as technical resource and/or section supervisor  
• Facilitates committee meetings for faculty searches  
• Documents minutes of faculty evaluation committees  
• Edits and distributes documents for school appointment committee | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides support and general academic affairs information for a school | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
 GIVEN  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

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| 56E*  | Academic Affairs Officer I | Bachelor’s degree 3+ years experience in student services Supervisory experience | • Develops departmental policies and procedures  
• Analyzes statistics, and creates strategies to make the academic office more efficient  
• Provides a strategic perspective on course management and teaching outcomes  
• Participates in curriculum design  
• Provides consultative services to faculty around course design and technology in education  
• Evaluates courses and/or programs; makes recommendations for changes and modifications  
• Creates and manages departmental budget; allocates funds across areas  
• Facilitates courtesy appointments for visiting scholars  
• Arranges for visiting speakers  
• Coordinates logistics, security and space for courses and programs | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides comprehensive academic affairs information for a school | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department/university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Individual Contributor:  
Works independently or as part of a team to achieve results.  
AND/OR  
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Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |  

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| 57E   | Academic Affairs Officer II / Management I | Bachelor’s degree  
5+ years of progressive student services experience  
Supervisory experience  
Advanced knowledge of academic affairs | • Responsible for maintaining and promoting the quality, accessibility and integrity of the educational process and learning environment for a school  
• Manages the program and long term strategic plan  
• At a management level, interfaces with other student services areas to promote overall mission and strategic direction for student services as a whole  
• Participates in program design and direction for key topics  
• Recommends new course offerings  
• Counsels students on academic issues and areas of interest  
• Supervises, in a tutorial setting, student projects  
• Evaluates and places students into academic internships  
• Analyzes student records and certifies students for degrees; makes recommendations for honors degree recipients | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the academic affairs function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students or a program at a medium level of complexity | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
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| 58E   | Academic Affairs Management II | Bachelor’s degree 7+ years of academic affairs management experience Advanced knowledge of academic affairs | • Responsible for maintaining and promoting the quality, accessibility and integrity of the educational process and learning environment for a school  
• Responsible and accountable for overall academic program design  
• Works in coordination with key faculty leaders to oversee strategic academic planning, co-curricular planning, section management, academic advising and work experience/internship development  
• Serves on various academic committees  
• Leads program wide initiatives outside the academic affairs department | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the academic affairs function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students or a program at the highest level of complexity |

**RECEIVED**  
**Under Limited Direction:** Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.  

**GIVEN**  
Manages:  
Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.
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</table>
| 59E   | Academic Affairs Management III | Bachelor’s degree 8+ years of progressive academic affairs management experience Advanced knowledge of academic affairs | • Responsible for maintaining and promoting the quality, accessibility and integrity of the educational process and learning environment for a school  
• Works in coordination with key faculty leaders to oversee strategic academic planning, co-curricular planning, section management and academic advising  
• Responsible and accountable for overall academic program design  
• Participates in the recruiting and appointing of regular and visiting faculty  
• Create department budget  
• Leads program wide initiatives outside the academic affairs department  
• Serves on various academic committees | IMPACT  
Substantial impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the academic affairs with over 1000 students or has program responsibility for a school with more than 2000 students or a program at the highest level of complexity | RECEIVED  
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.  
GIVEN  
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## Career Services Family

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</table>
| 55N   | Career Services Supervisor I | Bachelor’s degree 2+ years applicable experience | • Provides assistance in support of overall career services  
• Maintains database of employer contacts and profiles  
• Coordinates logistics for on-campus recruiting  
• Arranges campus visits and annual career fairs  
• Prepares publicity materials and bulletins  
• Schedules student interviews and appointments  
• Advises students in the on-campus recruiting process  
• Assists in the preparation of annual report on recruiting activities  

*Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55*  

**IMPACT**  
Some impact on operations, resources, or University’s reputation  

**SCOPE**  
Provides support and general information to managers, recruiters and students in school  

**RECEIVED**  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department/university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  

**GIVEN**  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.  

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### NOTE:

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2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.  
3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion
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| 56E   | Career Advisor I | Bachelor’s degree 3+ years applicable experience | • Provides individual counseling and placement to students, including coaching on resumes, cover letters, interviews, recruiting and general job search strategies  
• Designs, markets and delivers workshops and other programs on career development topics  
• Develops resources for use in career management  
• Participates in projects within career services office | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides comprehensive career services work for a school | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Individual Contributor:  
Works independently or as part of a team to achieve results. |

**NOTE:**

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| 57E   | Career Advisor II | Bachelor’s degree Advanced degree preferred 5+ years of career counseling experience Advanced knowledge of the marketplace, job opportunities and degree requirements | • Provides in depth career counseling to individual students and groups  
• Provides program planning and administration for targeted programs  
• Develops new programs and initiatives to further career services for students  
• Participates in departments long-range planning and coordination of programs and events designed to facilitate student career exploration  
• Cultivates employer relationships to promote on-site interviews and foster employment opportunities for students  
• Engages in outreach to develop study, job, internship and volunteer opportunities worldwide  
• Participates in committees around the development of career services for students (e.g. developing internships and/or clerkships)  
• Represents school to international, national, local and university audiences | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Provides advanced career services work for a school | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Individual Contributor:  
Works independently or as part of a team to achieve results. |

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</table>
| 57E   | Career Services Management I | Bachelor’s degree Advanced degree preferred 5+ years of career counseling experience Management experience Advanced knowledge of the marketplace, job opportunities and degree requirements | • Provides in depth career counseling to individual students and groups  
• Manages, develops, implements and maintains comprehensive programs and services (including workshops, seminars, career events, career counseling, website, a resource library, informational handouts and publications, on-campus recruiting, special off-campus programs, job notification systems, data collection, a credentials service, and web-site)  
• Plans and conducts outreach to develop recruiting partnerships with faculty, alumni, and global research centers to deliver programs  
• Develops general policy | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the career services function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students or with medium complexity | RECEIVED  
Under General Direction:  
Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary.  
Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Manages:  
Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. |
# FACULTY AND STUDENT SERVICES JOB FUNCTION

## Career Services Family

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<tr>
<td>58E</td>
<td>Career Services Management II</td>
<td>Bachelor’s degree Advanced degree preferred 7+ years of progressive career counseling and management experience Advanced knowledge of the marketplace, job opportunities and degree requirements</td>
<td><em>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</em></td>
<td>IMPACT Significant impact on operations, resources, or University’s reputation SCOPE Typically manages the career services function for a school with 700 - 1000 students or has program responsibility for a school with approximately 1500 students or with a high degree of complexity</td>
<td>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion. GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</td>
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<tr>
<td>59E</td>
<td>Career Services Management III</td>
<td>Bachelor’s degree Advanced degree preferred 8+ years of progressive career counseling and management experience Advanced knowledge of the marketplace, job opportunities and degree requirements</td>
<td>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</td>
<td>IMPACT Substantial impact on operations, resources, or University’s reputation SCOPE Typically manages the career services function for a school with over 1000 students or has program responsibility for a school with more than 2000 students or with the highest degree of complexity</td>
<td>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion. GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</td>
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</table>
| 55N   | Executive Education Supervisor I | Bachelor’s degree 2+ years of applicable experience | • Coordinates the production of the course catalogue and/or brochures  
• Coordinates classroom assignments and supports the needs of the course  
• Assists with logistics for the program  
• Coordinates financial disbursement of loans  
• Creates process of participant tracking  
• Maintains all records for the seminars/programs  
• Compiles and reviews program evaluations; recommends minor program changes  
Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55 | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides support and general executive education information to others in school | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department/university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |
### Executive Education Family

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<tr>
<td>56E*</td>
<td>Executive Education Officer I/ Supervisor II</td>
<td>Bachelor’s degree 3+ years of applicable experience Supervisory experience</td>
<td>• Develops, oversees and is accountable for the administrative, program and marketing operations for multiple professional development programs  • Participates in strategic planning and program structure design  • Interacts with high level visitors and constituents  • Negotiates with vendors to contract for goods and services  • Creates process of student and alumni tracking</td>
<td>IMPACT Some impact on operations, resources, or University’s reputation  SCOPE Provides comprehensive executive education services for a school</td>
<td>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  GIVEN Individual Contributor: Works independently or as part of a team to achieve results. AND/OR Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</td>
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*Exemption status is determined by FLSA testing

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</table>
| 57E   | Executive Education Officer II | Bachelor’s degree  
5+ years of executive education experience  
Supervisory experience  
Advanced knowledge of executive education program development | • Directs and is accountable for the operations related to an executive education function  
• Participates in long-range and strategic planning for the department  
• Advises on course design, new program development and profitability of proposed programs  
• Identifies and works with prospective clients in building and maintaining relationships  
• Builds and maintains relationships with prospective instructors  
• Hires course instructors | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Provides advanced executive education work for a school | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Individual Contributor: Works independently or as part of a team to achieve results.  
AND/OR  
Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |
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| 57E   | Executive Education Management I | Bachelor’s degree 5+ years of executive education management experience Advanced knowledge of executive education program development | • Directs and is accountable for the operations related to an executive education function  
• Participates in long-range and strategic planning for the department  
• Advises Dean and faculty regarding executive education trends and policies  
• Creates and maintains department policies and procedures  
• Advises on course design, new program development and profitability of proposed programs  
• Identifies and works with prospective clients in building and maintaining relationships  
• Builds and maintains relationships with prospective instructors  
• Hires course instructors  
• Manages department/program operating budget | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages a small executive education function for a school or has responsibility for a medium program or a program at a medium level of complexity | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
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| 58E  | Executive Education Management II | Bachelor’s degree  
7+ years of executive education management experience  
Advanced knowledge of executive education program development | • Designs and implements courses including participation in the development of course curriculum  
• Develops and participates in the execution of programs, projects and services for international audiences both in the US and abroad  
• Participates in long-range and strategic planning for the department  
• Conducts policy oriented and practice oriented research | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages a medium executive education function for a school or has responsibility for a large program or international initiatives or a program at a high level of complexity | RECEIVED  
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.  
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<td><em>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</em></td>
<td>IMPACT  Substantial impact on operations, resources, or University’s reputation  SCOPE Typically manages a large executive education function for a school or has responsibility for a very large program or international initiatives or a program at the highest level of complexity</td>
<td>RECEIVED  Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.  GIVEN  Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</td>
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