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Academic Advisor II

JOBCODE: 400X82

SUMMARY:
Coordinates and participates in special academic advising programs and services.

REQUIRED QUALIFICATIONS:
Bachelor's degree and one (1) year of related work experience.

DUTIES:

35% Advising
Advise students with regards to their educational, career, personal and social development needs. Refer students to academic and personal resources as appropriate. Assist students in selecting courses.

15% Coordinate special programs and services
Coordinate and participate in special academic advising programs and services.

15% Develop and implement programs and materials
Develop and implement academic advising polices, programs, and materials.

15% Monitor student progress
Monitor student academic progress and provide developmental programming focused on student academic needs. Advise, monitor, and work closely with students on academic probation and those returning from academic suspension.

10% Interpret polices
Clarify and interpret academic policies and degree requirements.

10% Student files
Maintain and update student files and records. Ensure compliance with FERPA regulations.

FLSA Status: Exempt

Academic Advisor I

JOBCODE: 629X81

SUMMARY:
Advise students on course selection, requirements for selected areas of concentration, and post-college plans to help meet their educational needs and realize student scholastic goals.

REQUIRED QUALIFICATIONS:
Bachelor's degree and one (1) year of related work experience.

DUTIES:

45% Advising
Advise students with regards to their educational, career, personal and social development needs. Refer students to academic and personal resources as appropriate. Assist students in selecting courses.

15% Interpret polices
Clarify and interpret academic policies and degree requirements.

15% Student files
Maintain and update student files and records. Ensure compliance with FERPA regulations.

15% Student transition services
Facilitate programs that help students explore career and post-bachelor's degree options. Assist students in the transition from high school to college and provide appropriate referral to University offices and resources as needed.

10% Monitor student progress
Monitor student academic progress and provide developmental programming focused on student academic needs. Advise, monitor, and work closely with students on academic probation and those returning from academic suspension.

FLSA Status: Non-Exempt

Academic Services Specialist

JOBCODE: 629X87

SUMMARY:
Perform specialized duties in support of student achievement and success by working in areas that may include admission readiness, high school to college transition, and other special programs.

REQUIRED QUALIFICATIONS:
Master's degree and two (2) years of related work experience.

DUTIES:

50% **Provide direct student services**
Provide direct services to students to provide advising and support to students in special programs; to instruct pre-admission courses and assist with student transitions; and to provide other assigned support.

20% **Coordinate with other student support professionals**
Coordinate with a variety of internal stakeholders to contribute to the success of students.

15% **Ensure compliance**
Ensure compliance with all relevant federal, state, university system, institutional, program, and other regulations, rules, policies and procedures.

15% **Prepare reports and maintain records**
Prepare a variety of regular and special reports, including those necessary for legal and regulatory compliance. Maintain student files in compliance with FERPA guidelines.

FLSA Status: Non-Exempt

Accessibility Specialist

JOBCODE: 486X87

SUMMARY:
Responsible for ensuring equal access for persons with mental health and other disabilities to all educational and vocational programs. Identifies and provides reasonable accommodations at institution to ensure equal educational opportunities for individuals with disabilities.

REQUIRED QUALIFICATIONS:
Master's degree and two (2) years of related work experience.

DUTIES:

40% **Determine reasonable accommodations**
Consult with students, faculty, and staff to determine and coordinate the provision of reasonable accommodations.

25% **Provide consultation**
Provide consultation throughout the University on universal design, the social construction of disability, and intersections of disability with campus environments.

20% **Assist with policy development**
Assist with the development of policies and procedures pertaining to the provision of services to students with disabilities.

15% **Prepare reports**
Prepare a variety of regular and special reports, including those necessary for legal and regulatory compliance. Maintain student files in compliance with FERPA guidelines.

FLSA Status: Exempt

Accountant II

JOBCODE: 430X82

SUMMARY:
Perform professional accounting work of an intermediate to complex nature, ensure compliance with generally accepted accounting principles, advise management of the effective use of financial resources, and serve as project leader on special assignments or projects. Prepares financial statements and reports for external stakeholders.

REQUIRED QUALIFICATIONS:
Bachelor's degree in a specified field and five (5) or more years of related work experience.

DUTIES & RESPONSIBILITIES:

35% Oversee daily processing and accounting
Oversee daily processing and accounting for revenue and expenditures; review and report financial transactions to funding sources; ensure accuracy, completeness, and compliance with university, local, state, and federal requirements, and standard accounting and audit procedures.

20% Interpret and analyze financial operations and transactions
Interpret and analyze financial operations and transactions, forecast trends, and develop complex reports and analyses for management; make recommendations for asset utilization and expenditure control.

15% Monitors and maintains key information and levels
Monitor and maintain key accounting information and revenue levels for assigned areas.

15% Reconciliation
Reconcile assigned accounts; and reclassify journal vouchers as required.

10% Tax reporting and compliance
Create, review, and submit tax reports (i.e. 1099) and returns (i.e. sales tax).

5% Serve on committee
Serve on University committees that develop accounting policies and procedures.

FLSA Status: Exempt

Accountant I

JOBCODE: 635X85

SUMMARY:
Perform professional accounting work of a basic to intermediate level, ensure compliance with generally accepted accounting principles, assemble and analyze data, and prepare financial statements and reports for internal stakeholders.

REQUIRED QUALIFICATIONS:
Bachelor's degree in a specified field and one year (1) of related work experience.

DUTIES & RESPONSIBILITIES:

20% Monitor revenue and expenses
Monitor revenue and expenses for departmental or unit accounts.

15% Construct spreadsheets
Construct spreadsheet applications, prepare financial data for input into finance, student accounts, and human resources systems, and generate reports.

15% Prepare reports
Coordinate the preparation of regularly scheduled and special reports.

15% Review and approve expenditures
Review and approve expenditures, personnel, and purchasing documents for availability of funding.

15% Analysis and reconciliation
Analyze, reconcile, balance, and maintain accounting records; develop budgets and special financial reports.

10% Entry correction
Prepare, review, and process budget, revenue, expense, payroll, student account, and related correcting entries and may prepare bank reconciliations.

5% Train staff
Interact with and trains department staff regarding finance policies and procedures and funding requirements.

5% Audit
Assist in audit activities as assigned.

FLSA Status: Non-Exempt

Accounting Assistant II

JOBCODE: 635X82

SUMMARY:
Provides support for assigned department or unit accounting functions by computing, classifying, and recording numerical data in order to prepare, process, and maintain financial records.

REQUIRED QUALIFICATIONS:
High school diploma or equivalent and three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

15% Perform accounts payable and/or receivable
Perform a variety of accounts payable/receivable functions. Maintain accounts. Process invoices, purchase orders, vouchers, and other related documents.

15% Review for accuracy
Review figures, postings, and documents for correct entry, mathematical accuracy, and proper coding.

15% Compliance
Ensure compliance with federal and state regulations, University policy, and generally accepted accounting principles.

15% Perform financial calculations
Perform a variety of intermediate to complex financial calculations.

15% Operate accounting software
Operate accounting software to record, store, and analyze information.

15% Balance funds and prepare deposits
Balance a variety of funds, including cash, and prepares bank deposits.

10% Prepare reports
Prepare a variety of regular and special financial reports for both internal and external customers.

FLSA Status: Non-Exempt

Accounting Assistant I

JOBCODE: 635X81

SUMMARY:
Maintains financial records for assigned department or unit; performs data entry, recordkeeping, and processes financial transactions in support of assigned department or unit.

REQUIRED QUALIFICATIONS:
High school diploma or equivalent and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

15% **Process financial transactions**
Perform a variety of financial transactions including bank deposits, invoices payables, purchasing, vouchers for assigned department or unit.

15% **Recordkeeping**
Record and update financial records and transactions for assigned department of unit.

15% **Operate accounting software**
Operate accounting software to record, store, and analyze information.

15% **Perform financial calculations**
Perform assigned financial calculations.

15% **Perform payroll, accounts payable and/or receivable**
Perform assigned payroll and/or accounts payable/receivable functions.

15% **Balance funds and prepare deposits**
Balance a variety of funds, including cash.

10% **Review for accuracy**
Review figures, postings, and documents for correct entry, mathematical accuracy, and proper coding.

FLSA Status: Non-Exempt

Administrative Assistant II

JOBCODE: 510X92

SUMMARY:
Provide varied administrative and technical support to a department or unit, with significant emphasis on more complex administrative support responsibilities.

REQUIRED QUALIFICATIONS:
High school diploma and three (3) years of related work experience.

DUTIES:

15% Reports and correspondence
Gather information and prepares various reports and correspondence; researches and resolves issues.

15% Budget tracking and coordination
Provide budget tracking and coordination for a unit or department.

20% Administrative support duties
Perform a variety of administrative support duties such as typing, filing, recordkeeping/data compilation/data entry, preparing and processing forms, calendar management and scheduling, processing incoming and outgoing mail, processing travel/expense vouchers, customer service, and supply inventory management.

10% Plan and coordinate projects and events
Plan and coordinate projects, events, and special activities such as orientations, consultations, exam proctoring, etc.

10% Specialized technical duties
Perform specialized technical duties and coordinate processes.

10% Maintain file systems
Copy, compile, and maintain basic files systems; enter and/or compute data using addition, subtraction, multiplication, and division; compare items against a standard.

10% Development of data and databases
Assist in the development and maintenance of data and databases.

5% Advise others
Advise others on processes, procedures, and services. Resolves policy related or procedural problems.

5% Review and verify documentation
Review and verify documentation for completeness and compliance with policies and procedures.

FLSA Status: Non-Exempt

Administrative Assistant I

JOBCODE: 510X81

SUMMARY:
Provide administrative and clerical support to a department or unit.

REQUIRED QUALIFICATIONS:
High school diploma and one (1) year of related work experience.

DUTIES:

40% Administrative support and clerical duties
Perform a variety of administrative and clerical duties, to include data gathering, data management, correspondence, filing, calendar management, event scheduling, mail distribution, answering phones, organizing mail, and purchasing supplies.

10% Advise faculty, staff, and students
Advise faculty, staff, and students of policies or procedures.

20% Point of contact
Acts as a point of contact to other departments, students, faculty, customers, and outside agencies/vendors on behalf of department or unit administrators.

10% Budget administration
Perform budget administration, tracking, monitoring and auditing; payroll processing; travel/expense processing; and other similar tasks.

10% Manipulate and prepare data
Manipulate and prepare data and other information, databases, or reports using a computer.

10% Preparation of reports and documents and coordination of events
Perform some administrative duties such as preparation of reports, documents, or coordination of projects or events as assigned.

FLSA Status: Non-Exempt

Administrative Coordinator

JOBCODE: 515X93

SUMMARY:
Coordinate, oversee, and/or perform a wide variety of administrative and program support. Coordinate the provision of office and staff support services to the department or unit, and oversee and/or participate in the coordination, supervision, and completion of special projects and/or events.

REQUIRED QUALIFICATIONS:
Associate's degree and five (5) years of related work experience.

DUTIES:

15% **Coordinate department or unit activities**
Monitor and coordinate activities as appropriate, and prepares internal reports for management; participate in budget planning and management, as required.

15% **Project development**
Assist with project development and planning.

15% **Maintain files, records, and databases**
Gather, enter, and/or update data to maintain departmental records and databases, as appropriate; establish and maintain files and records for the department or unit.

20% **Confidential administrative support**
Provide confidential administrative support for the department or unit.

15% **Primary point of contact**
Serve as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies.

5% **Correspondence**
Compose and prepare written documentation and correspondence for the department or unit.

5% **Special Projects**
Assist in the coordination, supervision, and completion of special projects as appropriate.

5% **Coordination of supplies**
Coordinate and oversees the day-to-day management of supplies, equipment, and facilities for the department or unit, as appropriate.

5% **Supervision**
May supervise personnel which may include recommendations for hiring, performance evaluation, training, work allocation, and problem resolution.

FLSA Status: Non-Exempt

Admissions Officer II

JOBCODE: 657X62

SUMMARY:
Provides support to undergraduate and graduate students in the admissions processes and manages and processes student admissions records.

REQUIRED QUALIFICATIONS:
Bachelor's degree and three (3) years of related work experience.

DUTIES:

25% **Process applications**
Receive and process student applications. Review application packets for completeness and readiness for evaluation.

15% **Evaluate applications**
Evaluate student standardized test scores and calculates GPA to determine compliance with admissions requirements.

25% **Maintain files**
Maintain student application and other files and records. Prepare student files for evaluation.

15% **Transfer credit**
Evaluate student transcripts to determine transfer credit.

10% **Student Communication**
Communicate with students in person, by email letter, and by telephone to advise of admission status and provide information and assistance.

10% **Resolve problems**
Provide assistance and resolution for more complex admissions issues.

FLSA Status: Non-Exempt

Admissions Officer I

JOBCODE: 657X61

SUMMARY:
Provides support to students in the admissions processes and processes student admissions records.

REQUIRED QUALIFICATIONS:
Bachelor's degree and one (1) year of related work experience.

DUTIES:

25% **Process applications**
Receive and process student applications. Review application packets for completeness and readiness for evaluation.

25% **Maintain files**
Maintain student application and other files and records. Prepare student files for evaluation.

20% **Evaluate applications**
Evaluate student standardized test scores and calculates GPA to determine compliance with admissions requirements.

15% **Transfer credit**
Evaluate student transcripts to determine transfer credit.

15% **Student Communication**
Communicate with students in person, by email letter, and by telephone to advise of admission status and provide information and assistance.

FLSA Status: Non-Exempt

Admissions Recruiter II

JOBCODE: 657X72

SUMMARY:
Recruit students and provide assistance and advice in relation to the admissions process. Establish and administer programs for targeting, recruitment, and retention of defined groups of students, and visit schools or colleges to make presentations to groups and individuals. Develop associated programs and marketing materials.

REQUIRED QUALIFICATIONS:
Bachelor's degree and three (3) years of related work experience.

DUTIES:

25% **Manage assigned territory**
Manage an assigned recruitment territory

25% **Visit schools and colleges**
Visit schools and colleges, speak to groups and individual students, and meet with school officials to develop partnerships between the university and other institutions.

15% **Provide information to families and students**
Provide information to students and families regarding educational opportunities and options, admission and other requirements, policies and procedures, transfer of credit, and financial assistance, as appropriate.

15% **Conduct campus tours**
Conduct campus tours and represents the Admissions Department during Orientation.

10% **Trend analysis**
Analyze trends in student recruitment and retention programs; design and implement recruitment programs for targeted groups of potential students, and develops strategies for program evaluation.

10% **Marketing materials**
Create and distribute a range of resource and promotional materials designed for the recruitment and retention of targeted groups.

FLSA Status: Non-Exempt

Admissions Recruiter I

JOBCODE: 657X71

SUMMARY:
Recruit students and provide assistance and advice in relation to the admissions process. Visit schools or colleges to make presentations to groups and individuals.

REQUIRED QUALIFICATIONS:
Bachelor's degree and one (1) year of related work experience.

DUTIES:

30% **Manage assigned territory**
Manage an assigned recruitment territory

30% **Visit schools and colleges**
Visit schools and colleges, speak to groups and individual students, and meet with school officials to develop partnerships between the university and other institutions.

15% **Provide information to families and students**
Provide information to students and families regarding educational opportunities and options, admission and other requirements, policies and procedures, transfer of credit, and financial assistance, as appropriate.

15% **Conduct campus tours**
Conduct campus tours and represents the Admissions Department during Orientation.

10% **Marketing materials**
Distribute a range of resource and promotional materials designed for the recruitment and retention of targeted groups.

FLSA Status: Non-Exempt

Alumni Relations Officer

JOBCODE: 441X80

SUMMARY:
Assist in cultivating and broadening alumni interest and financial support of the university by developing and implementing campus and regional alumni programs and events.

REQUIRED QUALIFICATIONS:
Bachelor's degree and three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

30% Coordinate alumni events
Coordinate and university-wide events and programs. Coordinate logistics of on-and off-campus alumni events such as preparing venue contracts, planning menus and ordering food and beverage as appropriate. Ensure all paperwork is in order for all events.

25% Track alumni
Implement a system to track alumni into the workforce or graduate school in order to provide an accurate assessment of what types of careers or graduate programs VSU alumni most likely choose after graduation.

25% Provide support for Alumni Association
Prepare agendas and reports for the VSU Alumni Association. Attends all meetings of the VSU Alumni Association Board of Directors and maintain records relating to Board activities.

10% Maintain files and records
Maintain a variety of files and records; maintain and update databases of names, addresses, and other personal information.

10% Supervise student workers
Hire, train, and supervise student workers.

FLSA Status: Exempt

Applications Operations Manager

JOBCODE: 336X68

SUMMARY:
Lead a team of programmers in the design, development, implementation and maintenance of applications to support the mission of the university.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) years of related work experience.

DUTIES & RESPONSIBILITIES:

25% **Manage and assign**
Assign projects and tasks to programmer team. Manage workloads and track time spent on projects. Supervise personnel.

25% **Facilitate training**
Facilitate cross-training and dissemination of institutional knowledge for application service continuity.

25% **Determine functional needs and requirements**
Work with management to determine functional needs and requirements of applications.

25% **Develop applications and other tools**
Develop application specifications and determine best tools or methods to satisfy those needs and requirements.

FLSA Status: Exempt

Assistant Coach

JOBCODE: 413D99

SUMMARY:
Assist in coaching and managing an assigned university sports program.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

70% Supervise, instruct, and train
Supervise, instruct, and train student-athletes through practices and the monitoring of academic progress and through game-day team management.

10% Recruitment
Recruit student athletes. Attend high school sporting events to identify potential recruits.

10% Assist in overseeing facilities
Assist in overseeing the maintenance of sports facilities and the maintenance of equipment and supply inventory.

10% Schedule games and manage travel
Assist in developing game schedules and in managing team travel.

FLSA Status: Exempt

Assistant Director

JOBCODE: 312X81

SUMMARY:
Assist in the direction and oversight of the operations of a department or unit.

REQUIRED QUALIFICATIONS:
Bachelor's degree in a specified field and three (3) years of related work experience. Professional licensure, certification, and/or designation may be required in some areas.

DUTIES & RESPONSIBILITIES:

30% **Assist in plans and goals development**
Assist in developing and implementing plans and goals for the department or unit.

25% **Assist in daily operations**
Work with the Director or Associate Director to coordinate and supervise daily operations. Supervise assigned department staff. Participate in the provision of professional services as required.

15% **Compliance**
Ensure compliance with regulations, standards, and internal policies.

15% **Data analysis**
Analyze data, prepares reports, and implements necessary changes to existing procedures.

10% **Coordinate departmental participation**
Coordinate the participation of the department/unit at internal and external functions.

5% **Participate in meetings**
Participate in administrative staff meetings and attends other meetings as needed to provide guidance and direction on related issues.

FLSA Status: Exempt (Administrative)

Assistant Professor

JOBCODE: 202X82

SUMMARY:
Responsible for teaching courses in the candidate's area of expertise, maintaining scholarly productivity, and participating in service at the department, college, and university levels.

REQUIRED QUALIFICATIONS:
- Terminal degree at the time of appointment in the appropriate field (specifics to be added by the department – e.g., specific field/subfield, any required certifications, licenses or expertise needed to do the job)
- Demonstrated commitment to excellence in teaching and learning as well as scholarship
- Commitment to diversity and inclusion

PREFERRED QUALIFICATIONS:
- A record of effective teaching appropriate to the applicant's career stage
- Ability to work effectively in a collaborative setting
- A record of mentoring students of diverse background

DUTIES & RESPONSIBILITIES:

80% **Teaching and scholarship**
Teach classes and conducts/presents research in the employee's academic discipline.

20% **Service**
Participates in service at the department, college, and university levels.

FLSA Status: Exempt (Professional)

POSITION OF TRUST: Yes

Associate Chief Information Officer

JOBCODE: 310X89

SUMMARY:
Direct and provide strategic leadership for the university's academic computing, administrative computing, information security, and network services.

REQUIRED QUALIFICATIONS:
Bachelor's degree in specified field and ten (10) years of related work experience which at least seven (7) years must have been in a supervisory role. Terminal degree and/or professional licensure, certification, and/or designation may be required in some areas.

DUTIES & RESPONSIBILITIES:

40% Strategic leadership
Provide strategic leadership of the university's academic computing, administrative computing, information security program and network services, working with campus leadership to oversee the formation and operations of university-wide information technology infrastructure and resources.

20% Supervise and direct personnel
Train, assign, direct, supervise, evaluate, and discipline personnel.

20% Policy, compliance, and audit
Lead efforts to internally assess, evaluate, and make recommendations regarding the adequacy of the university's policies and procedures for academic computing, administrative computing, network services, and information technology security controls.

10% Outreach, education, and training
Work with IT leaders, technical experts, and university leaders on a wide variety of academic computing, administrative computing, information security, and network services. Create education and awareness programs and advise operating units at all levels on best practices and security issues.

10% Risk management and incident response
Keep abreast of security incidents and act as primary control point during significant information security incidents. Develop, implement, and administer technical security standards, as well as a suite of security services and tools to address and mitigate security risk.

FLSA Status: Exempt

Associate Dean AC

JOBCODE: 304X88

SUMMARY:
Support the Dean in the administration of an institutional program or department. This position may or may not have faculty rank.

REQUIRED QUALIFICATIONS:
Doctoral or terminal degree in a course of study related to the academic field and five (5) years of related experience required. Professional licensure, certification, and/or designation may be required in some areas.

DUTIES & RESPONSIBILITIES:

30% Manage and supervise
Manage and supervise assigned faculty, staff, programs, and/or events.

20% Development and budget
Participate in the budget development process. Participate in college development efforts.

20% Teaching
Teaches an assigned course load of classes.

15% Collaboration
Collaborate with internal and external partners on university-wide programs. Participate in student recruitment. Serve on university committees.

10% Accreditation
Assists with accreditation processes and program review efforts.

5% Scholarship
Engage in scholarly activities and encourage scholarship among faculty and staff.

FLSA Status: Exempt (Administrative)

Associate Director

JOBCODE: 312X82

SUMMARY:
Direct and oversee programs and assist with directing the day-to-day operations of a department or unit.

REQUIRED QUALIFICATIONS:
Bachelor's degree in a specified field and five (5) years of related work experience. Professional licensure, certification, and/or designation may be required in some areas.

DUTIES & RESPONSIBILITIES:

30% Direct day-to-day operations
Assist in directing the day-to-day operations of the department or unit.

15% Oversee and monitor
Oversee and monitor departmental or unit initiatives, programs, and events.

15% Manage activities
Manage various activities for a specific department, unit, or function. Participate in the provision of professional services as required.

15% Supervise employees
Supervise and coordinate the selection, training, and development of employees.

10% Represent the department
Represent the department at meetings, functions, or other activities.

10% Assist with the budget
Provide assistance with budget development and monitoring.

5% Assume duties
Assume the duties of the Chief Officer or Director in their absence.

FLSA Status: Exempt (Administrative)

Associate Professor

JOBCODE: 201X81

SUMMARY:
Responsible for teaching courses in the candidate's area of expertise, maintaining scholarly productivity, and participating in service at the department, college, and university levels.

REQUIRED QUALIFICATIONS:
- Terminal degree at the time of appointment in the appropriate field (specifics to be added by the department – e.g., specific field/subfield, any required certifications, licenses or expertise needed to do the job)
- Demonstrated commitment to excellence in teaching and learning as illustrated by a record of effective teaching appropriate to the applicant's career stage
- A record of scholarship appropriate to rank and discipline
- Commitment to diversity and inclusion

PREFERRED QUALIFICATIONS:
- Ability to work effectively in a collaborative setting
- A record of mentoring students of diverse background

DUTIES & RESPONSIBILITIES:

80% **Teaching and scholarship**
Teach classes and conducts/presents research in the employee's academic discipline.

20% **Service**
Participates in service at the department, college, and university levels.

FLSA Status: Exempt (Professional)

POSITION OF TRUST: Yes

Attorney

JOBCODE: 420X80

SUMMARY:
Provide legal advice and other legal services to the institution.

REQUIRED QUALIFICATIONS:
J.D. degree from an ABA-accredited law school, membership in State Bar, and three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

30% Provide guidance
Provide guidance on a wide variety of legal matters/topics, including issues relating to regulatory compliance, constitutional law, general business, and contractual matters, and employment law.

20% Prepare policies and legal opinions
Assist in preparing policies and legal opinions.

20% Prepare and revise contracts
Assist in preparing and/or revising contracts.

20% Monitor and coordinate litigation
Assist in monitoring and coordinating litigation assigned to external counsel.

10% Other legal services
Assist in formulating and implementing institutional strategies for preventing legal problems. Conduct seminars and other programs.

FLSA Status: Exempt

Budget Analyst II

JOBCODE: 432X82

SUMMARY:
Provide analytical support for complex budget projects and prepares budgets for assigned university budget unit(s).

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) years of related work experience.

DUTIES & RESPONSIBILITIES:

40% Prepare budgets
Prepares operational budgets for departments or units.

30% Process improvement
Recommends changes to systems and procedures to ensure conformance with budgetary provisions.

10% Advise and support
Provide advice and support to appropriate administration and staff regarding available options and budgetary implications.

10% Prepare reports
Compile data and prepare a variety of regular and special budget reports.

10% Train staff
Provide training to unit staff on matters related to budget development and management.

FLSA Status: Exempt

Budget Analyst I

JOBCODE: 432X81

SUMMARY:
Provide analytical budget management support for assigned university budget unit(s).

REQUIRED QUALIFICATIONS:
Bachelor's degree and over two (2) years of related work experience.

DUTIES & RESPONSIBILITIES:

55% Budget management
Perform budget management duties for assigned university budget unit(s).

15% Budget development
Assist in the preparation of operational budgets for assigned colleges, departments, or other units.

10% Advise and support
Provide advice and support to appropriate administration and staff regarding available options and budgetary implications.

10% Prepare reports
Compile data and prepare a variety of regular and special budget reports.

10% Train staff
Provide training to unit staff on matters related to budget development and management.

FLSA Status: Exempt

Building Services Foreperson

JOBCODE: 805X88

SUMMARY:
Coordinate and participate in the custodial care and cleaning of campus buildings and facilities.

REQUIRED QUALIFICATIONS:
High school diploma or equivalent and three (3) years of related experience. Must have a valid driver's license.

DUTIES & RESPONSIBILITIES:

50% Supervise and train personnel
Supervise and direct Building Service Workers in the custodial care and cleaning of campus buildings and facilities. Train personnel in the use of cleaning equipment and chemicals.

20% Supply management
Compiles supply requests, obtains supplies from warehouse, and delivers custodial supplies and equipment to campus buildings. Restocks supply cabinets and closets.

20% Custodial duties
Participate in the custodial care and cleaning of campus buildings as needed.

10% Inspect
Inspect buildings and facilities to determine cleaning needs and priorities. Inspect the work of personnel to ensure thoroughness and compliance with policies and procedures.

FLSA Status: Non-exempt

Building Services Supervisor

JOBCODE: 455X89

SUMMARY:
Supervise and coordinate the custodial care and cleaning of university buildings.

REQUIRED QUALIFICATIONS:
High school diploma and five (5) years of related work experience. Must have a valid driver's license.

DUTIES & RESPONSIBILITIES:

45% Inspect facilities and monitor work
Inspect facilities and furnishings for needed cleaning. Inspect the work of subordinates, make corrections as needed, and prepare reports.

35% Prepare, organize, and delegate work
Prepare, organize, and delegates work assignments for subordinates. Ensure that cleaning requests are completed properly.

10% Supervise staff
Attend to staffing and personnel issues. Assists with addressing attendance, tardiness and other disciplinary problems.

10% Perform custodial duties
Respond to custodial emergencies. Assist with custodial duties as needed.

FLSA Status: Exempt

Building Services Worker II

JOBCODE: 810X82

SUMMARY:
Provides a variety of custodial care and leads other building services workers in assigned work.

REQUIRED QUALIFICATIONS:
High school diploma and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

30% Lead custodial care
Leads, guides, and/or trains building services workers in applicable procedures and techniques; ensures proper care in the use and maintenance of equipment and supplies; monitors workplace safety and environmental practices.

30% General Custodial duties
Perform general custodial services (e.g., empty waste baskets, dump trash, and replace trash bags/receptacles; clean furniture; clean floors by sweeping, vacuuming, and mopping; strip, wax and buff floors; clean carpets and windows; change light bulbs as needed or upon request; clean restrooms; replace paper towels and tissues as necessary and maintain adequate supply of each, etc.).

10% Lead special projects
Leads projects involving the moving of furniture, event set-up, or with special cleaning projects.

15% Operate equipment
Operate cleaning equipment (e.g., floor buffer, carpet cleaner, etc.).

15% Notification of needed repairs
Notify supervisor of maintenance and repairs needed in areas cleaned.

FLSA Status: Non-Exempt

Building Services Worker I

JOBCODE: 810X81

SUMMARY:
Provide custodial care and cleaning of campus buildings and facilities.

REQUIRED QUALIFICATIONS:
Completion of sufficient education or training to read and write simple instructions.

DUTIES & RESPONSIBILITIES:

45% General Custodial duties
Perform general custodial services (e.g., empty waste baskets, dump trash, and replace trash bags/receptacles; clean furniture; clean floors by sweeping, vacuuming, and mopping; strip, wax and buff floors; clean carpets and windows; change light bulbs as needed or upon request; clean restrooms; replace paper towels and tissues as necessary and maintain adequate supply of each, etc.).

30% Special projects
Assist with moving furniture or with special cleaning projects.

15% Operate equipment
Operate cleaning equipment (e.g., floor buffer, carpet cleaner, etc.).

10% Notification of needed repairs
Notify supervisor of maintenance and repairs needed in areas cleaned.

FLSA Status: Non-Exempt

Bus Operator II

JOBCODE: 810X72

SUMMARY:
Provides daily oversight of assigned bus or van operators and operates bus or van to transport students and other passengers.

REQUIRED QUALIFICATIONS:
High School Diploma and three (3) years of related work experience. Must have a valid commercial driver's license with endorsements.

DUTIES & RESPONSIBILITIES:

40% **Daily bus or van operator oversight**
Oversees training, scheduling, and timekeeping for assigned bus or van operators.

30% **Operate a bus or van**
Operate a bus, charter bus, or van to transport students and other passengers around campus and to external locations. Transport sports teams and other groups to a variety of locations.

20% **Conduct inspections**
Conducts exterior and under the hood vehicle inspections. Report maintenance needs to supervisor.

5% **Complete logs and other reports**
Complete mileage, maintenance, and other required logs. Complete required reports.

5% **Training and certification**
Complete required training and maintain required licenses and certifications.

FLSA Status: Non-Exempt

Bus Operator I

JOBCODE: 810X71

SUMMARY:
Operate bus or van to transport students and other passengers.

REQUIRED QUALIFICATIONS:
High School Diploma and one (1) year of related work experience. Possession of or ability to readily obtain a valid commercial driver's license with endorsements.

DUTIES & RESPONSIBILITIES:

70% Operate a bus or van
Operate a bus or van to transport students and other passengers around campus and to external locations. Transport sports teams and other groups to a variety of locations.

10% Conduct inspections and perform maintenance
Conduct pre- and post-trip vehicle inspections. Make minor repairs as needed. Report maintenance needs to supervisor.

10% Complete logs and other reports
Complete mileage, maintenance, and other required logs. Complete required reports.

10% Training and certification
Complete required training and maintain required licenses and certifications.

FLSA Status: Non-Exempt

Buyer III

JOBCODE: 433X83

SUMMARY:
Perform complex professional procurement functions to prepare bids, process purchase orders, and provide contract administration support for the university.

REQUIRED QUALIFICATIONS:
Bachelor's degree in a specified field and five (5) or more years of related work experience. Professional licensure, certification, and/or designation may be required in some areas.

DUTIES & RESPONSIBILITIES:

20% **Provide contract administration support and preparation**
Review contract terms and conditions for compliance with federal, state, and local guidelines. Coordinate compliance verifications with other campus units to include areas such as legal affairs, grants, and technology.

20% **Process purchase orders and requisitions**
Process purchase orders and requisitions; determines the correct method for procuring services and goods. Reconcile monthly open, and zero-dollar purchase order reports. Work with departments, vendors, and Accounts Payable staff regarding open PO balances, missing or late invoices, backordered and damaged products, missing orders, and more.

20% **Prepare and process bids**
Prepare requests for bids, qualifications, and proposals. Provide support for the selection process.

15% **Maintain vendor contact and assist departments**
Maintain contact with vendors, assist departments in completing registration through the onboarding system, input and build cases for vendors by validating information provided and adding to software system.

10% **Liaison with departments**
Serve as liaison between campus and procurement regarding all procurement-related items. Resolve problems and provide guidance related to the purchasing process and policies.

10% **Ensure compliance**
Ensure compliance with state laws and university purchasing policies and procedures.

5% **Serve in the absence of the Procurement Manager**
Provide leadership and professional support in the absence of unit management.

FLSA Status: Exempt

Buyer II

JOBCODE: 633X82

SUMMARY:
Perform intermediate to complex professional procurement functions to purchase supplies, materials, equipment, and services for the university.

REQUIRED QUALIFICATIONS:
Bachelor's degree in a specified field and three (3) or more years of related work experience. Professional licensure, certification, and/or designation may be required in some areas.

DUTIES & RESPONSIBILITIES:

35% Process purchase orders and requisitions
Process purchase orders and requisitions; determines the correct method for procuring services and goods.

15% Maintain vendor contact and assist departments
Maintain contact with vendors, assist departments in completing registration through the onboarding system, input and build cases for vendors by validating information provided and adding to software system.

10% Prepare bids
Prepare requests for bids, qualifications, and proposals within a departmentally designated financial threshold. Provide support for the selection process.

10% Confer with departments
Confer with university departments regarding requirements, specifications, and deliveries. Resolve problems and provide guidance related to the purchasing process.

10% Serve as liaison
Serve as liaison between campus and procurement regarding all procurement-related items, including but not limited to E-pro, Contracts, Vendors, pCard, Fuel Card, and Policy interpretation.

10% Reconcile purchase orders
Reconcile monthly open, and zero-dollar purchase order reports. Work with departments, vendors, and Accounts Payable staff regarding open PO balances, missing or late invoices, backordered and damaged products, missing orders, and more.

10% Ensure compliance
Ensure compliance with state laws and university purchasing policies and procedures.

FLSA Status: Non-Exempt

Buyer I

JOBCODE: 633X81

SUMMARY:
Procure supplies, materials, equipment, and services for campus departments.

REQUIRED QUALIFICATIONS:
Associate's degree in specified field and one (1) year of related work experience. Professional licensure, certification, and/or designation may be required in some areas.

DUTIES & RESPONSIBILITIES:

25% **Process requisitions and purchase orders**
Review and processes requisitions and prepare purchase orders.

20% **Determine vendor sources**
Determine vendor sources and product availability.

15% **Monitor status**
Maintain contact with vendors and ensure compliance with contracts. Track the status of requisitions, contracts, and orders.

15% **Maintain files**
Maintain and update a variety of purchasing files and records.

15% **Coordinate with departments**
Coordinate with university departments to determine procurement needs and coordinate the acquisition of goods and services.

10% **Ensure compliance**
Ensure compliance with state laws and university purchasing policies and procedures.

FLSA Status: Non-Exempt

Cashier II

JOBCODE: 633X81

SUMMARY:
Coordinate activities associated with cash management activities of the university's accounting records.

REQUIRED QUALIFICATIONS:
High School Diploma and three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

50% Cash management
Coordinates cash management activities in support of accounts receivable function for the overall university.

20% Customer service
Provide information and assistance to customers on matters related to customer accounts, charges, refunds, and other related matters.

10% Train and assist
Train and assist less-experienced personnel with more complex cashiering and customer service issues.

10% Balance funds
Balance funds collected via cash, check, or credit/debit card payments. Prepare related reports.

10% Administrative support
Provide administrative and clerical support for assigned operations.

FLSA Status: Non-Exempt

Cashier I

JOBCODE: 505X81

SUMMARY:
Receive payments for goods, services, fines, fees, etc. in a departmental unit.

REQUIRED QUALIFICATIONS:
High School Diploma and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

55% Receive payments
Receive and record payments for a specific department or unit. Operate a cash register or other point-of-sale system as assigned.

25% Customer service
Provide information and assistance to customers on matters related to customer accounts, charges, refunds, and other related matters.

10% Balance funds
Balance funds collected via cash, check, or credit/debit card payments. Prepare related reports.

10% Administrative support
Provide administrative and clerical support for assigned operations.

FLSA Status: Non-Exempt

Certified Fitness Professional

JOBCODE: 412X73

SUMMARY:
Provide training services for student athletes, clinical clients, and campus labs or centers.

REQUIRED QUALIFICATIONS:
Bachelor's degree in a specified field and over three (3) years of related work experience. Applicable State of Georgia License in good standing of required employing unit.

DUTIES & RESPONSIBILITIES:

50% Provide athletic training, physical therapy, rehabilitation, or related practices
Provide services to clients as appropriate or provide referral recommendations in order to assess, plan, or implement fitness programs that include exercise or physical activities such as those designed to improve cardio-respiratory function, body composition, muscular strength, muscular endurance, or flexibility; including the prevention, care, and rehabilitation of injuries where appropriate.

20% Serve as subject-matter expert for events, marketing, and operational activities as assigned
Provide coverage of events as appropriate for the operational unit assigned (i.e. Athletic Department professionals will serve as trainers at sports events, Exercise Physiology professionals will serve at campus events to market and represent their area or serve current and potential clients).

20% Provide training and instruction, or supervision thereof
Organize clinics, courses, and individual fitness plans; advise on prevention and care of specific injuries; develop procedures, or methodologies based on new research or knowledge, or interpret and apply established policies in order to provide best practice services to clients.

10% Referral
Refer clients to external medical professionals when appropriate or when client needs exceed that of the available program and staff.

FLSA Status: Exempt

Chief Officer

JOBCODE: 184X78

SUMMARY:
Responsible for developing and executing comprehensive plans and providing administrative leadership in support of the overall strategic direction for the University. This position will ensure compliance with legislation, legal requirements and government reporting, and record keeping regulations at the state, federal and local levels.

REQUIRED QUALIFICATIONS:
Master's degree in a specified field and ten years (10) years of work experience in a related field is required which at least seven (7) years must have been in a supervisory role. Terminal degree and/or professional licensure, certification, and/or designation may be required in some areas.

DUTIES & RESPONSIBILITIES:

25% Leadership, direction, and supervision
Provide executive-level leadership and direction to other leaders within an area of the university. Assign, direct, and supervise the work of personnel.

20% Administration
Administer a major department, initiative, or unit with full authority of that area.

15% Subject-matter expert
Serve as subject-matter expert for a specific area for the university.

10% Department representative
Represent the University to external stakeholders at events and on various committees.

10% Manage budget
Develop, monitor, and administer a substantial budget of a department, initiative, or unit.

10% Compliance
Interact with federal, state, and local entities to ensure compliance with appropriate statutes and regulations.

10% Policy and Procedure
Establish and administer policies and procedures for department, initiative, or unit.

FLSA Status: Exempt (Executive)

Coaching Assistant

JOBCODE: 412X85

SUMMARY:
Provide assistance to the Head Coach of an assigned university sports program.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

40% **On-court coaching**
Assist the Head Coach and/or Assistant Head Coach with coaching during practices and competitions.

25% **Competition preparation**
Assist the Head Coach and/or Assistant Coach with competition preparation and planning.

25% **Facilities preparation and maintenance**
Assist in the maintenance sports facilities and in the preparation of facilities for practices or competitions.

10% **Monitor student athletes' academic performance**
Monitor student athletes' performance. Provide guidance and support to ensure student success.

FLSA Status: Exempt

Communications Coordinator

JOBCODE: 442X88

SUMMARY:
Coordinate and participate in public and media relations and other communications functions to ensure the communication of the university's messages to a variety of audiences.

REQUIRED QUALIFICATIONS:
Bachelor's degree and five (5) years of related work experience.

DUTIES & RESPONSIBILITIES:

25% Media relations
Maintain relationships with representatives of the local and regional news media. Assist members of the news media with feature stories, including scheduling interviews and press conferences and providing information and photographs.

25% Produce media content
Write regular and feature news stories for release to newspapers and periodicals.

20% Supervise staff
Train and supervise staff. Prioritize and make work assignments.

15% Develop strategies
Participate in the development and implementation of marketing and public/media relations strategies.

15% Special communications
Complete special communication projects as assigned. Serve as media representative during emergencies and other events.

FLSA Status: Exempt

Communications Specialist

JOBCODE: 642X80

SUMMARY:
Perform specialized duties in support of public relations, marketing, and other communication functions to ensure the communication of the university's messages to a variety of audiences.

REQUIRED QUALIFICATIONS:
Bachelor's degree and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

50% Produce written content
Produce a variety of written content for the university's print and digital publications, marketing materials, websites, and social media.

20% Proof materials
Proof, edit, and improve submitted content from university departments.

20% Social media
Develop strategies and content for the university's social media platforms.

10% Special communications
Complete special communication/marketing projects as assigned.

FLSA Status: Non-Exempt

Compliance Officer

JOBCODE: 470X80

SUMMARY:
Manage assigned institutional compliance functions to ensure university compliance with a variety of state and federal regulations, grant requirements, ethics guidelines, etc.

REQUIRED QUALIFICATIONS:
Bachelor's degree and five (5) years of related work experience.

DUTIES & RESPONSIBILITIES:

20% **Provide guidance**
Conduct investigations, audits, and/or research to ensure compliance with applicable legal, regulatory, and/or accreditation-related guidelines.

20% **Advocate**
Advocate for the achievement and documentation of institutional best practices in compliance-related subject matter areas.

20% **Develop policies and procedures**
Assist in the development of institutional policies and procedures to ensure compliance with applicable rules, regulations, and guidelines.

20% **Collaborate with others**
Collaborate with subject matter experts and other stakeholders to help ensure institutional compliance.

20% **Prepare reports**
Prepare a variety of regular and special reports documenting university compliance.

FLSA Status: Exempt

Computer Operator

JOBCODE: 510X70

SUMMARY:
Provides entry-level information technology support with one or more of the following areas: basic troubleshooting, software installation, desktop support, helpdesk representative, network monitor, system support, or web support. Operates and maintains a multi-platform environment that include various equipment and technologies; install and maintain a variety of PC-based software applications; detect, troubleshoot, and report network and/or system problems; upkeeps multifunction printers; upkeeps the university website and web applications; establishes and maintains working relationships with students, faculty, and staff in order to effectively gather and convey information.

REQUIRED QUALIFICATIONS:
High School Diploma and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

45% Respond to user inquiries and resolves problems
Answer user inquiries regarding software or hardware operation in order to resolve problems. Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support. Refer complex problems to vendors or supervisor for service.

25% Equipment set-up
Set up equipment for employee and student use, ensuring the proper installation of cables, operating systems, or software.

10% Maintain records
Maintain record of daily transactions, problems, remedial actions taken, and installations completed.

10% Web development
Edit and maintain assigned university website and/or webpages.

10% Systems support
System support and administration for assigned systems and applications.

FLSA Status: Non-Exempt

Computer Services Coordinator

JOBCODE: 463X88

SUMMARY:
Assist in the direction of the provision of user services to information technology customers and the installation, configuration, maintenance, and management of university office, classroom, and lab information technology hardware, software, and peripheral devices.

REQUIRED QUALIFICATIONS:
Bachelor's degree in a related area and five (5) years' work experience in a related field is required.

DUTIES & RESPONSIBLITIES:

30% **Supervise and train**
Supervise and train a team of employees and student workers to ensure the maintenance, installation, and troubleshooting of all faculty and staff technologies

20% **Prepare reports and conduct surveys**
Provide reporting on response times, conduct surveys for customer service satisfaction, and analyze feedback from customers.

20% **Consulting services**
Perform consulting services relating to the feasibility and application of new and existing technology usage in a learning environment.

10% **Maintain lab and classroom systems**
Maintain the university's lab and classroom audio-video and/or computer systems. Install, troubleshoot, repair, and update a variety of hardware and software.

10% **Monitor IT infrastructure**
Assist in monitoring IT infrastructure with a focus on identifying technology problems relating to classroom and lab instruction.

10% **Train users**
Train faculty and staff in the use of laboratory, classroom, and other instructional technology hardware and software systems.

FLSA Status: Exempt

Computer Services Tech III

JOBCODE: 460X83

SUMMARY:
Support, maintain, monitor, update, troubleshoot, repair specialized A/V equipment, computer systems, hardware, network components, peripheral devices, software, and/or applications. Provide support to less-experienced computer service technicians.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) years of related work experience.

DUTIES & RESPONSIBLITIES:

25% **Specialized support services**
Provide specialized support for a variety of hardware, software, peripheral devices, and A/V equipment in offices, classrooms, and computer labs.

25% **Coordinate and lead**
Coordinate and lead the work of assigned workers engaged in the provision of computer support services.

25% **Research and recommend**
Research and recommend the acquisition and installation of new technology solutions.

25% **Manage inventory**
Manage inventory of IT and/or A/V equipment. Make purchases as needed. Maintain related records.

FLSA Status: Exempt

Computer Services Tech II

JOBCODE: 603X82

SUMMARY:
Provide and lead front-line support of institutional users of enterprise applications, desktops, networks, and information resources and assist in the management of information technology assets.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

40% Respond to user inquiries and resolves problems
Answer user inquiries regarding software or hardware operation in order to resolve problems. Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support. Refer complex problems to vendors or supervisor for service.

30% Asset Management
Oversee incoming and outgoing of information technology assets; assist in the management of campus software licensing.

15% Coordinate and lead
Coordinate and lead the work of assigned workers engaged in the provision of computer support services.

15% Maintain records
Maintain record of daily transactions, problems, remedial actions taken, and installations completed.

FLSA Status: Non-Exempt

Computer Services Tech I

JOBCODE: 603X81

SUMMARY:
Provide front-line support of institutional users of enterprise applications, desktops, networks, and information resources.

REQUIRED QUALIFICIATIONS:
Associate's degree and three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

50% Respond to user inquiries and resolves problems
Answer user inquiries regarding software or hardware operation in order to resolve problems. Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support. Refer complex problems to vendors or supervisor for service.

20% Oversees systems operations
Oversees daily operations of assigned computer systems.

15% Maintain records
Maintain record of daily transactions, problems, remedial actions taken, and installations completed.

15% Equipment set up
Set up equipment for employee and student use, ensuring the proper installation of cables, operating systems, or software.

FLSA Status: Non-Exempt

Counselor

JOBCODE: 411X80

SUMMARY:
Provide counseling services for university students, faculty, and staff.

REQUIRED QUALIFICATIONS:
Master's degree in specified field or related, and one (1) year of related work experience. Licensed or license-eligible in the State of Georgia as Professional Counselor, Marriage and Family Therapist, Social Worker or Psychologist required.

DUTIES:

35% **Individual and group counseling**
Provide individual and group counseling services to students, faculty, and staff.

25% **Documentation**
Complete accurate documentation and maintain case files.

15% **Crisis intervention**
Provide crisis intervention services as needed both during and after hours.

10% **Outreach and training**
Provide outreach programs for classes, residence halls, campus organizations and special interest groups.
Provide in-service programming and training for staff and faculty.

10% **Consultation and referral**
Provides consultation and referral services for both on and off-campus resources.

5% **Provide support for other campus functions**
Provides support services for other campus functions, including testing, admissions, and orientation.

FLSA Status: Exempt

Creative Services Coordinator

JOBCODE: 446X88

SUMMARY:
Coordinate and participate in the provision of print, video, and web-based services in order to communicate the university's mission, programs, and services to a variety of internal and external audiences.

REQUIRED QUALIFICATIONS:
Bachelor's degree and five (5) years of related work experience.

DUTIES & RESPONSIBILITIES:

10% Train and supervise
Train, assign, direct, supervise, evaluate, and discipline personnel.

10% Administrative functions
Complete a variety of reports and maintain files and records. Manage budgeted funds as assigned.

40% Design and develop
Design and develop a variety of print material, video programming, websites, etc. in order to communicate with a variety of audiences.

15% Consulting
Coordinate and consult with internal clients to develop strategies, goals, and timelines. Works with internal clients to develop messaging and other content.

15% Graphic design
Perform a variety of graphic design functions in the development of communication materials in assigned media.

10% Equipment management
Maintain a variety of software and hardware used in the development and production of multimedia services as assigned. Research and recommend technology upgrades.

FLSA Status: Exempt

Creative Services Specialist

JOBCODE: 642X83

SUMMARY:
Perform specialized duties in the field of photography, videography, graphic design, animation, web design, etc. in order to communicate the university's message to a variety of internal and external audiences.

REQUIRED QUALIFICATIONS:
Associate's degree and three (3) years of related experience.

DUTIES & RESPONSIBILITIES:

50% Design and develop
Operate cameras, video equipment, and computer hardware and software to develop content for print, video, and web-based media.

15% Consulting
Coordinate and consult with internal clients to develop strategies, goals, and timelines. Work with internal clients to develop messaging and other content.

15% Graphic design
Perform a variety of graphic design functions in the development of communication materials in assigned media.

10% Equipment management
Maintain a variety of software and hardware used in the development and production of multimedia content as assigned. Research and recommend technology upgrades.

10% Administrative functions
Complete a variety of reports and maintain files and records.

FLSA Status: Non-Exempt

Customer Relations Specialist

JOBCODE: 604X80

SUMMARY:
Serves as a liaison between offices, departments and/or institutions and provides customer relationship expertise within targeted areas.

REQUIRED QUALIFICATIONS:
Associate's degree in a related area and one (1) years of related work experience.

DUTIES & RESPONSIBILITIES:

30% **Provides customer support**
Lead in coordinating/developing/managing all aspects of customer support

25% **Assists with the planning, development, and delivery of services**
Engage in networking, public relations, customer management, and partnership opportunities

25% **Performs office or administrative duties**
Manage the office traffic, administrative functions, and purchasing of equipment, materials, and supplies

15% **Develops new business opportunities**
Assist in identification, marketing, and recruitment of new and returning business

5% **Generates reports on a periodic basis**
Maintain customer records and provide reporting as requested

FLSA Status: Non-Exempt

Database Services Engineer

JOBCODE: 462X77

SUMMARY:
Maintain the effective and efficient operation of a computer database(s).

REQUIRED QUALIFICATIONS:
Bachelor's degree and over three (3) years of related work experience.

DUTIES & RESPONSIBLITIES:

40% **Install and manage software**
Install and manage software systems. (Banner, Oracle, Unix)

30% **Database and software tuning and space allocation**
Perform database/software tuning and space allocation functions.

10% **User management**
Perform user management functions.

10% **Identify and resolve problems**
Identify issues and resolve problems.

10% **Backups**
Perform system backups.

FLSA Status: Exempt

Database Services Manager

JOBCODE: 336X78

SUMMARY:
Responsible for developing and implementing standards, procedures, and controls that ensures the security, reliability, and availability of university databases.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) years of related work experience.

DUTIES & RESPONSIBILITIES:

40% **Database management**
Manage numerous databases and systems housed on multiple servers. Sets and enforces database standards and controls.

30% **Database expansion**
Develops database expansion plans and requirements. Coordinates expansion plans and requirements with information technology leadership. Designs and programs expansions.

10% **Identify and resolve database performance problems**
Identify database performance issues and resolve problems.

20% **Research and make purchasing decisions**
Research and make decisions on purchasing technology and systems.

FLSA Status: Exempt

Dean AC

JOBCODE: 120X89

SUMMARY:
Serve as the principal administrator/head of a college within the university. This position has faculty rank.

REQUIRED QUALIFICATIONS:
- An earned terminal degree from an accredited university in a discipline within the College
- A record of excellence in teaching, scholarship, and service commensurate with appointment at the rank of full professor with tenure
- A strong record of progressively responsible and relevant university leadership experience, with a minimum of three years of experience at the department head level or above
- An awareness of current trends in higher education and a commitment to innovation in teaching and learning
- Exceptional organizational, communication, and interpersonal skills
- Significant and successful experience in faculty evaluation and professional development and in managing enrollment and complex budgets
- Commitment to diversity and inclusion
- A commitment to shared governance and a consultative leadership style

PREFERRED QUALIFICATIONS:
- Significant and successful experience with grant writing and extramural funding
- Record of successful outreach to community
- Experience as a college dean
- Accreditation experience

DUTIES & RESPONSIBILITIES:

80% Manage and supervise
Manage and supervise college faculty, staff, accreditation, programs, curriculum, budgets, and events. Oversee college hiring, evaluation, tenure and promotion processes. Develop and implement short- and long-range plans.

15% Collaboration
Collaborate with internal and external partners on university-wide programs. Participate in student recruitment. Serve on university and/or University system committees.

5% Scholarship
Engage in scholarly activities and encourage scholarship among faculty and staff.

FLSA Status: Exempt (Administrative)
POSITION OF TRUST: Yes

Delivery Worker

JOBCODE: 928X70

SUMMARY:
Receive and deliver freight, stock, furniture, and other items on the university campus.

REQUIRED QUALIFICATIONS:
High school diploma or GED and valid driver's license required.

DUTIES & RESPONSIBILITIES:

35% Receive deliveries
Receive and unload deliveries. Inspects deliveries to ensure accuracy.

35% Deliver items to campus buildings
Deliver a variety of items to campus buildings, including equipment, furniture, materials, and supplies.

20% Operate equipment
Operate trucks, forklift, and other vehicles and equipment as needed.

10% Maintain records
Maintain records of shipments received and deliveries completed.

FLSA Status: Non-Exempt

Department Head Assistant Professor

JOBCODE: 196X82

SUMMARY:
Direct and participate in the teaching and other functions of an academic department. This position carries faculty rank and is either tenured or tenure track.

ESSENTIAL QUALIFICATIONS:
- An earned terminal degree from an accredited university in a discipline within the department
- A record of excellence in teaching, scholarship, and service
- A strong record of progressively responsible and relevant leadership experience · An awareness of current trends in higher education and a commitment to innovation in teaching and learning
- Exceptional organizational, communication, and interpersonal skills
- Commitment to diversity and inclusion
- A commitment to shared governance and a consultative leadership style

PREFERRED QUALIFICATIONS:
- Experience with grant writing and extramural funding
- Record of successful outreach to community
- Experience with faculty evaluation and promotion and tenure processes
- Experience as a department head
- Accreditation experience

DUTIES & RESPONSIBILITIES:

75% Manage and supervise
Manage and supervise departmental faculty, staff, accreditation, programs, curriculum, budgets, and events. Oversee departmental hiring, evaluation, tenure and promotion processes. Develop and implement short- and long-range plans.

25% Teaching and Scholarship and Service
Teach classes and conduct/present research in an academic discipline within the department. Encourage scholarship among faculty and staff. Serve on department, college, university, and/or University system committees.

FLSA Status: Exempt (Administrative)

POSITION OF TRUST: Yes

Department Head Associate Professor

JOBCODE: 196X81

SUMMARY:
Direct and participate in the teaching and other functions of an academic department. This position carries faculty rank and is either tenured or tenure track.

ESSENTIAL QUALIFICATIONS:
- An earned terminal degree from an accredited university in a discipline within the department
- A record of excellence in teaching, scholarship, and service
- A strong record of progressively responsible and relevant leadership experience · An awareness of current trends in higher education and a commitment to innovation in teaching and learning
- Exceptional organizational, communication, and interpersonal skills
- Commitment to diversity and inclusion
- A commitment to shared governance and a consultative leadership style

PREFERRED QUALIFICATIONS:
- Experience with grant writing and extramural funding
- Record of successful outreach to community
- Experience with faculty evaluation and promotion and tenure processes
- Experience as a department head
- Accreditation experience

DUTIES & RESPONSIBILITIES:

75% Manage and supervise
Manage and supervise departmental faculty, staff, accreditation, programs, curriculum, budgets, and events. Oversee departmental hiring, evaluation, tenure and promotion processes. Develop and implement short- and long-range plans.

25% Teaching and Scholarship and Service
Teach classes and conduct/present research in an academic discipline within the department. Encourage scholarship among faculty and staff. Serve on department, college, university, and/or University system committees.

FLSA Status: Exempt (Administrative)

POSITION OF TRUST: Yes

Department Head Professor

JOBCODE: 196X80

SUMMARY:
Direct and participate in the teaching and other functions of an academic department. This position carries faculty rank and is either tenured or tenure track.

ESSENTIAL QUALIFICATIONS:
- An earned terminal degree from an accredited university in a discipline within the department
- A record of excellence in teaching, scholarship, and service
- A strong record of progressively responsible and relevant leadership experience · An awareness of current trends in higher education and a commitment to innovation in teaching and learning
- Exceptional organizational, communication, and interpersonal skills
- Commitment to diversity and inclusion
- A commitment to shared governance and a consultative leadership style

PREFERRED QUALIFICATIONS:
- Experience with grant writing and extramural funding
- Record of successful outreach to community
- Experience with faculty evaluation and promotion and tenure processes
- Experience as a department head
- Accreditation experience

DUTIES & RESPONSIBILITIES:

75% Manage and supervise
Manage and supervise departmental faculty, staff, accreditation, programs, curriculum, budgets, and events. Oversee departmental hiring, evaluation, tenure and promotion processes. Develop and implement short- and long-range plans.

25% Teaching and Scholarship and Service
Teach classes and conduct/present research in an academic discipline within the department. Encourage scholarship among faculty and staff. Serve on department, college, university, and/or University system committees.

FLSA Status: Exempt (Administrative)

POSITION OF TRUST: Yes

Deputy Chief Officer

JOBCODE: 320X82

SUMMARY:
Assist in the development, execution, and implementation of comprehensive plans in support of the overall strategic direction of the University. This position ensures the successful achievement of objectives, initiatives, activities designed to maximize returns on investments, achieve organizational efficiencies, and increase productivity for the University. This position will analyze operations to evaluate performance of processes or staff in meeting objectives and to determine areas of potential cost reduction, overall improvement, or policy change.

REQUIRED QUALIFICATIONS:
Master's degree in a specified field and seven (7) years of related work experience which at least five (5) years must have been in a supervisory role. Terminal degree and/or professional licensure, certification, and/or designation may be required in some areas.

DUTIES & RESPONSIBILITIES:

20% Project Oversight
Assume major management responsibility for a wide range of projects or initiatives associated with business operations or academic or student services.

20% Manage Operations
Manage operations of mission critical systems, programs or functions.

15% Leadership and Direction
Provide administrative leadership. Assist in directing the human, financial, and other resources needed to accomplish objectives of the assigned department or unit.

15% Develop and implement solutions
Develop and implement new, efficient and effective solutions that maximize the department or unit's resources and other external resources.

10% Compliance
Interact with federal, state, and local entities to ensure compliance with appropriate statutes and regulations.

10% Policy and Procedure
Establish and administer policies and procedures within departmental unit, system standards and operating procedures.

10% Forecast
Forecast needs, requirements, and direction for operational changes.

FLSA Status: Exempt (Administrative)

Development Officer

JOBCODE: 443X80

SUMMARY:
Perform a variety of university development activities, including cultivating donors and potential donors, coordinating and assisting with implementation of development initiatives such as annual giving programs, managing development and donor records.

REQUIRED QUALIFICATIONS:
Bachelor's degree and three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

30% Meet with donors and potential donors
Meet with donor prospects for the purposes of cultivation, solicitation, or follow-up of gift proposals and meet with current donors for the purpose of stewardship.

20% Research, identify, and contact potential donors
Research potential donors, make calls for appointments, and prepare solicitation proposals.

20% Maintain files and records
Maintain record of donor contact and correspondence. Maintain donor files, records and contact list.

20% Assist in the implementation of giving programs
Develops, oversees, and evaluates assigned area of a campaign.

10% Events
Coordinate and attends a variety of donor cultivation, solicitation, and appreciation events.

FLSA Status: Exempt

Director

JOBCODE: 300X80

SUMMARY:
This position provides direction and management oversight to one or more departments or units. Plan, direct, and coordinate operational activities.

REQUIRED QUALIFICATIONS:
Bachelor's degree in a specified field and five (5) years of related work experience in a related field is required. Terminal degree and/or professional licensure, certification, and/or designation may be required in some areas.

DUTIES & RESPONSIBILITIES:

25% Accomplish department/unit objectives
Direct the human, financial, and other resources needed to accomplish objectives of the department or unit.

20% Monitor and establish processes
Monitor and establish processes to ensure effectiveness, efficiency, and alignment with University and department goals.

20% Direct operations
Direct the operations of the department or unit.

15% Area Representative
Represent the department or unit to internal and external groups and individuals.

10% Manage budget
Manage the department/unit budget.

10% Compliance
Ensure commitment to and compliance with applicable laws, regulations, and standards.

FLSA Status: Exempt (Administrative)

Dispatcher

JOBCODE: 821X80

SUMMARY:
Responds to emergency and non-emergency calls for service and dispatch appropriate personnel. Operate the Georgia Crime Information Center computerized database to enter and retrieve data.

REQUIRED QUALIFICATIONS:
High school diploma and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

50% Dispatch
Receive emergency and non-emergency calls for service and dispatch appropriate personnel. Enter call data into the Computer Aided Dispatch (CAD) system.

15% Monitor alarms and security
Respond to alarms, including security and weather alerts by dispatching and notifying appropriate personnel. Monitor security cameras and reports suspicious activities.

15% Prepare reports
Prepare a variety or regular and special reports, including daily logs of calls received and dispatched. Main files and records.

15% GCIC operation
Operate the Georgia Crime Information Center (GCIC) database to enter and retrieve data and to conduct background, criminal record, and vehicle searches.

5% Contact external agencies
Contact external law enforcement, fire, and other emergency response agencies as needed.

FLSA Status: Non-Exempt

Event Coordinator

JOBCODE: 515X87

SUMMARY:
Plan, coordinate, publicize, and implement activities, events and conferences.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

20% **Marketing and preparation**
Market university facilities to internal and external customers and manage event-set up and preparations. Manage related contracts.

20% **Manage audio-visual and other services**
Oversee the provision of audio-visual and other services in support of conferences and events. Manage AV equipment inventory.

20% **Manage calendars and schedules**
Manages a variety of schedules and calendars in order to facilitate the efficient use of university facilities.

10% **Supervise and train**
Train, assign, direct, supervise, evaluate, and discipline student workers and other staff as assigned. Supervise workers before, during, and after events.

10% **Building maintenance**
Facilitate the maintenance of event facilities.

10% **Coordinate with other university staff**
Coordinate event activities with other university departments and staff.

10% **Policy and procedure**
Ensures compliance with all relevant policies, procedures, rules, regulations, laws, and agreements.

FLSA Status: Non-Exempt

Executive Assistant

JOBCODE: 325X80

SUMMARY:
Independently manage and oversee the executive administrative support activities of a major multifaceted division administered by a University Administrator.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) years of related work experience

DUTIES:

20% **Oversee and coordinate day-to-day activities**
Oversee and coordinate the day-to-day activities of the office administrative support staff, to include management and training, scheduling and prioritizing work assignments, and implementation of effective operating policies, procedures, and systems.

15% **Serve as primary point of contact**
Serve as the primary point of initial contact on any matter directed to the University Administrator.

15% **Coordinate special programs**
Coordinate special programs or initiatives for the University Administrator some of which may have University-wide impact.

15% **Manage external and internal contacts**
Manage University Administrator's external and internal contacts; receive, screen, evaluate, and determine the appropriate response to all written correspondence received by the office; independently formulate and disseminates written responses as appropriate.

15% **Manage financial operations**
Assist with the management of the financial operations of the University Administrator's office.

10% **Coordinate dispositions and resolutions of issues**
Coordinate the disposition and/or resolution of individual problems and disputes involving faculty, staff, students, and/or members of the general public, as they arise.

10% **Participate on Committee**
Participate in various committees and professional organizations.

FLSA Status: Exempt

Facility Operation Coordinator

JOBCODE: 655X80

SUMMARY:
Coordinates facility management and services for assigned university facility or physical location. Areas of responsibility include coordinating facility event set-up, programming, rule adherence, scheduling, and staffing.

REQUIRED QUALIFICATIONS:
High school diploma and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

20% **Schedule, coordinate, and supervise**
Schedules, coordinates, and supervises events, programs, and services for assigned university facility/location.

20% **Policies and procedures**
Explains and enforces facility policies and procedures.

20% **Set-up and preparations**
Directs set-up and other preparations for facility events, programs, services, and operations.

20% **Coordinate facilities maintenance and information technology needs**
Coordinate facilities information technology and maintenance needs with appropriate university departments and/or units.

20% **Supervise staff**
Train, direct, schedule, and supervise student and other staff as assigned.

FLSA Status: Non-Exempt

Financial Aid Assistant II

JOBCODE: 657X82

SUMMARY:
Provide customer service and document processing support for the financial aid process. Resolve more difficult financial aid and customer service issues.

REQUIRED QUALIFICATIONS:
High School Diploma and three (3) years of related work experience.

DUTIES:

25% **Analyze and process documents**
Analyze and process financial aid documents and maintains related files.

15% **Resolve problems**
Resolve more complex financial aid and customer service issues.

15% **Finalize applications**
Finalize completed applications for the awards process. Scans and indexes documents.

20% **Maintain files**
Maintain student financial aid application files and reviews for completeness.

25% **Provide information and assistance**
Assist financial aid applicants by providing accurate information, appropriate materials, and procedural instructions for completing the FAFSA and completing scholarship, grant, and loan applications. Resolve more difficult financial aid and customer service issues.

FLSA Status: Non-Exempt

Financial Aid Assistant I

JOBCODE: 657X81

SUMMARY:
Provide customer service and document processing support for the financial aid process.

REQUIRED QUALIFICATIONS:
High School Diploma and one (1) year of related work experience.

DUTIES:

25% **Analyze and process documents**
Analyze and process financial aid documents and maintains related files.

25% **Provide information and assistance**
Assist financial aid applicants by providing accurate information, appropriate materials, and procedural instructions for completing the FAFSA and completing scholarship, grant, and loan applications.

20% **Maintain files**
Maintain student financial aid application files and reviews for completeness.

15% **Finalize applications**
Finalize completed applications for the awards process. Scans and indexes documents.

15% **Student Communication**
Communicate with students in person, by email letter, and by telephone to advise of financial aid status and provide information and assistance.

FLSA Status: Non-Exempt

Financial Aid Counselor II

JOBCODE: 657X92

SUMMARY:
Administers and provides counseling and other financial aid services to students and parents.

REQUIRED QUALIFICATIONS:
Bachelor's degree and three (3) years of related work experience.

DUTIES:

35% **Administer assigned financial aid programs and/or services**
Administer federal Work Study and other financial aid programs, as assigned.

25% **Provide counseling and assistance**
Provide counseling and assistance to students and parents during the financial aid process.

20% **Award funds**
Make decisions to award funds to students eligible for scholarships, grants, and college work-study.

10% **Audit and reconciles**
Audit and reconcile financial aid and packages financial aid awards.

10% **Student Communication**
Communicate with students in person, by email letter, and by telephone to advise of financial aid status and provide information and assistance.

FLSA Status: Non-Exempt

Financial Aid Counselor I

JOBCODE: 657X91

SUMMARY:
Provide financial aid counseling services to students and parents.

REQUIRED QUALIFICATIONS:
Bachelor's degree and one (1) year of related work experience.

DUTIES:

25% **Administration**
Assist in the administration of the financial aid program.

25% **Provide counseling and assistance**
Provide counseling and assistance to students and parents during the financial aid process.

20% **Award funds**
Make decisions to award funds to students eligible for scholarships, grants, and college work-study. Processes, certifies, and originates loans.

15% **Audit and reconciles**
Audit and reconcile financial aid and packages financial aid awards and loans

15% **Student Communication**
Communicate with students in person, by email letter, and by telephone to advise of financial aid status and provide information and assistance.

FLSA Status: Non-Exempt

Food Service Supervisor

JOBCODE: 800X86

SUMMARY:
Supervise and participate in the provision of food services to university students, faculty, staff, and visitors.

REQUIRED QUALIFICATIONS:
High School Diploma and three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

35% Perform food preparation and serving duties
Assist in food preparation and serving, maintain food service areas such as counters and displays, supervise and participate in kitchen and dining area cleaning activities as needed.

30% Supervise employees
Assign duties, responsibilities, and work stations to employees in accordance with work requirements.

20% Training of employees
Train workers in food preparation, and in service, sanitation, and safety procedures; including adherence to compliance guidelines.

15% Resolve problems
Resolve customer complaints regarding food service.

FLSA Status: Non-Exempt

Food Service Worker

JOBCODE: 810X40

SUMMARY:
Prepare and serve food to customers in a dining environment.

REQUIRED QUALIFICATIONS:
No educational requirements and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

30% **Prepare food**
Prepare assigned food items in accordance with menus and supervisory instructions.

30% **Serve food**
Prepare food for customer self-service and/or plates food for customers.

20% **Clean kitchen and serving area**
Cleans and maintain kitchen, serving area, dishes, pots and pans, etc.

10% **Safety standards**
Maintains proper food handling, safety, and sanitation standards while preparing food, serving food, and clean-up.

10% **Maintain inventory**
Assist in maintaining inventory and stocking kitchen supplies.

FLSA Status: Non-Exempt

Grants Specialist

JOBCODE: 645X83

SUMMARY:
Perform specialized duties in the identification of, application for, and management of grant funding.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) year of related work experience.

DUTIES & RESPONSIBILITIES:

30% Identify funding sources
Research and identify potential funding sources and distribute information to faculty and staff.

30% Develop proposals
Assist faculty and staff with the writing of grant proposals by reviewing drafts, including project narratives, budgets, and other supporting documents.

20% Coordinate training
Develop and present workshops and facilitate other educational opportunities for faculty and staff in identifying funding opportunities and developing competitive proposals.

20% Maintain database and prepare reports
Review and processes requisitions and prepare purchase orders.

FLSA Status: Non-Exempt

Grounds Foreperson

JOBCODE: 805X98

SUMMARY:
Lead, coordinate, plan, and participate in specialized maintenance of campus grounds and landscaping

REQUIRED QUALIFICATIONS:
High school diploma and five (5) years of related work experience. Must possess a valid driver's license.

DUTIES & RESPONSIBILITIES:

40% Grounds maintenance and landscaping services
Direct activities of workers who perform duties, such as landscaping, cultivating lawns, or pruning trees and shrubs. Provide workers with assistance in performing duties as necessary to meet deadlines

25% Inspect, plan, and assign
Plan skilled landscaping and grounds maintenance projects by reviewing work order requests, maintenance requests and other related items; reads and interprets work order, project plans, and instructions; and inspects completed work for conformance with specifications and adherence to safety rules.

20% Process documents
Process work orders, purchase orders, and invoices.

15% Train, coordinate, and communicate
Train and monitor work of assigned personnel; make recommendations and investigate problems to ensure that landscaping and grounds maintenance work is completed according to the parameters of the project; interact with faculty, staff, and students on the status of work order requests.

FLSA Status: Non-Exempt

Grounds Maintenance Worker II

JOBCODE: 810X92

SUMMARY:
Performs campus grounds and landscaping maintenance and leads other ground maintenance workers in assigned work.

REQUIRED QUALIFICATIONS:
High school diploma and three (3) year of related work experience. Must possess a valid driver's license.

DUTIES & RESPONSIBILITIES:

25% Lead grounds maintenance workers
Leads, guides, and/or trains grounds maintenance workers in applicable procedures and techniques; ensures proper care in the use and maintenance of equipment and supplies; monitors workplace safety and environmental practices.

25% Chemical application
Applies fertilizer, pesticides, and herbicides.

25% Operate equipment
Operate groundskeeping and maintenance equipment such as blowers, lawn mower, trimmer, and pressure washers.

25% Provide care
Provide care for campus grounds, including mowing lawns, watering flowers and shrubbery, trimming trees and bushes, installing plants, etc.

FLSA Status: Non-Exempt

Ground Maintenance Worker I

JOBCODE: 810X91

SUMMARY:
Maintains campus landscaping and grounds.

REQUIRED QUALIFICATIONS:
High school diploma and one (1) year of related work experience. Must possess a valid driver's license.

DUTIES & RESPONSIBILITIES:

45% Provide care
Provide care for campus grounds, including mowing lawns, watering flowers and shrubbery, trimming trees and bushes, installing plants, etc.

35% Operate equipment
Operate groundskeeping and maintenance equipment such as blowers, lawn mower, trimmer, and pressure washers.

10% Chemical application
Applies fertilizer, pesticides, and herbicides as assigned.

10% Other duties
Assist with storm clean-up. Assist with setting-up for special events.

FLSA Status: Non-Exempt

Grounds Supervisor

JOBCODE: 800X99

SUMMARY:
Supervise and coordinate the maintenance of campus grounds and landscaping.

REQUIRED QUALIFICATIONS:
High school diploma and five (5) years of related work experience. Must have a valid driver's license.

DUTIES & RESPONSIBILITIES:

40% Prepare, organize, and delegate work
Prepare, organize, and delegates work assignments for subordinates. Ensure that grounds maintenance requests are completed properly.

20% Inspect grounds and develop plans
Inspect and identifies grounds maintenance priorities and develop related work plans and timelines.

20% Supervise personnel
Train, assign, direct, and supervise the work of assigned personnel.

10% Manage work orders
Review and schedule work orders. Closes work orders upon completion.

10% Maintain inventory
Maintain inventory of equipment, materials, and supplies. Make purchases as needed.

FLSA Status: Non-Exempt

Head Athletic Trainer

JOBCODE: 412L79

SUMMARY:
Coordinate and participate in the provision of athletic training services for student athletes.

REQUIRED QUALIFICATIONS:
Master's degree in a specified field and three (3) years of related work experience. State of Georgia License as an Athletic Trainer in Good Standing.

DUTIES & RESPONSIBILITIES:

40% Coordinate and provide athletic training
Collaborate with coaching staff to develop and implement training programs. Participate in the prevention, care, and rehabilitation of injuries.

20% Manage and administer
Manage and administer athletic training, insurance, drug testing, budgeting, inventory management, equipment management, and purchasing operations.

20% Supervise
Hire, train, assign, direct, supervise, evaluate, and discipline personnel.

10% Records management
Oversee the preparation and maintenance of student medical records and ensure compliance with HIPPA rules and regulations.

10% Develop and implement policies and procedures
Develop and implement policies, procedures, and protocols to meet NCAA guidelines and NATA position statements.

FLSA Status: Exempt

Head Coach

JOBCODE: 413L99

SUMMARY:
Direct the overall operation of an assigned university sports program.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) years of related work experience.

DUTIES & RESPONSIBILITIES:

40% Supervise, instruct, and train
Supervise, instruct, and train student-athletes through practices and the monitoring of academic progress and through game-day team management.

20% Recruitment
Recruit student athletes. Attend high school sporting events to identify potential recruits.

15% Oversee facilities
Oversee the development and maintenance of sports facilities. Direct the maintenance of equipment and supply inventory.

15% Schedule, manage, and supervise
Schedule games, manage team travel, and supervise assigned personnel.

10% Manage budget
Manage scholarship, travel, operating, and equipment budgets. Coordinate sponsorship and fundraising events and programs.

FLSA Status: Exempt

Heavy Equipment Operator

JOBCODE: 810X85

SUMMARY:
Operate heavy equipment in support of the maintenance of campus landscaping and grounds.

REQUIRED QUALIFICATIONS:
High school diploma and one (1) year of related work experience. Must possess a valid commercial driver's license with appropriate endorsements.

DUTIES & RESPONSIBILITIES:

30% Operate heavy equipment
Operate a variety of heavy equipment in the maintenance of campus landscaping and grounds.

30% Landscaping
Perform landscaping duties such as trimming trees, mowing grass, and laying sod.

15% Operate grounds maintenance equipment
Operate grounds keeping and maintenance equipment such as blowers, lawn mower, trimmer, and pressure washers.

15% Transport
Haul equipment, drive dump trucks, and pull trailers.

10% Inspection and maintenance
Perform equipment inspection and minor maintenance. Report maintenance needs to supervisor.

FLSA Status: Non-Exempt

Horticulturist

JOBCODE: 490X85

SUMMARY:
Oversee the propagation, planting, cultivation, and maintenance of campus trees, shrubs, and flower beds.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over three (3) years of related work experience. Must have a valid driver's license.

DUTIES & RESPONSIBILITIES:

30% **Plant maintenance**
Designs, installs, and maintains landscaping including trees, shrubs, and flower beds.

30% **Train, direct, and supervise**
Train, assign, direct, supervise, evaluate, and recommend discipline of assigned personnel. Ensure compliance with policies and procedures. Manage work flow.

15% **Greenhouse operation**
Direct and participate in greenhouse operations.

15% **Test, diagnose, and treat**
Conduct and evaluate soil tests. Identify weeds and other pests to determine appropriate chemicals for treatment; apply proper chemicals.

10% **Budgeting and purchasing**
Assist in the development of budgets. Maintain inventory and control purchases.

FLSA Status: Exempt

Housing Area Coordinator

JOBCODE: 657X54

SUMMARY:
Coordinate residence life activities for students in assigned residence hall(s).

REQUIRED QUALIFICATIONS:
Master's degree and one (1) year of related work experience.

DUTIES:

25% **Recruit, train, and supervise**
Recruit, select, train, schedule, direct, supervise, and evaluate student staff. Provide special instruction for Residence Assistants.

25% **Develop and implement programming**
Develop and implement residence hall programs and services.

20% **Student conduct**
Enforces residence life policies and procedures and coordinate student conduct processes and procedures.

20% **Budget, records, and facilities management**
Manage assigned budget and controls expenditures. Maintains records and prepares reports. Reports facility repair needs.

10% **Conflict resolution**
Manage and resolve student conflicts and grievances.

FLSA Status: Non-Exempt

Human Resources Generalist II

JOBCODE: 422X82

SUMMARY:
Performs activities in a particular human resource management field of expertise (i.e. benefits, employee relations, etc.). Provides guidance and assistance to less-experienced human resources analysts in area of expertise.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) years of related work experience.

DUTIES & RESPONSIBILITIES:

20% **Employment and on-boarding**
Develops, implements, and maintains employment and on-boarding programs.

10% **Benefit management**
Counsels employees regarding benefits programs. Publicizes benefits programs; conducts individual orientation sessions and group benefits reviews. Maintains benefits records and prepares necessary documents for implementing coverage.

10% **Provide guidance and assistance**
Provide guidance and assistance to less-experienced HR staff.

10% **Employee relations**
Develops, implements, and maintains employee relations programs and policies.

20% **Maintain files and prepares documents**
Maintain personnel files and records. Prepare job profiles, benefits brochures, employee handbooks, and other materials as directed.

10% **Assist with plans, policies, and procedure**
Assist in the formulation of staffing plans and personnel policies and procedures.

10% **Training and risk management**
Administer employee training and risk management functions.

10% **Compensation**
Manage employee compensation functions. Assist in maintaining pay plan. Complete salary surveys.

FLSA Status: Exempt

Human Resources Generalist I

JOBCODE: 647X81

SUMMARY:
Performs activities in one or several human resource management fields such as benefits, compensation, on-boarding, personnel research, recruiting, and training.

REQUIRED QUALIFICATIONS:
Bachelor's degree and two (2) years of related work experience.

DUTIES & RESPONSIBILITIES:

20% **Employment and on-boarding**
Perform employee recruitment, screening, interviewing, on-boarding, and orientation functions.

10% **Prepare human resources documents**
Prepare job profiles, benefits brochures, employee handbooks, and other materials as directed.

20% **Maintain and compile data**
Maintain and compile data in human resources information systems.

10% **Employee relations**
Advise employees, supervisors, and managers regarding employee relations policy and programs. Counsel employees and managers regarding work-related issues.

10% **Assist with plans, policies, and procedures**
Assist in the formulation of staffing plans and personnel policies and procedures.

10% **Benefit management**
Perform benefit management functions. Counsel and enroll employees in benefits programs. Maintain benefit records.

10% **Training and risk management**
Administer employee training and risk management functions.

10% **Other duties**
Perform other human resources related functions as assigned.

FLSA Status: Non-Exempt

Information Security Tech II

JOBCODE: 466X82

SUMMARY:
Monitor institutional systems for intrusion identification and management of IT security vulnerabilities and threats and manage IT security policies and programs.

REQUIRED QUALIFICATIONS:
Associate's degree in a related area and three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

30% Implement security measures and controls
Plan, implement, manage, and coordinate security measures and controls for information systems to regulate access to computer data and prevent unauthorized modification, destruction, or disclosure of information. Develop and implement security plans, projects, systems and initiatives.

20% Risk management analysis
Perform risk management analysis to identify areas of risk and to develop security measures to prevent losses.

15% Monitor and regulate
Monitor use of data and regulate access to safeguard data in computer files.

15% Install, maintain, and support
Install, maintain, and support information security products and services.

10% Technical guidance and support
Provide technical guidance and support to employees as required. Serve as subject matter expert for IT security-related issues.

10% Coordination
Works with IT manager, university staff, and vendors in order to provide timely and efficient IT coordination of security services to meet university needs.

FLSA Status: Exempt

Information Security Tech I

JOBCODE: 667X81

SUMMARY:
Manage and maintain the university's CCTV system and assist in the provision of security for the university's IT systems.

REQUIRED QUALIFICATIONS:
Associate's degree in a related area and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

30% Maintain CCTV systems
Maintain the university's digital and analog Closed Circuit Television (CCTV) systems including adding replacing, troubleshooting and repairing cameras and DVRs, and managing user accounts and privileges.

20% Coordinate with other university departments
Work with multiple university departments including academic facilities, and the police, to ensure CCTV needs are met.

20% Monitor IT security infrastructure
Assist in monitoring IT security infrastructure with a focus on identifying technology threats and vulnerabilities and developing community security awareness outreach initiatives.

20% Install, maintain, and support
Install, maintain, and support information security products and services.

10% Consulting services
Perform consulting services relating to the feasibility and application of CCTV usage and changes with external departments, including scoping, physical assessments, engagement with external consultants, and entering work and purchase orders.

FLSA Status: Non-Exempt

Institutional Research Analyst

JOBCODE: 648X80

SUMMARY:
Analyze data and provide data-driven advice and reporting for an assigned unit, department, or school.

REQUIRED QUALIFICATIONS:
Bachelor's degree and three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

30% Collect and manage data
Collect, organize, update, and maintain institutional data on students, courses, personnel, and other aspects of the university.

30% Conduct research and analysis
Completes ad-hoc research, data collection, and analysis using standard research and statistical methods.

30% Prepare reports
Prepare analyses and present findings in narrative and graphic forms in support of decision-making for administrators/campus groups. Prepare or assist in the preparation of reports of external agencies, including accrediting bodies. Prepare other reports as needed.

10% Provide information
Provide information to a variety of internal constituents upon requests.

FLSA Status: Non-Exempt

Instructional Designer

JOBCODE: 663X85

SUMMARY:
Provides instructional and course design expertise in the development, design, and assessment of strategies and materials to support online and hybrid educational programs.

REQUIRED QUALIFICATIONS:
Bachelor's degree and three (3) years of related work experience.

DUTIES:

35% **Design, implement, and assess**
Design, implement, and assess courses for online and hybrid delivery.

25% **Collaborate with subject-matter experts**
Collaborate with subject matter experts in designing new courses, revising existing courses, and developing learning activities, assessments, and rubrics.

20% **Provide faculty assistance**
Provide faculty assistance in using instructional technologies and pedagogical tools such as embedded learning management system tools, web conferencing platforms, and other tools integrated with the learning management system.

10% **Conduct quality assessment**
Conduct quality assessment for existing and newly developed courses, providing feedback for improvements and revisions.

10% **Develop guides and procedures**
Develop and revise documents, guides, and procedures.

FLSA Status: Non-Exempt

Instructional Tech Specialist

JOBCODE: 463X85

SUMMARY:
Coordinate with end-users to promote the effective use of technology in support of teaching and learning.

REQUIRED QUALIFICATIONS:
Bachelor's degree and three (3) years of related work experience.

DUTIES:

30% **Design and deliver training**
Design and deliver effective technical training to faculty, staff, and students on various software packages, including researching new software and computer systems.

30% **User support**
Provide direct and indirect end-user support, including one-on-one computer software assistance.

25% **Develop products**
Develop instructional technology materials and learning products in response to needs and requests. Make recommendations regarding, technology, design, and instructional delivery options.

15% **Develop & disseminate campus communications**
Prepare internal and campus-wide announcements, such as newsletters, emails, website content, social media announcements, etc. for marketing and engagement purposes.

FLSA Status: Exempt

Internal Auditor

JOBCODE: 431X87

SUMMARY:
Perform financial, operational, and/or compliance audits.

REQUIRED QUALIFICATIONS:
Bachelor's degree and three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

35% Analysis
Analyze records, systems, and processes.

25% Documentation and reports
Perform written documentation of work performed and develop related reports.

25% Interview personnel
Interview and advise personnel concerning their work and prepare results.

15% Develop policies and procedures
Assist in the development and implementation of internal control policies and procedures.

FLSA Status: Exempt

Interpreter

JOBCODE: 620X80

SUMMARY:
Provide interpretation, note taking, and other services for students who are deaf or hard of hearing.

REQUIRED QUALIFICATIONS:
Bachelor's degree and three (3) years of related work experience. Educational Interpreter Performance Assessment Test score of 3.5 or higher or passing the National Interpreter Certification Performance exam is required within first year of employment.

DUTIES:

80% **Interpret for students**
Provide ASL/sign language interpreting and related services (e.g. captioning, transcription, notetaking) during VSU academic and co-curricular activities.

10% **Meet with students**
Meet with students regarding disability-related academic and career issues and accommodation planning.

10% **Assist with other department activities**
Assist with department activities (e.g. developing policies, providing training) that will increase accessibility and reduce barriers across campus

FLSA Status: Non-Exempt

Interpretive Serv Coordinator

JOBCODE: 487X88

SUMMARY:
Coordinate, supervise, and participate in the provision of services for students who are deaf or hard of hearing.

REQUIRED QUALIFICATIONS:
Bachelor's degree and three (3) years of related work experience. Educational Interpreter Performance Assessment level of 3.5 or higher.

DUTIES:

40% **Interpret for students**
Interpret for students who are deaf for all academic and co-curricular activities.

30% **Meet with students**
Meet with students regarding disability-related academic and career issues and accommodation planning.

20% **Hire, schedule, and supervise**
Hire, schedule, and supervise additional interpreters and note takers.

10% **Prepare reports, maintain records, and prepares schedules**
Prepare reports and maintain records. Coordinate and manage student/staff schedules to ensure the efficient and effective provision of services to students.

FLSA Status: Exempt

Inventory Supervisor

JOBCODE: 800X87

SUMMARY:
Supervise and participate in the maintenance and management of university inventories.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) years of related work experience.

DUTIES & RESPONSIBILITIES:

30% Conduct inventories
Conduct physical inventories and directs and supervises others in the completion of inventories. Prepare related reports and maintains related records.

30% Manage surplus property
Manage the storage and disposal of surplus property. Coordinate surplus property auctions. Maintains related records.

15% Supervise staff
Train, assign, direct, supervise, evaluate, and discipline personnel.

15% Assist in managing warehouse operations
Manage overall warehouse operations in the absence of the Manager and as assigned.

10% Maintain database
Maintain and update inventory database and related records.

FLSA Status: Non-Exempt

IT Business Analyst

JOBCODE: 460X85

SUMMARY:
Manage and support information technology, system, and program projects to ensure initiatives and projects are properly captured and convey the needs of users.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) years of related work experience.

DUTIES & RESPONSIBLITIES:

25% **Assess information technology needs**
Collect information from university faculty and staff about information technology needs and future growth.

25% **Manage IT projects**
Manage IT project execution and ensure compliance with budget, schedule, scope, and specifications.

20% **Evaluate, test, and recommend**
Evaluate, test and recommend new opportunities for enhancing software, hardware and IT processes.

10% **Provide project services**
Assume responsibility for project tasks and ensure they are completed in a timely fashion

10% **Manage budget**
Manage and monitor project budgets. Control expenditures.

10% **Submit deliverables**
Submit deliverables and develop and execute implementation plans.

FLSA Status: Exempt

Laboratory Technician

JOBCODE: 606X80

SUMMARY:
Perform laboratory procedures in order to discover, diagnose, and remedy illness and disease.

REQUIRED QUALIFICATIONS:
Associate's degree specified field and over one (1) year of related work experience. Possession of Medical Technologist License and CPR Certification.

DUTIES & RESPONSIBILITIES:

60% Perform lab procedures and report results
Perform lab procedures in a moderately complex lab. Record accurate observations of test results and prepare related reports.

20% Instrument maintenance
Perform routine instrument maintenance.

10% Ensure compliance
Ensure compliance with OSHA and CLIA guidelines.

10% Administrative support
Assists with clerical duties – including answering the phones, keying immunizations, managing pharmacy inventory, entering received medications, checking patients in and out, posting payments, and scanning medical records.

FLSA Status: Non-Exempt

Lecturer

JOBCODE: 204X72

SUMMARY:
Responsible for teaching courses in the candidate's area of expertise.

REQUIRED QUALIFICATIONS:
- Master's degree at the time of appointment in the appropriate field (specifics to be added by the department – e.g., specific field/subfield, any required certifications, licenses or expertise needed to do the job)
- Demonstrated commitment to excellence in teaching and learning
- Commitment to diversity and inclusion

PREFERRED QUALIFICATIONS:
- A record of effective teaching appropriate to the applicant's career stage
- Ability to work effectively in a collaborative setting
- A record of mentoring students of diverse backgrounds

DUTIES & RESPONSIBILITIES:
100% Teaching and Service
Teach classes and meets assigned service obligations

FLSA Status: Exempt (Professional)

POSITION OF TRUST: Yes

Library Assistant

JOBCODE: 510X74

SUMMARY:
Provide services to student, faculty, and other patrons. Provide support for other archives/library functions.

REQUIRED QUALIFICATIONS:
High School Diploma and one (1) year of related work experience.

DUTIES:

35% Circulation
Reserve, circulate, renew, and discharge books and other materials to patrons. Manage interlibrary loan requests from patrons and other libraries.

20% Patron service
Help patrons locate and use library resources, such as reference materials, audio-visual equipment, computers, and other electronic resources.

20% Patron accounts
Update and manage patron records; collect fines and fees.

15% Catalog and maintain collection
Catalog and sort books and other materials; repair damaged items; read shelves and shelve materials.

10% Other duties
Shelve materials, archives materials processing, install library displays, enforce library rules and regulations, etc.

FLSA Status: Non-Exempt

Library Technical Assistant

JOBCODE: 630X80

SUMMARY:
Provide support for a variety of archival/library services as assigned.

REQUIRED QUALIFICATIONS:
High School Diploma and three (3) year of related work experience.

DUTIES:

35% Coordinate assigned library functions
Supervise and coordinate assigned functions, including but not limited to: archives, stacks maintenance, material processing, technology services, and circulation activities.

20% Supervision
Train, assign, direct, and supervise the work of assigned student workers.

20% Patron service
Provide services for student, faculty, and other library patrons. Assist in locating information and materials. Update patron accounts and checks materials in an out.

15% Technical services
Provide technical support as related to library catalogs, databases, indexes, and websites. Assist patrons with the use of library technology.

10% Other duties
Shelve materials, install library displays, enforce library rules and regulations, etc.

FLSA Status: Non-Exempt

Licensed Practical Nurse

JOBCODE: 613X85

SUMMARY:
Provide nursing care to patients within scope of practice as a Licensed Practical Nurse.

REQUIRED QUALIFICATIONS:
Associate's degree and over one (1) year of related work experience. Certification as a Licensed Practical Nurse in State of Georgia and CPR certification required.

DUTIES & RESPONSIBILITIES:

45% Assess, diagnose, and treat
Assist in the assessment, diagnosis, and treatment of illnesses and injuries.

20% Manage chronic conditions
Assists Physician and Nurse Practitioners/Physician Assistants in providing care to patients with chronic conditions.

15% Documentation and charting
Document and chart patient information for delegating physician analysis and review. Maintain confidential records.

10% Vaccinations and preventive care
Provide student vaccinations and other preventive care services.

10% Education
Participate in the delivery of health education to students, faculty, and staff.

FLSA Status: Non-Exempt

Mail Worker II

JOBCODE: 810X52

SUMMARY:
Performs mail worker duties and leads other mail workers in assigned work.

REQUIRED QUALIFICATIONS:
High school diploma and three (3) year of related work experience. Must possess a valid driver's license.

DUTIES & RESPONSIBILITIES:

40% **Lead mail workers**
Leads, guides, and/or trains mail workers in applicable procedures and techniques; and ensures proper practices in the preparation, sorting, and delivery of mail.

30% **Sort and prepare mail**
Sort incoming mail by box section, department, and route. Bundle mail for delivery.

20% **Deliver and collect mail**
Deliver mail to departments. Collects outbound and campus mail from each department.

10% **Maintain records**
Maintain related records, including departmental postal charges.

FLSA Status: Non-Exempt

Mail Worker I

JOBCODE: 810X51

SUMMARY:
Sort and process mail and packages. Deliver mail and packages to university buildings and facilities.

REQUIRED QUALIFICATIONS:
High school diploma and one (1) year of related work experience. Must possess a valid driver's license.

DUTIES & RESPONSIBILITIES:

20% **Prepare outgoing mail**
Weigh, rate, classify, and affix postage to outgoing and departmental mail and packages. Process parcels and next day shipments with appropriate paperwork. Prepare 1st Class Presort and non-profit standard mailings.

30% **Sort and prepare mail**
Deliver mail to departments. Collects outbound and campus mail from each department.

20% **Deliver and collect mail**
Design and/or coordinate the design of construction projects.

10% **Ship and receive packages**
Ship and receive USPS, UPS, and FedEx, packages.

10% **Special pick-up and delivery**
Perform special pick-up and delivery as needed

10% **Maintain records**
Maintain related records, including departmental postal charges.

FLSA Status: Non-Exempt

Maintenance Foreperson

JOBCODE: 805X68

SUMMARY:
Lead, coordinate, plan, and participate in specialized maintenance work in the areas of carpentry, locksmithing, and painting on buildings and facilities.

REQUIRED QUALIFICATIONS:
High school diploma and five (5) years of related work experience. Must possess a valid driver's license.

DUTIES & RESPONSIBILITIES:

20% Inspect, plan, and assign
Plan skilled carpentry, maintenance, painting, and locksmithing projects by reviewing work order requests, maintenance requests and other related items; reads and interprets work order and/or project blueprints, drawings, and instructions; and inspects completed work for conformance with specifications and adherence to safety rules.

20% Train, coordinate, and communicate
Train and monitor work of assigned personnel; make recommendations and investigate problems to ensure that carpentry, maintenance, painting, and locksmithing work is completed according to the parameters of the project; interact with faculty, staff, and students on the status of work order requests.

20% Carpentry, painting, and locksmithing services
Performs skilled carpentry, painting, and locksmithing projects by applying paints and stains using paint brushes, rollers, and/or sprayers; framing, installing, and repairing items such as cabinets, ceilings, doors, partitions, stairs, walls, and windows by using carpentry tools; and installing and replacing lock controls and sets (including hardware).

20% Preparation
Prepares carpentry, painting, and locksmithing projects by determining equipment and material requirements; secures materials, supplies, and equipment, and prepares work area for maintenance services in accordance with trade practices and safety standards.

20% Process documents
Process work orders, purchase orders, and invoices.

FLSA Status: Non-Exempt

Maintenance Supervisor

JOBCODE: 455X69

SUMMARY:
Supervise employees providing carpentry, locksmithing, maintenance, and painting services for University buildings, facilities, and equipment.

REQUIRED QUALIFICATIONS:
Associate's degree and five (5) years of related work experience. Must possess a valid driver's license.

DUTIES & RESPONSIBILITIES:

25% **Oversee work order assignments**
Reviews incoming work orders, prioritizes work, assigns work to workers, and follows up to ensure completion.

25% **Inspect and prioritize**
Inspect facilities to identify maintenance and repair needs. Prioritize and coordinate work.

20% **Supervise personnel**
Train, assign, direct, supervise, evaluate, and recommend the discipline of personnel.

20% **Coordinate preventative maintenance**
Coordinate, supervise, and perform preventative maintenance in accordance with established schedules and protocols.

10% **Coordinates procurement and equipment maintenance**
Coordinate the procurement of equipment, parts, tools and supplies. Coordinate the maintenance of tools and equipment.

FLSA Status: Exempt

Maintenance Worker II

JOBCODE: 810X62

SUMMARY:
Performs specialized maintenance work in the areas of carpentry, locksmithing, and painting on buildings and facilities.

REQUIRED QUALIFICATIONS:
High school diploma and three (3) years of related work experience. Must possess a valid driver's license.

DUTIES & RESPONSIBILITIES:

40% Carpentry, painting, and locksmithing services
Performs skilled carpentry, painting, and locksmithing projects by applying paints and stains using paint brushes, rollers, and/or sprayers; framing, installing, and repairing items such as cabinets, ceilings, doors, partitions, stairs, walls, and window by using carpentry tools; and installing and replacing lock controls and sets (including hardware).

20% Preparation
Prepares carpentry, painting, and locksmithing projects by determining equipment and material requirements; secures materials, supplies, and equipment, and prepares work area for maintenance services in accordance with trade practices and safety standards.

15% Maintain tools, supplies, and equipment
Maintains and repairs carpentry, painting, and locksmithing tools and equipment; and complies with environmental and safety regulations concerning the disposal and storage of chemicals and materials common to carpentry, painting, and locksmithing.

15% Lead maintenance groups
Leads, guides, and/or trains maintenance workers in applicable procedures and techniques; ensures proper care in the use and maintenance of equipment and supplies; monitors workplace safety and environmental practices.

10% Process documents
Process work orders, purchase orders, and invoices.

FLSA Status: Non-Exempt

Maintenance Worker I

JOBCODE: 810X61

SUMMARY:
Performs general maintenance and painting work on buildings and facilities that are not complex enough to require specialize training or experience.

REQUIRED QUALIFICATIONS:
High school diploma and one (1) year of related work experience. Must possess a valid driver's license.

DUTIES & RESPONSIBILITIES:

25% Install and repair
Install, modify, paint or repair walls, ceiling tiles, doors, chalk and dry erase boards, signage, etc.

25% Assist with construction
Assist with the construction of stud walls, door/window frames, ceilings, floors, furniture, and trim.

25% Preventative maintenance
Perform preventative maintenance in accordance with established schedules and protocols.

15% Maintain tools and equipment
Maintain and repair tools and equipment used in the performance of maintenance and repair functions.

10% Process documents
Process work orders, purchase orders, and invoices.

FLSA Status: Non-Exempt

Manager

JOBCODE: 315X88

SUMMARY:
Manage and coordinate the operations of a unit or initiative of the university.

REQUIRED QUALIFICATIONS:
Bachelor's degree in a specified field and three (3) years of related work experience. Professional licensure, certification, and/or designation may be required in some areas.

DUTIES & RESPONSIBILITIES:

30% **Supervision of personnel**
Supervise personnel, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions.

15% **Manage and participate**
Manage and participate in the daily operations of an assigned unit.

15% **Implementation**
Develop or assist with the implementation of policies and procedures, systems, and processes.

15% **Researches new trends and developments**
Research new trends and developments; presents recommendations as required.

10% **Participate in planning and goal setting**
Participate in the development, implementation and maintenance of short-and long-range plans and goals.

10% **Develop and implement projects and programs**
Develop and implement projects and programs to assist in accomplishment of established goals.

5% **Department representative**
Represent the department at various meetings, and committees; promote existing and new programs and/or policies.

FLSA Status: Exempt (Administrative)

Materials Clerk

JOBCODE: 510X84

SUMMARY:
Receive, store, and issue university property.

REQUIRED QUALIFICATIONS:
High school diploma and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

25% **Process transactions and maintain records**
Process fleet and property transactions and maintain related records. File completed records, process monthly reports, and process and file receipts.

25% **Maintain inventory**
Prepare listings of property, including description, quantity, government acquisition cost, nomenclature, size, serial number, weight, and method of packing supplies.

25% **Receive, store, and stock property**
Receive deliveries of supplies and equipment. Verifies shipping documents against invoices and other data. Store and stock property.

25% **Issue property**
Issue, load, and transport materials and supplies to departments. Maintain related records.

FLSA Status: Non-Exempt

Medical Technologist

JOBCODE: 481X85

SUMMARY:
Supervise and perform laboratory procedures in order to discover, diagnose, and remedy illness and disease and provide support for day-to-day laboratory operations.

REQUIRED QUALIFICATIONS:
Bachelor's degree in specific field and three (3) years of related work experience. Possession of Medical Technologist License and CPR Certification.

DUTIES & RESPONSIBILITIES:

45% Perform lab procedures and report results
Perform lab procedures in a moderately complex lab. Record accurate observations of test results and prepare related reports.

15% Equipment and supply management
Maintain, order, and approve payment for lab and medical supplies. Oversee the maintenance of lab equipment.

10% Manage fee system
Manage outpatient lab fee system.

10% Hazardous waste management
Collect, prepare, and follow-up all hazardous waste generated.

10% Compliance and quality assurance
Maintain quality assurance through proficiency testing. Maintain laboratory compliance with OSHA guidelines and infectious control procedures.

10% Supervise
Supervise and manage day-to-day laboratory operations.

FLSA Status: Exempt

Network Operations Manager

JOBCODE: 336X88

SUMMARY:
Administer the design, development, and management of the university's enterprise network and wireless network systems.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) years of related work experience.

DUTIES & RESPONSIBILITIES:

35% System development and expansion
Provide leadership for and assist in the expansion of networking systems in order to support the information technology infrastructure and strategic goals of the university.

20% Manage personnel
Lead network professionals to provide highly reliable and sustainable enterprise network and wireless network services to the university.

15% Policy development and enforcement
Develop and ensure compliance with networking policy and procedures.

15% Resolve issues
Provide expert assistance, guidance, and coordination to troubleshoot and resolve enterprise and wireless network issues quickly and efficiently.

15% Coordinate work with others
Work closely with IT leadership and departments in project and strategic planning processes.

FLSA Status: Exempt

Network Services Engineer

JOBCODE: 464X87

SUMMARY:
Plan, deploy, and manage the university's wired and wireless network.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) years of related work experience.

DUTIES & RESPONSIBILITIES:

40% Design, engineer, and maintain
Design, engineer and maintain datacenter network infrastructure and campus network infrastructure.

20% Collaboration
Collaborate with personnel for the Data Center management.

20% Special projects
Perform special projects and assist areas of the campus with network planning and resourcing.

10% Documentation
Documents different projects and tickets for future reference.

10% Mentor and guide
Mentor and guide network staff.

FLSA Status: Exempt

Network Services Tech III

JOBCODE: 464X83

SUMMARY:
Responsible for network connectivity, setup, and maintenance, and for remote VPN connections, network security (firewall protection), as well as Wi-Fi connectivity.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

20% **Network connectivity**
Diagnose, troubleshoot, and resolve network connectivity issues.

20% **Coordinate and lead**
Coordinate and lead the work of assigned workers engaged in the provision of network services.

20% **Network setup and maintenance**
Maintain and administer computer networks and related computing environments, including hardware, software, and configurations.

20% **Remote VPN connections**
Provide support and resolve problems with remote computer networks.

10% **Network security**
Analyze network security risks in order to prevent and resolve network security risks.

10% **Wi-Fi Connectivity**
Maintain and resolve issues of wireless networks.

FLSA Status: Exempt

Network Services Tech II

JOBCODE: 464X82

SUMMARY:
Provide network services support for the university data network and the campus wireless network.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

20% **Maintain and administer**
Maintain and administer computer networks and related computing environments, including hardware, software, and configurations.

20% **Data back-up and recovery**
Perform data back-up and disaster recovery operations.

20% **Diagnose, troubleshoot, and resolve**
Diagnose, troubleshoot, and resolve hardware, software, or other network problems.

20% **Monitor network performance**
Monitor network performance to determine whether or not adjustments need to be made. Research and recommend upgrades to improve performance.

20% **Customer support and vendor relations**
Provide support and resolve problems for end-users. Maintain relationships with vendors in order to identify and resolve problems.

FLSA Status: Exempt

Network Services Tech I

JOBCODE: 464X81

SUMMARY:
Provide support to the university data network and the campus wireless network.

REQUIRED QUALIFICATIONS:
Associate's degree and over one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

30% Maintain and administer
Maintain and administer computer networks and related computing environments, including hardware, software, and configurations.

30% Customer support
Provide support and resolve data network and wireless network problems for end-users. Escalate more complex issues to supervisor.

30% Monitor network performance
Monitor network performance to determine whether or not adjustments need to be made.

10% Professional development
Develop proficiency in providing networking support services through professional development and training opportunities.

FLSA Status: Exempt

Nurse Practitioner or Physician Assistant

JOBCODE: 482X86

SUMMARY:
Provide primary health care and nursing services to students within scope of practice as a Nurse Practitioner/Physician Assistant.

REQUIRED QUALIFICATIONS:
Completion of master's degree as a nurse practitioner or physician assistant and two (2) years related work experience. Certification as an advanced practice nurse with an active license as a Nurse Practitioner or a Physician Assistant in the State of Georgia.

DUTIES & RESPONSIBILITIES:

45% Assess, diagnose, and treat
Assess and diagnose patients. Treat acute illnesses and injuries. Prescribe medication and other treatment options. Refer patients to external health care providers as appropriate.

20% Manage chronic conditions
Provide care to patients with a variety of chronic health conditions. Coordinate treatment plans with delegating physicians.

15% Documentation and charting
Document and chart patient information for delegating physician analysis and review. Maintain confidential records.

10% Supervision
Supervise the work of assigned nursing and clerical staff.

10% Education
Coordinate and deliver health education to students, faculty, and staff.

FLSA Status: Exempt

Operations Supervisor

JOBCODE: 317X86

SUMMARY:
Lead a team within a unit to accomplish daily operations that support the mission of the department and university.

REQUIRED QUALIFICATIONS:
Bachelor's degree and three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

50% Manage and assign
Assign projects and tasks to team. Manage workloads and track time spent on projects and tasks. Supervise personnel to accomplish day-to-day operations of assigned functions.

20% Enhance quality of services
Assess quality of services provided. Recommend improvements to processes and services. Implement improvements and train employees in best practices.

15% Facilitate service continuity
Facilitate cross-training and dissemination of institutional and professional knowledge for service continuity.

15% Compliance
Interact with federal, state, local, and professional entities to ensure compliance with appropriate statutes and regulations.

FLSA Status: Exempt

Payroll Assistant II

JOBCODE: 634X82

SUMMARY:
Supervise and participate in the processing of employee payroll by compiling employee data, processing payments, and preparing related reports.

REQUIRED QUALIFICATIONS:
High school diploma and three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

50% Process payroll
Process employee payroll. Compile employee time and other data from timesheets, etc. Issue paychecks and direct deposits. Process deductions. Issues earning and deduction statements.

20% Train and supervise
Train and direct the work of less experience personnel. Resolve more complex payroll issues. Interpret payroll policies and procedures.

10% Maintain employee leave records
Keep track of employee leave time, such as vacation, personal, and sick leave.

10% Prepare and balance reports
Prepare and balance period-end reports and reconcile issued payroll to bank statements. Compile more complex statistical reports, statements, and summaries related to pay and benefits accounts.

10% Review employee records
Review timesheets, work charts, wage computations, and other information to ensure accuracy and completeness. Verify attendance, hours worked, pay adjustments, etc. Resolves problems and issues.

FLSA Status: Non-Exempt

Payroll Assistant I

JOBCODE: 634X81

SUMMARY:
Process employee payroll by compiling employee data, processing payments, and preparing related reports.

REQUIRED QUALIFICATIONS:
High school diploma and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

55% Process payroll
Process employee payroll. Compile employee time and other data from timesheets, etc. Issue paychecks and direct deposits. Process deductions. Issues earning and deduction statements.

15% Review employee records
Review timesheets, work charts, wage computations, and other information to ensure accuracy and completeness. Verify attendance, hours worked, pay adjustments, etc.

10% Maintain employee leave records
Keep track of employee leave time, such as vacation, personal, and sick leave.

10% Prepare and balance reports
Prepare and balance period-end reports and reconcile issued payroll to bank statements. Compile statistical reports, statements, and summaries related to pay and benefits accounts.

10% Train employees
Provide training to employees in regards to payroll processes and procedures.

FLSA Status: Non-Exempt

Pest Control Worker

JOBCODE: 810X84

SUMMARY:
Perform duties associated with the control of pests.

REQUIRED QUALIFICATIONS:
High School Diploma and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

50% Perform pest control and eradication duties
Apply or release chemical solutions or gases and set traps to kill or remove pests from buildings and surrounding areas.

25% Conduct inspections and respond to requests
Conduct inspections in order to determine pest control needs. Responds to requests for pest control services.

10% Maintain inventory
Maintain inventory of equipment, tools, chemicals, and other supplies.

10% Develop and implement schedules
Develop and implement preventative pest control schedules.

5% Complete reports and maintain records
Complete reports and maintain pest control and chemical use records.

FLSA Status: Non-Exempt

Pharmacist AD

JOBCODE: 476X88

SUMMARY:
Manage an on-campus pharmacy and dispense prescribed and over-the-counter medications.

REQUIRED QUALIFICATIONS:
Pharmacy degree and two (2) years of related work experience. Current Pharmacist license from the Georgia State Board of Pharmacy.

DUTIES & RESPONSIBILITIES:

50% Dispense medication
Prepare and dispense prescribed medications to customers.

15% Policy and procedure
Organize dispensing and internal control policies and procedures for all medications and drugs. Ensure compliance with government regulations concerning records, dispensing, and compounding.

15% Inventory
Maintain inventory. Order, dispense, and maintain control and security of narcotic drugs.

10% Education and information
Provide drug information to physicians and patients.

10% Management
Perform a variety of management and administrative tasks associated with the provision of pharmacy services to students.

FLSA Status: Exempt

Pharmacy Technician

JOBCODE: 614X86

SUMMARY:
Prepare medications under the direction of a Pharmacist.

REQUIRED QUALIFICATIONS:
High school diploma and one (1) year of related work experience. Registered with Georgia Board of Pharmacy as a Pharmacy Technician.

DUTIES & RESPONSIBILITIES:

50% Prepare medications
Count and package medications in accordance with prescriptions and Pharmacist instructions.

20% Inspect and maintain inventory
Perform floor inspections and verifies expiration dates. Assist the Pharmacist with inventory duties.

20% Customer service
Greet and assist customers. Answer questions and provide information to pharmacy customers within the scope of practice for a pharmacy technician.

10% Administrative support
Provide administrative and clerical support for a variety of pharmacy functions.

FLSA Status: Non-Exempt

Physician

JOBCODE: 480X87

SUMMARY:
Serve as delegating physician and lab director. Provide primary care and treatment to patients.

REQUIRED QUALIFICATIONS:
Doctorate in medicine required and two (2) years of related work experience. Completion of a residency program in any of the primary care residencies. A medical license to practice medicine in the state of Georgia as a physician.

DUTIES & RESPONSIBILITIES:

30% Delegating physician
Serve as delegating physician by delegating patient care tasks or duties to mid-level practitioners.

30% Review documentation
Review and approve mid-level practitioners' documentation and charting.

20% Patient care
Provide primary care and treatment of patients.

10% Lab director
Direct and oversee the operations of the medical laboratory. Supervise the work of Laboratory/Medical Technologists.

10% Management
Perform a variety of management and administrative tasks associated with the role of delegating and primary care physician and lab director.

FLSA Status: Exempt

Principal Data Scientist

JOBCODE: 460X87

SUMMARY:
Maintain, manage, and analyze complex data and provide data-driven advice and reporting in support of university operations.

REQUIRED QUALIFICATIONS:
Master's degree in a related field and five (5) years of related work experience.

DUTIES & RESPONSIBILITIES:

25% **Manage data warehouse**
Design, develop, and manage an enterprise data warehouse and research administration system.

25% **Extract data**
Extract data from various systems (including admissions, student, financials, alumni, finance, human resources, facilities, etc.) to provide quantitative solutions.

25% **Prepare reports**
Access and analyze data to prepare models, reports, summaries, and recommendations.

15% **Develop solutions, applications, services, and processes**
Develop or coordinate the development of innovative solutions, applications, services, or processes.

10% **Coordinate with stakeholders**
Coordinate activities with a variety of internal and external stakeholders to ensure the effective analysis and reporting of data to meet the needs of the university.

FLSA Status: Exempt

Printing Assistant

JOBCODE: 710X85

SUMMARY:
Operate printing equipment in order to print and bind a variety of university publications.

REQUIRED QUALIFICATIONS:
Associate's degree and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

50% Operate printing press
Operate printing press and digital production equipment to print materials for a variety of internal customers. Assist in the maintenance of tools and equipment.

20% Binding and finishing
Operate binding and finishing equipment to prepare university publications.

10% Pack of delivery
Pack printed materials for delivery.

10% Coordinate and train
Train and coordinate the work of less-experienced staff.

10% Graphic design
Perform a variety of graphic design functions in the development and design of printed materials.

FLSA Status: Non-Exempt

Procurement Specialist

JOBCODE: 433X85

SUMMARY:
Perform specialized duties in support of university procurement services and the administration of non-benefit insurance coverage.

REQUIRED QUALIFICATIONS:
Bachelor's degree in a specified field and three (3) or more years of related work experience. Professional licensure, certification, and/or designation may be required in some areas.

DUTIES & RESPONSIBILITIES:

25% Manage purchasing card and/or fuel card programs
Processes new and renewal card requests, distributes and cancels cards as required, monitors the use of the cards to detect and combat fraud and prepares monthly payment and journal vouchers for Purchasing Card and Fuel Card programs.

25% Process purchase orders
Monitor requisition module for purchases ready to be sourced into purchase orders. Process relevant purchase orders, maintain related files, and ensure compliance with state purchasing regulations. Reconcile zero dollar and open purchase orders monthly.

25% Fleet Management
Perform fleet management duties to include maintaining Office of Fleet Management database (VITAL), assisting with purchasing of vehicles, verifying monthly ARI invoices, and processes documentation for payment of invoice. Manage My Driving Program.

15% Coordinate insurance coverage
Ensure the University has appropriate insurance coverage for student healthcare, property, automobile, and general liability.

10% Maintain supplier records
Enter, review, and maintain supplier data in the financial system.

FLSA Status: Exempt

Production Assistant

JOBCODE: 446X85

SUMMARY:
Provide assistance for theatre arts, radio, dance, and television productions.

REQUIRED QUALIFICATIONS:
High School Diploma and three (3) years of related work experience.

DUTIES:

60% **Production**
Perform one or more of the following production functions: costuming, lighting, sound, set construction, stage hand duties, etc.

15% **Supervise student workers**
Supervise and oversee the work of assigned student workers. Provide training and direction.

15% **Production support**
Provide a variety of support during rehearsals and productions.

10% **Assist with plans and designs**
Assist in developing plans and designs for theatre productions.

FLSA Status: Exempt

Professor

JOBCODE: 200X80

SUMMARY:
Responsible for teaching courses in the candidate's area of expertise, maintaining scholarly productivity, and participating in service at the department, college, and university levels.

REQUIRED QUALIFICATIONS:
- Terminal degree at the time of appointment in the appropriate field (specifics to be added by the department – e.g., specific field/subfield, any required certifications, licenses or expertise needed to do the job)
- Demonstrated commitment to excellence in teaching and learning as illustrated by a record of effective teaching appropriate to the applicant's career stage
- Record of scholarship appropriate to rank and discipline
- Commitment to diversity and inclusion

PREFERRED QUALIFICATIONS:
- Ability to work effectively in a collaborative setting
- A record of mentoring students of diverse background

DUTIES & RESPONSIBILITIES:

80% **Teaching and scholarship**
Teach classes and conducts/presents research in the employee's academic discipline.

20% **Service**
Participates in service at the department, college, and university levels.

FLSA Status: Exempt (Professional)

POSITION OF TRUST: Yes

Program Assistant

JOBCODE: 510X85

SUMMARY:
Provide support and assistance for an assigned clinical academic program.

REQUIRED QUALIFICATIONS:
High School Diploma and one (1) year of related work experience.

DUTIES:

60% **Provide support**
Provide support to students, faculty, staff, customers, and/or clients in an assigned clinical academic program.

20% **Maintain records**
Maintain and update a variety of reports and records. Completes daily logs.

20% **Coordinate with stakeholders**
Coordinate activities with a variety of internal and external stakeholders, including those associated with clinical sites.

FLSA Status: Non-Exempt

Program Coordinator

JOBCODE: 330X88

SUMMARY:
Coordinate the operation of an assigned university academic or clinical program or office.

REQUIRED QUALIFICATIONS:
Master's degree in clinical or program field and three (3) years of related work experience.

DUTIES:

40% **Coordinate operations to accomplish program/office objectives**
Develop policies, procedures, and processes to ensure the efficient accomplishment of program/office objectives. Direct office/program operations.

20% **Coordinate with others**
Coordinate program/office activities with appropriate internal and external stakeholders. Represent program priorities before the larger university community.

20% **Manage budget and personnel**
Manage budget and control expenditures as assigned. Train, assign, direct, supervise, evaluate, and discipline personnel as assigned.

10% **Reporting**
Prepare a variety of regular and special reports. Maintain program/office files and records.

10% **Provide services**
Participate in the provision of direct services.

FLSA Status: Exempt

Program Instructor

JOBCODE: 404X70

SUMMARY:
Instruct students, manage laboratory, shop, studio, and/or classroom activities for an assigned academic or clinical program.

REQUIRED QUALIFICATIONS:
Master's degree in classroom, laboratory, or shop academic field and three (3) years of related work experience.

DUTIES:

50% **Instruct students**
Instruct students in assigned laboratory, shop, studio, and/or classroom setting.

20% **Monitor students**
Monitor students to ensure compliance with lab, shop, studio, and/or program rules and/or requirements.

15% **Advise and assist**
Advise and assist students.

15% **Assignment-specific duties**
Perform a variety of assignment-specific duties which may include maintain equipment, purchasing supplies and materials, assisting with curriculum development, inputting data, and other specialized tasks.

FLSA Status: Exempt

Programmer Analyst III

JOBCODE: 461X83

SUMMARY:
Design, develop, document, implement, and maintain model structures and applications to support the mission of the university. Provide support to less-experienced programmers.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

25% **Determine functional needs and requirements**
Work with management to determine functional needs and requirements.

25% **Coordinate and lead**
Provide guidance and support to less-experienced programmers.

10% **Project documentation**
Complete and maintain project documentation.

25% **Develop applications and other tools**
Develop application specifications and determine best tools or methods to satisfy those needs and requirements.

15% **Monitor functionality**
Stay current on application functionality by reviewing documentation and reading visiting user community websites.

FLSA Status: Exempt

Programmer Analyst II

JOBCODE: 461X82

SUMMARY:
Design, develop, implement and maintain model structures and applications to support the mission of the university.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

35% Develop applications and other tools
Develop application specifications and determine best tools or methods to satisfy those needs and requirements.

20% Monitor functionality
Stay current on application functionality by reviewing documentation and reading visiting user community websites.

35% Determine functional needs and requirements
Work with management to determine functional needs and requirements.

10% Project documentation
Complete and maintain project documentation.

FLSA Status: Exempt

Programmer Analyst I

JOBCODE: 661X81

SUMMARY:
Develop, implement and maintain model structures and applications created and/or supplied by other programmers.

REQUIRED QUALIFICATIONS:
Associate's degree and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

30% Programming Assistance
Provide assistance with programming projects that support the development, implementation, and maintenance of model structures and applications that support the mission of the university.

30% Review and test
Review program specifications to confirm logic and time estimates with senior programmers. Test programs to ensure compliance with specifications.

30% Professional Development
Develop proficiency in programming and other tools used in the development of applications and model structures through professional development and training opportunities.

10% Project documentation
Complete and maintain project documentation.

FLSA Status: Non-Exempt

Project Manager

JOBCODE: 450X87

SUMMARY:
Plan, coordinate, budget, and manage campus construction projects.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) years of related work experience.

DUTIES & RESPONSIBILITIES:

30% Coordinate Contractors
Schedule and coordinate the work of contractors. Conduct site visits to ensure compliance with standards and specifications.

20% Prepare construction documents
Prepare bid documents, contracts, and specifications.

20% Design
Design and/or coordinate the design of construction projects.

20% Manage project processes
Conduct pre-bid and pre-construction meetings. Review and approve requests for payment. Update facility users and administration or project progress.

10% Maintain records
Maintain construction records and serve as custodian of campus drawings.

FLSA Status: Exempt

Public Safety Corporal

JOBCODE: 820X82

SUMMARY:
Supervise and participate in assigned public safety functions, including but not limited to investigative and patrol functions.

REQUIRED QUALIFICATIONS:
High school diploma and three (3) years of related work experience. Certification by the Peace Officer Standards and Training Council for the State of Georgia.

DUTIES & RESPONSIBILITIES:

25% Patrol
Patrol campus on foot and in a vehicle to detect and deter crime, to enforce campus policies, and to provide security; enforces local, state, and federal laws.

20% Respond to calls
Respond to calls for service from students, faculty, staff, and campus visitors and provides assistance in a variety of emergency and non-emergency settings.

15% Assist supervisor
Assist the supervisor in training and directing the work of personnel, in conducting uniform and equipment inspections, and in reviewing and evaluating the performance of personnel.

15% Provide security
Provide security for campus events and activities. Lock and unlock doors. Control traffic flow when needed.

15% Investigation
Investigate crimes and traffic accidents; gather evidence and interviews witnesses, victims, and suspects; prepare related reports.

10% Prepare reports
Prepare a variety or regular and special reports, including incident reports, and reviews reports completed by subordinates.

FLSA Status: Non-Exempt

Public Safety Lieutenant

JOBCODE: 495X84

SUMMARY:
Coordinate and supervise assigned public safety functions, including but not limited to investigative, patrol, and training.

REQUIRED QUALIFICATIONS:
Bachelor's degree and five (5) years of related work experience. Certification by the Peace Officer Standards and Training Council for the State of Georgia.

DUTIES & RESPONSIBILITIES:

25% Training and Certification
Manage department training and certification functions.

20% Supervision
Supervise assigned personnel in emergency and non-emergency settings. Assign, direct, evaluate, inspect, and discipline personnel.

15% Investigation
Supervise and participate in the investigation of crimes and traffic accidents; gather evidence and interviews witnesses, victims, and suspects; prepare related reports.

15% Enforcement
Supervise and participate in the enforcement of federal, state, and local laws and campus rules and regulations; issue citation and make arrests.

15% Public assistance
Provide emergency and non-emergency assistance to students, faculty, staff, and campus visitors, including assisting stranded motorists.

10% Prepare reports
Prepare a variety or regular and special reports, including incident reports, and reviews reports completed by subordinates.

FLSA Status: Exempt

Public Safety Officer

JOBCODE: 820X81

SUMMARY:
Perform law enforcement work on a university campus.

REQUIRED QUALIFICATIONS:
High school diploma/GED and related work experience. Certification from the Peace Officer Standards and Training Council for the State of Georgia or successful completion of such certification by the end of the probationary period.

DUTIES & RESPONSIBILITIES:

30% Patrol
Patrol campus on foot and in a vehicle to detect and deter crime, to enforce campus policies, and to provide security; enforces local, state, and federal laws.

25% Respond to calls
Respond to calls for service from students, faculty, staff, and campus visitors and provides assistance in a variety of emergency and non-emergency settings.

15% Provide security
Provide security for campus events and activities. Lock and unlock doors. Control traffic flow when needed.

15% Investigation
Investigate crimes and traffic accidents; gather evidence and interviews witnesses, victims, and suspects; prepare related reports.

15% Prepare reports
Prepare a variety or regular and special reports, including incident reports.

FLSA Status: Non-Exempt

Public Safety Sergeant

JOBCODE: 820X83

SUMMARY:
Direct, supervise, and participate in assigned public safety functions, including but not limited to investigative, patrol, and training.

REQUIRED QUALIFICATIONS:
Associate's degree and three (3) years of related work experience. Certification by the Peace Officer Standards and Training Council for the State of Georgia.

DUTIES & RESPONSIBILITIES:

25% Supervision
Supervise assigned personnel in emergency and non-emergency settings. Assign, direct, evaluate, inspect, and recommends discipline of personnel.

15% Investigation
Supervise and participate in the investigation of crimes and traffic accidents; gather evidence and interviews witnesses, victims, and suspects; prepare related reports.

15% Enforcement
Supervise and participate in the enforcement of federal, state, and local laws and campus rules and regulations; issue citation and make arrests.

15% Public assistance
Provide emergency and non-emergency assistance to students, faculty, staff, and campus visitors, including assisting stranded motorists.

15% Training and Certification
Participates in department training and certification functions.

15% Prepare reports
Prepare a variety or regular and special reports, including incident reports, and reviews reports completed by subordinates.

FLSA Status: Non-Exempt

Records Assistant II

JOBCODE: 510X62

SUMMARY:
Perform record management functions related to the processing, maintenance, and dissemination of student and/or other university records.

REQUIRED QUALIFICATIONS:
High School Diploma and three (3) years of related work experience

DUTIES:

40% **Maintain records**
Scan, enter, and maintain student and/or other university records. Update databases.

20% **Prepare reports**
Research records and prepare a variety of related reports

10% **Maintain compliance**
Ensure compliance with FERPA and other state, federal, and university regulations.

10% **Special projects**
Perform special projects and work assignments as directed by supervisor.

20% **Customer service**
Answer telephone and greet visitors. Provide information and assistance. Receive and issue records as appropriate.

FLSA Status: Non-Exempt

Records Assistant I

JOBCODE: 510X61

SUMMARY:
Perform clerical and customer service functions related to the processing, maintenance, and dissemination of student and/or other university records.

REQUIRED QUALIFICATIONS:
High School Diploma and one (1) year of related work experience

DUTIES:

45% **Maintain records**
Scan, enter, and maintain student and/or other university records. Update databases.

45% **Customer service**
Answer telephone and greet visitors. Provide information and assistance. Receive and issue records as appropriate.

5% **Prepare reports**
Research records and prepare a variety of related reports

5% **Maintain compliance**
Ensure compliance with FERPA and other state, federal, and university regulations.

FLSA Status: Non-Exempt

Recreation Coordinator

JOBCODE: 510X61

SUMMARY:
Coordinate intramural and other recreation programs and services for university students, faculty, and staff.

REQUIRED QUALIFICATIONS:
Bachelor's degree and three (3) years of related work experience.

DUTIES:

50% **Coordinate programming**
Coordinate, schedule, and oversee intramural sports, tournaments, programs, classes, facility operations, trips, and other recreation activities.

25% **Supervise staff**
Recruit, hire, train, schedule, and supervises student and other staff.

15% **Manage budgets, inventories, and records**
Manage budgets and control expenditures; manage facility and equipment maintenance; control assigned inventories and makes purchases as needed; maintain files and records; and complete a variety of regular and special reports.

10% **Publicize and recruit**
Publicize facilities, programs, and services to the university community. Recruit participants.

FLSA Status: Non-Exempt

Registered Nurse

JOBCODE: 482X80

SUMMARY:
Provide nursing care to patients within scope of practice as a Registered Nurse.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over two (2) years of work experience. Certification as a Registered Nurse in state of Georgia and CPR certification required.

DUTIES & RESPONSIBILITIES:

45% Assess, diagnose, and treat
Assess and diagnose patients. Treat acute illnesses and injuries. Refer patients to external health care providers as appropriate.

20% Manage chronic conditions
Provide care to patients with a variety of chronic health conditions. Coordinate treatment plans with delegating physician and/or Nurse Practitioner/Physician Assistant.

15% Documentation and charting
Document and chart patient information for delegating physician analysis and review. Maintain confidential records.

10% Vaccinations and preventive care
Provide student vaccinations and other preventive care services.

10% Education
Participate in the delivery of health education to students, faculty, and staff.

FLSA Status: Exempt

Rehired Retiree Clerical

JOBCODE: 925Z80

SUMMARY:
Perform clerical and other duties in support of assigned university functions, which may include performing communications, event support, office support, and other activities as assigned. The incumbent in this position is a retired rehire.

REQUIRED QUALIFICATIONS:
High school diploma and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

50% Perform clerical duties
Perform clerical and other related duties, including communications, event support, office support, customer service, and other duties as assigned.

20% Coordinate activities with other stakeholders
Coordinate work with a variety of stakeholders, including university faculty and staff, department heads and/or supervisors, students, representatives of other institutions, the general public, etc.

20% Achieve goals
Work to achieve established goals and/or products, including effective communications, event success, office efficiency, etc.

10% Compliance
Ensure work is performed in compliance with relevant policies, procedures, rules, and regulations.

FLSA Status: Non-Exempt

Rehired Retiree Professional

JOBCODE: 954Z80

SUMMARY:
Perform professional and other duties in support of assigned university functions. The incumbent in this position is a retired rehire.

REQUIRED QUALIFICATIONS:
Bachelor's degree and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

50% Perform professional duties
Perform professional and other related duties in a variety of settings which may include development and external affairs, student services, academic affairs, business, physical plant, and others.

20% Coordinate activities with other stakeholders
Coordinate work with a variety of stakeholders, including university faculty and staff, department heads and/or supervisors, students, representatives of other institutions, the general public, etc.

20% Achieve goals
Work to achieve established goals and/or products, including reports, budgets, desired learning outcomes, program success, etc.

10% Compliance
Ensure work is performed in compliance with relevant policies, procedures, rules, and regulations.

FLSA Status: Non-Exempt

Restricted Fund Accountant

JOBCODE: 430X87

SUMMARY:
Performs complex professional accounting work in support of the management of university restricted funds.

REQUIRED QUALIFICATIONS:
Bachelors degree in a specified field and five (5) or more years of related work experience.

DUTIES & RESPONSIBILITIES:

35% Prepare grant reports and invoices
Prepare grant reports and invoices as required by sponsoring agency; reconcile grant receivables and indirect revenue.

35% Review expenditures, deposit funds, and enter budget amendments
Review grant expenditures for compliance; deposit funds received; enter budget amendments when needed.

15% Review and approve financial data
Review and approve financial data in grant proposals and contracts; meet with new principal investigators (PIs) for orientation; set up grant accounts and cost share accounts in PeopleSoft.

15% Compliance
Ensure work is performed in compliance with relevant policies, procedures, rules, and regulations.

FLSA Status: Exempt

Safety Specialist

JOBCODE: 453X80

SUMMARY:
Coordinate the design and implementation of a comprehensive occupational and life safety practice to provide for the safety of students, faculty and staff.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

45% Conduct audits, assessments, surveys, and evaluations
Conduct periodic health and safety audits, work area assessments, surveys, and program evaluations to determine the presence of hazardous conditions, to identify deficiencies, and to plan and promote safety programs that address conditions and deficiencies.

25% Develop a Life Safety Program
Develop and assist in the development of a comprehensive Life Safety Program, including fire prevention, fire safety inspections, and fire drills.

20% Develop and present safety training materials
Assist in the development and presentation of safety training materials.

10% Accident investigations
Perform or assist with accident investigations as needed. Ensure that necessary corrective action to prevent future incidents is taken. Communicate recommendations to all concerned parties promptly.

FLSA Status: Exempt

Senior Lecturer

JOBCODE: 204U71

SUMMARY:
The selected candidate will be responsible for teaching courses in the candidate's area of expertise.

ESSENTIAL QUALIFICATIONS:
- Master's degree at the time of appointment in the appropriate field (specifics to be added by the department – e.g., specific field/subfield, any required certifications, licenses or expertise needed to do the job)
- Demonstrated commitment to excellence in teaching and learning as illustrated by a record of effective teaching appropriate to the applicant's career stage
- Commitment to diversity and inclusion

PREFERRED QUALIFICATIONS
- Ability to work effectively in a collaborative setting
- A record of mentoring students of diverse backgrounds

DUTIES & RESPONSIBILITIES:
100% Teaching and Service
Teaches classes and meets assigned service obligations.

FLSA Status: Exempt (Professional)

POSITION OF TRUST: Yes

Skilled Trade Helper

JOBCODE: 710X69

SUMMARY:
Assists in the repair and maintenance of a variety of HVAC, electrical, plumbing, steam, mechanical, automated control, and/or other building systems.

REQUIRED QUALIFICATIONS:
Completion of sufficient education or training to read and write simple instructions.

DUTIES & RESPONSIBILITIES:

25% **Preventative maintenance**
Perform preventative maintenance as directed and in accordance with established schedules and protocols.

25% **Maintain tools and equipment**
Maintain and repair tools and equipment used in the performance of maintenance and repair functions.

20% **Training**
Complete required training.

10% **Repair and Replace**
Assist in repairing and replacing systems and components of HVAC, electrical, plumbing, steam, mechanical, automated control, and/or other equipment.

10% **Troubleshoot and diagnose**
Assist in diagnosing problems with HVAC, electrical, plumbing, steam, mechanical, automated control, and/or other building systems.

5% **Monitor**
Monitors equipment operations and prepares required logs and reports for review by supervisor.

5% **Other duties**
Perform other duties as assigned.

FLSA Status: Non-Exempt

Skilled Trade Mechanic III

JOBCODE: 318X77

SUMMARY:
Install, maintain, repair, and troubleshoot multiple skilled trade building systems such as electrical, HVAC, plumbing, and steam. Incumbent possesses experience working in a multi-facility environment and has advanced training and/or licensure/certification to perform work on multiple skilled trade systems.

REQUIRED QUALIFICATIONS:
High school diploma and five (5) years of related work experience. Must possess a valid driver's license. Trade specific certification and/or licensure required.

DUTIES & RESPONSIBILITIES:

40% Install, maintain, repair, and troubleshoot
Install, maintain, repair, and troubleshoot multiple skilled trade building systems such as electrical, HVAC, plumbing, and steam.

20% Prioritize and coordinate
Prioritizes and coordinates the activities of technicians and helpers engaged in skilled trade services.

10% Advise
Advises supervisor on preventive maintenance strategies, purchase of new mechanical equipment or systems, and whether contracted skilled trade services meet specified results.

15% Preventative maintenance
Perform preventative maintenance in accordance with established schedules and protocols.

15% Monitor system operations
Monitor skilled trade system operations to ensure efficiency and effectiveness and to make operational adjustments as needed.

FLSA Status: Exempt

Skilled Trade Mechanic II

JOBCODE: 710X72

SUMMARY:
Install, maintain, repair, and troubleshoot a specific skilled trade building system such as electrical, HVAC, plumbing, and steam. Incumbent possesses extensive (3+ years) commercial skilled trade experience and has advanced training and/or licensure/certification to perform work on a specific skilled trade system.

REQUIRED QUALIFICATIONS:
High school diploma and three (3) years of related work experience in a commercial environment. Must possess a valid driver's license. Trade specific certification and/or licensure required.

DUTIES & RESPONSIBILITIES:

40% **Install, maintain, repair, and troubleshoot**
Install, maintain, repair, and troubleshoot a specific skilled trade building system such as electrical, HVAC, plumbing, and steam.

25% **Monitor system operations**
Monitor skilled trade system operations to ensure efficiency and effectiveness and to make operational adjustments as needed.

20% **Preventative maintenance**
Perform preventative maintenance in accordance with established schedules and protocols.

15% **Prioritize and coordinate**
Prioritizes and coordinates the activities of technicians and helpers engaged in skilled trade services.

FLSA Status: Non-Exempt

Skilled Trade Mechanic I

JOBCODE: 710X71

SUMMARY:
Install, maintain, repair, and troubleshoot skilled trade building systems such as electrical, HVAC, plumbing, and steam. Incumbent possesses extensive (3+ years) skilled trade experience (commercial preferred) and has licensure/certification to perform work on a skilled trade system.

REQUIRED QUALIFICATIONS:
High school diploma and three (3) years of related work experience. Must possess a valid driver's license. Trade specific certification and/or licensure required.

DUTIES & RESPONSIBILITIES:

50% Install, maintain, repair, and troubleshoot
Install, maintain, repair, and troubleshoot a specific skilled trade building system such as electrical, HVAC, plumbing, and steam.

30% Preventative maintenance
Perform preventative maintenance in accordance with established schedules and protocols.

10% Monitor system operations
Monitor skilled trade system operations to ensure efficiency and effectiveness and to make operational adjustments as needed.

10% Prioritize and coordinate
Prioritizes and coordinates the activities of technicians and helpers engaged in skilled trade services.

FLSA Status: Non-Exempt

Skilled Trade Supervisor

JOBCODE: 318X79

SUMMARY:
Supervise and participate in the work of skilled trade employees engaged in the installation, repair, and maintenance of electrical, plumbing, HVAC, steam, automated control, and/or other building equipment and systems.

REQUIRED QUALIFICATIONS:
Associate's degree and five (5) years of related work experience. Must possess a valid driver's license. Trade specific certification and/or licensure required.

DUTIES & RESPONSIBILITIES:

25% **Oversee work order assignments**
Reviews incoming skilled trade work orders, prioritizes work, assigns work to workers, and follows up to ensure completion.

25% **Inspect and prioritize**
Inspect facilities to identify skilled trade maintenance and repair needs. Prioritize and coordinate work.

20% **Supervise personnel**
Train, assign, direct, supervise, evaluate, and recommend the discipline of personnel.

20% **Coordinate preventative maintenance**
Coordinate, supervise, and participate in preventative maintenance for assigned skilled trade in accordance with established schedules and protocols.

10% **Coordinate procurement and equipment maintenance**
Coordinate the procurement of equipment, parts, tools and supplies. Coordinate the maintenance of tools and equipment.

FLSA Status: Exempt

Skilled Trade Technician

JOBCODE: 710X70

SUMMARY:
Performs skilled trade technical work in the areas of electrical, HVAC, irrigation, and plumbing. Incumbent possesses licensure and/or certification and has limited experience (less than 3 years).

REQUIRED QUALIFICATIONS:
High school diploma and one (1) year of related work experience. Must possess a valid driver's license. Trade specific certification and/or licensure required.

DUTIES & RESPONSIBILITIES:

50% Install, maintain, and repair
Installs, repairs, and maintains electrical, HVAC, irrigation, and plumbing systems.

20% Diagnose, troubleshoot, and replace
Diagnoses and troubleshoots electrical, HVAC, irrigation, and plumbing system malfunctions; replaces failing mechanical components and parts.

20% Preventative maintenance
Performs preventative electrical, HVAC, irrigation, and plumbing system maintenance in accordance with established schedules and protocols.

10% Monitor system operations
Monitor electrical, HVAC, irrigation, and plumbing system operations to ensure efficiency and effectiveness and to make operational adjustments as needed.

FLSA Status: Non-Exempt

Special Assistant

JOBCODE: 325X84

SUMMARY:
Provides executive project management support for a variety of projects, programs, and collaborative initiatives.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) years of related work experience

DUTIES:

30% **Oversee projects/programs**
Oversee projects/programs as directed by a member of senior leadership.

20% **Collaborations**
Develop collaborative relationships with campus and community stakeholders.

15% **Compliance**
Work with either regulatory or accreditation agencies on compliance issues.

10% **University initiatives**
Assist in developing and implementing new university initiatives.

10% **Coordinate the disposition and resolution of issues**
Coordinate the disposition and/or resolution of individual problems and disputes involving faculty, staff, students, alumni, community members, and other stakeholders.

5% **Special projects**
Manage special projects as assigned, some of which may have University-wide impact.

10% **Transactions/Personnel**
Review and approve transactions, as assigned.

FLSA Status: Exempt

Strength Coach

JOBCODE: 412X74

SUMMARY:
Oversees the speed, strength, and conditioning programs for university sports teams and student athletics.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over three (3) years of related work experience. Strength and conditioning specialist certification.

DUTIES & RESPONSIBILITIES:

40% **Develop and oversee speed, strength, and conditioning programs for sports teams**
Oversees, plans, and coordinates the strength and conditioning program for all sports teams on a year-round basis, including speed, strength and conditioning schedules, fundamental instruction and all team work outs.

35% **Collaboration**
Collaborate with all head coaches to plan, organize and facilities the strength and conditioning needs of each sports team.

25% **Facility and equipment maintenance**
Maintains proper strength and conditioning equipment and monitors strength and conditioning facilities. Makes recommendations for the purchase of new equipment.

FLSA Status: Exempt

Student Affairs Coordinator

JOBCODE: 657X58

SUMMARY:
Coordinate and oversee a variety of student affairs/student life programs and services in order to improve the quality of student life and improve student retention.

REQUIRED QUALIFICATIONS:
Master's Degree with graduate assistantship, practicum, or internship experience in higher education or an equivalent combination of education and work experience.

DUTIES:

40% Deliver Programs and Services for Students
Develop, implement, and market programs and/or services which reflect the goals of the student affairs office and meets the needs of students. Implement data-based initiatives to gather and analyze formal and informal feedback from students. Stay abreast of trends, issues and best practices regarding a specific professional area.

20% Support Student Development
Provide coaching, guidance, and supervision of both individuals and student organizations on issues related to academic achievement, student development, leadership, conflict resolution, community building, and collaboration with other students and student groups on campus. Focus on creating an inviting and welcoming environment. Foster an atmosphere of student-staff learning and development.

20% Promote and develop partnerships
Develop and maintain initiative-based partnerships with campus partners and student organizations that address assessed needs and further the goals and vision of student affairs. Respond to campus partners, alumni and parent's questions, concerns and inquiries.

10% Enforce policies and procedures
Enforce university and system policies and procedures. Respond to issues and resolve problems.

10% Manage reports, records, and budgets
Maintain program files and records. Prepare a variety of regular and special report. Manage programming budgets.

FLSA Status: Non-Exempt

Student Career Counselor

JOBCODE: 657X55

SUMMARY:
Provide career counseling services to current students and alumni.

REQUIRED QUALIFICATIONS:
Master's degree and one (1) year of related work experience.

DUTIES:

45% Career advising
Provide career advising and coaching for students and alumni through a comprehensive career plan that addresses all aspects of career development and job search transition.

20% Employer relations
Develop relationships and programs to encourage employers to recruit university graduates.

20% Provide programming
Provides individual and group programming to inform students, alumni, and community members of programs and services and to assist in the development of resumes and in preparing for interviews.

10% Liaison
Serve as liaison between potential employers and students.

5% Maintain job opportunity listings
Maintain and updates job opportunity information and makes it readily available for students.

FLSA Status: Non-Exempt

Student Services Coordinator

JOBCODE: 657X57

SUMMARY:
Provide administrative support for the coordination of an assigned student services function (i.e., registrar, student records, admissions, residence life, financial aid).

REQUIRED QUALIFICATIONS:
Bachelor's degree and one (1) years of related work experience.

DUTIES:

40% **Student/customer service**
Assist students, prospective students, parents, alumni, and others. Provide information and assistance and resolve problems.

40% **Receive, process, maintain, and update records, applications, and/or payments**
Receive, record, process, review, and/or audit a variety of records, forms, applications, payments, and/or reports. Update databases, customer accounts, etc.

10% **Prepare reports**
Prepare a variety of regular and special reports related to assigned student service function.

5% **Coordinate special projects**
Coordinate and oversee special projects, functions, and services as assigned.

5% **Maintain compliance**
Ensure compliance with FERPA and other state, federal, and university regulations.

FLSA Status: Non-Exempt

Systems Operations Manager

JOBCODE: 336X98

SUMMARY:
Manages university information technology systems with their related procedures, documentation, security and reports.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) years of related work experience.

DUTIES & RESPONSIBILITIES:

30% Maintain assigned information technology systems
Manage assigned information technology systems, including the design, implementation, and administration.

25% Develop goals, objectives, policies, and procedures
Develop and implement goals, objectives, policies, and priorities for assigned information technology systems; recommend and administer policies and procedures for assigned information technology systems.

25% Direct staff
Plan, direct, coordinate, and review the work of assigned staff; assign work activities and projects; review and evaluate, methods, and procedure; meet with staff to identify and resolve problems; provide staff training.

20% Deployment, monitoring, and maintenance
Manage and provide for the deployment, monitoring, maintenance, development, upgrade, and support of all workgroup systems, including servers, operating systems, hardware, software, and solution development.

FLSA Status: Exempt

Systems Services Tech III

JOBCODE: 465X93

SUMMARY:
Responsible for the administration of complex computer systems.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over three (3) years of related work experience.

DUTIES & RESPONSIBILITIES:

30% Administer information technology systems
Administer maintenance, troubleshooting, performance tuning, disaster recovery, and interoperability for various university UNIX, Linux, and Microsoft Windows systems, including data and services.

20% Tune systems and system hardware and software
Tune Operating system and Hardware/Software to maintain continued uninterrupted availability of data and services in a changing technology infrastructure.

15% Install, configure, and upgrade servers
Participate in the installation, configuration and upgrade of servers in a distributed physical and virtualized environment.

15% Maintain software and firmware patches
Maintain up-to-date levels of software and firmware to support service provided while maintaining security of data.

10% Project development and reporting
Participate in project development and planning and in the preparation of related reports.

10% Participate in disaster recovery functions
Participate in disaster recovery functions, including data backups and restores.

FLSA Status: Exempt

Systems Services Tech II

JOBCODE: 465X92

SUMMARY:
Responsible for the administration of computer systems.

REQUIRED QUALIFICATIONS:
Associate's degree and three (3) years of related work experience.

DUTIES & RESPONSIBLITIES:

20% **Install, test, maintain, and monitor**
Install, test, maintain, and monitor computer programs and systems.

20% **Troubleshoot malfunctions**
Troubleshoot program and system malfunctions to restore normal functioning.

20% **Confer with clients**
Confer with clients regarding the nature or information processing and computational needs.

20% **Coordinate and link**
Coordinate and link computer systems to increase compatibility and so information can be shared.

20% **Develop and implement plans**
Analyze needs and plans, designs, and implements computer system to meet those needs.

FLSA Status: Exempt

Systems Services Tech I

JOBCODE: 665X91

SUMMARY:
Responsible for working with and manipulating data from various systems

REQUIRED QUALIFICATIONS:
High School Diploma and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES

50% Data analysis and manipulation
Manipulation of data for systems related to active directory, databases, and other third party systems.

20% Collaboration
Develop technical information and collaborate with departments to define business workflow processes and procedures.

20% Systems Administration
Performs system administration of Windows servers and SQL databases.

10% Maintain records
Maintain appropriate documentation and files (i.e. logging system changes).

FLSA Status: Non-Exempt

Temporary Hrly Professional

JOBCODE: 939X80 (full-time) 939R80 (part-time)

SUMMARY:
Perform professional and coordination duties in support of assigned university functions, which may include performing program coordination, compliance review, human resources processes, electronic records and database maintenance, data analysis, report writing, and other functions as assigned. The incumbent in this position is a temporary employee.

REQUIRED QUALIFICATIONS:
Bachelor's degree and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

50% **Perform professional duties**
Perform clerical and other related duties, including processing, verifying, and maintaining documentation, office support, customer service, and other duties as assigned.

20% **Coordinate activities with other stakeholders**
Coordinate work with a variety of stakeholders, including university faculty and staff, department heads and/or supervisors, students, representatives of other institutions, a variety of professionals, etc.

20% **Achieve goals**
Work to achieve established goals and/or products, reports, program tasks, etc.

10% **Compliance**
Ensure work is performed in compliance with relevant policies, procedures, rules, and regulations.

FLSA Status: Non-Exempt

Temporary Office Clerical

JOBCODE: 935R70 (part-time) 935X70 (full-time)

SUMMARY:
Provide office and clerical support to a department or unit.

REQUIRED QUALIFICATIONS:
High school diploma and one (1) year of related work experience.

DUTIES:

60% **Administrative support and clerical duties**
Perform a variety of administrative and clerical duties, which may include correspondence, filing, scheduling, mail distribution, answering phones, and organizing mail.

30% **Point of contact**
Acts as a point of contact to other departments, students, faculty, customers, and outside agencies/vendors on behalf of department.

10% **Manipulate and prepare data**
Manipulate and prepare data and other information, databases, or reports using a computer.

FLSA Status: Non-Exempt

Temporary Technical Parapro

JOBCODE: 936R70 (part-time) 936X70 (full-time)

SUMMARY:
Perform technical and other duties in support of assigned university functions, which may include performing accounting, admissions, budget, laboratory/program instruction, coaching, medical care, and other functions as assigned. The incumbent in this position is a temporary employee.

REQUIRED QUALIFICATIONS:
Bachelor's degree and one (1) year of related work experience.

DUTIES & RESPONSIBILITIES:

50% **Perform technical duties**
Perform clerical and other related duties, including communications, event support, office support, customer service, and other duties as assigned.

20% **Coordinate activities with other stakeholders**
Coordinate work with a variety of stakeholders, including university faculty and staff, department heads and/or supervisors, students, representatives of other institutions, a variety of professionals, etc.

20% **Achieve goals**
Work to achieve established goals and/or products, including reports, budgets, desired learning outcomes, program success, etc.

10% **Compliance**
Ensure work is performed in compliance with relevant policies, procedures, rules, and regulations.

FLSA Status: Non-Exempt

Training Specialist

JOBCODE: 422X86

SUMMARY:
Responsible for the design, delivery, and/or evaluation of training and education programs of a highly technical or complex nature.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over five (5) years of related work experience.

DUTIES & RESPONSIBILITIES:

40% Design and develop training courses
Conducts needs assessments, designs and develops appropriate classroom and/or technology-based training courses to meet organization and individual needs. May assist other instructors or subject-matter-experts in the selection of pedagogy and design of course materials.

25% Develops training materials
Develops and designs training materials including, but not limited to, instructional guides, job aids, web simulations, and other learner materials to assist in the transfer of knowledge, skills, and abilities.

20% Evaluation
Evaluates the effectiveness of training and teaching materials to ensure objectives are accomplished.

15% Research
Interviews subject matter experts or conducts other research to develop instructional content or recommend new pedagogical methodologies.

FLSA Status: Exempt

University Administrator

JOBCODE: 184X89

SUMMARY:
Administer and oversee a major division of the university in order to manage one of the university's major functions. Report to the President or Vice President, may serve on the President's cabinet, and assists with major decisions effecting the university as a whole.

REQUIRED QUALIFICATIONS:
Master's degree in a specified field and ten years (10) years of work experience in a related field is required which at least seven (7) years must have been in a supervisory role. Terminal degree and/or professional licensure, certification, and/or designation may be required in some areas.

DUTIES & RESPONSIBILITIES:

25% Develop and implement goals, policies, and procedures
Direct and implement goals, strategies, policies, processes, and procedures to ensure the efficient and effective operation of a major division of the university and contribute to the success of university-wide plans and goals.

20% Provide leadership
Provide strategic leadership for all operational areas of the division.

20% Manage personnel
Direct and oversee the work of division managers and directors. Make major personnel decisions, including decisions related to hiring and promotion.

15% University representative
Represent the university and the division to internal and external groups and individuals.

10% Manage budget
Manage the division budget.

10% Participate in university decision-making
May serve on the President's cabinet in order to represent a major division of the university, provide information and advice, and participate in university decision-making processes.

FLSA Status: Exempt (Executive)

Web Content Developer

JOBCODE: 442X85

SUMMARY:
Responsible for the design, development, and management of university websites.

REQUIRED QUALIFICATIONS:
Bachelor's degree and over three (3) years of related work experience.

DUTIES & RESPONSIBILITIES

50% Design and develop
Design, lays out, and code websites to meet the needs of functional users.

15% Consulting
Coordinate and consult with internal clients to develop strategies, goals, and timelines. Work with internal clients to develop website messaging and design strategies.

15% Graphic design
Perform a variety of graphic design functions in the development and design of websites as well as print and other materials.

10% Site maintenance
Maintain and update existing websites. Modify existing applications to improve functionality and processes flow.

10% Administrative functions
Complete a variety of reports and maintain files and records.

FLSA Status: Exempt