

## Job Family & Subfamily Definitions

Job Family	Job Family Description	Job SubFamily	Job SubFamily Description
Academic Affairs	The academic affairs job family provides services to students and faculty to support, build and enhance the university's teaching mission and excellence in educational experiences and outcomes. This family generally consists of work such as, but not limited to, the creation of programs that enhance the academic environment for students, supporting faculty development and training, conducting ongoing assessment of practices and policies and providing institutional data on performance and outcomes, administering external programs which aid in the support of undergraduate, graduate, and faculty programs, the administration of academic programs to meet the needs of students, and to enhance the academic achievement of university student communities.	Academic Administration	Roles in this subfamily provide guidance, administration, and direction to programs within the university focused on the provision, development, and enhancement of academic opportunities to the university student body. Work consists of, but is not limited to, the development of academic delivery vehicles, the enhancement of academic provision, the development of techniques of delivery that promote academic success, and guiding employees in the successful completion of academic direction.
Academic Affairs	The academic affairs job family provides services to students and faculty to support, build and enhance the university's teaching mission and excellence in educational experiences and outcomes. This family generally consists of work such as, but not limited to, the creation of programs that enhance the academic environment for students, supporting faculty development and training, conducting ongoing assessment of practices and policies and providing institutional data on performance and outcomes, administering external programs which aid in the support of undergraduate, graduate, and faculty programs, the administration of academic programs to meet the needs of students, and to enhance the academic achievement of university student communities.	Compliance	Roles in this subfamily are focused on compliance with internal and external rules, policies, guidelines, and laws. Work consists of, but is not limited, to the investigation of and alignment with regulating bodies compliance standards, implementing programs to track and certify compliance with regulating bodies compliance standards, and ensuring internal processes and programs focus on achieving and maintaining compliance.
Academic Affairs	The academic affairs job family provides services to students and faculty to support, build and enhance the university's teaching mission and excellence in educational experiences and outcomes. This family generally consists of work such as, but not limited to, the creation of programs that enhance the academic environment for students, supporting faculty development and training, conducting ongoing assessment of practices and policies and providing institutional data on performance and outcomes, administering external programs which aid in the support of undergraduate, graduate, and faculty programs, the administration of academic programs to meet the needs of students, and to enhance the academic achievement of university student communities.	International Programs	Roles in this subfamily are focused on the development, administration, and promotion of the university's internal academic programs. Works consists of, but is not limited, to the development of international study abroad programs for the university student body and international participants, administration of processes to ensure student safety, academic success, immigration demands, and development, and the promotion and growth of the programs both at home and abroad among students and potential students.
Academic Affairs	The academic affairs job family provides services to students and faculty to support, build and enhance the university's teaching mission and excellence in educational experiences and outcomes. This family generally consists of work such as, but not limited to, the creation of programs that enhance the academic environment for students, supporting faculty development and training, conducting ongoing assessment of practices and policies and providing institutional data on performance and outcomes, administering external programs which aid in the support of undergraduate, graduate, and faculty programs, the administration of academic programs to meet the needs of students, and to enhance the academic achievement of university student communities.	Leadership	Roles in this subfamily provide leadership and direction to the job family and the university. Work consists of, but is not limited to, creating strategic alignment between the job family's activities and the university's larger mission and vision, providing guidance and direction to subordinate roles in accomplishing strategic initiatives, communicating with university leadership, and maintaining internal and external relationships in the promotion of the objectives of the family.
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Academic Affairs	The academic affairs job family provides services to students and faculty to support, build and enhance the university's teaching mission and excellence in educational experiences and outcomes. This family generally consists of work such as, but not limited to, the creation of programs that enhance the academic environment for students, supporting faculty development and training, conducting ongoing assessment of practices and policies and providing institutional data on performance and outcomes, administering external programs which aid in the support of undergraduate, graduate, and faculty programs, the administration of academic programs to meet the needs of students, and to enhance the academic achievement of university student communities.	Research and Laboratories Administration	Roles in this subfamily ensure the operational administration of the university's laboratory and research facilities and work to provide support and enhance the direction, opportunities, and growth of these academic programs. Work consists of, but is not limited to, providing guidance to student staff in laboratory processes, ensuring compliance with regulating bodies, supporting faculty scholarships and grants, securing large federal dollars, preparing the facilities for use by student bodies, ensuring provision of academic opportunities to students, and promoting growth of the university's program opportunities.
Academic Affairs	The academic affairs job family provides services to students and faculty to support, build and enhance the university's teaching mission and excellence in educational experiences and outcomes. This family generally consists of work such as, but not limited to, the creation of programs that enhance the academic environment for students, supporting faculty development and training, conducting ongoing assessment of practices and policies and providing institutional data on performance and outcomes, administering external programs which aid in the support of undergraduate, graduate, and faculty programs, the administration of academic programs to meet the needs of students, and to enhance the academic achievement of university student communities.	Visual and Performing Arts	Roles in this subfamily focus on the provision of artistic events and programs for the many university communities. Work consists of, but it not limited to, creating content and managing the delivery or radio broadcast programming, planning and executing the exhibition of various types of arts from various artistic groups, organizing the content of and distributing the production of yearbooks for the university, and the direction of musical events.
Administrative Services	The administrative job family provides a wide variety of administrative, clerical, and operational support and guidance to enhance the administrative operations of the university and provide the best customer service to university communities. This family generally consists of work such as, but not limited to, the creation and implementation of administrative plans in the support of university programs, providing policy, process, or practice guidance and support to university communities, and managing or administering the administrative operations for a single office or program, an entire department, and/or an individual management or executive role.	Administrative Support	Roles in this subfamily focus on the performance of administrative services and functions to specific individuals or departments across the university. Work consists of, but is not limited to, scheduling events, and managing calendars, coordinating the creation and approval of correspondence, managing, and creating databases and or record keeping systems, and scheduling or attending meetings with the intention of capturing, maintaining, and or disseminating information.
Administrative Services	The administrative job family provides a wide variety of administrative, clerical, and operational support and guidance to enhance the administrative operations of the university and provide the best customer service to university communities. This family generally consists of work such as, but not limited to, the creation and implementation of administrative plans in the support of university programs, providing policy, process, or practice guidance and support to university communities, and managing or administering the administrative operations for a single office or program, an entire department, and/or an individual management or executive role.	Executive Support	Roles in this subfamily focus on the support of a single individual working in the performance of leadership or for a group of individuals engaged in the performance of leadership within a defined family or department. Work consists of, but is not limited to, high level interactions within the organization, creating and disseminating critical and or confidential correspondence, attending meetings with or in place of Executive leadership, managing calendars and scheduling, coordinate travel, plan and or facilitate large events, and coordinate communication of critical or sensitive information.
Administrative Services	The administrative job family provides a wide variety of administrative, clerical, and operational support and guidance to enhance the administrative operations of the university and provide the best customer service to university communities. This family generally consists of work such as, but not limited to, the creation and implementation of administrative plans in the support of university programs, providing policy, process, or practice guidance and support to university communities, and managing or administering the administrative operations for a single office or program, an entire department, and/or an individual management or executive role.	Office Operations	Roles in this subfamily focus on the internal operations of an office environment and ensuring work can continue effectively and efficiently for staff and office members. Works consists of, but is not limited to, managing the equipment and materials needed within the office, handling reception and mail area activities, coordinating administrative office staff as necessary, and ensuring appropriate facilities needs are met.

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Advancement		The advancement job family supports the development of the university's mission through cultivating the support of donors both directly through solicitations and fundraising in campaigns and indirectly through the building and nurturing of strong relationships with alumni, business communities, foundations, and the public. Works consists of, but not limited to, implementing a variety of alumni programs and events at reunions, homecomings and other on-campus activities, building and strengthening key relationships of significant importance to the university, representing the university to a variety of constituencies, and administering trusts and estates, with due diligence and in good faith, where the university is the beneficiary.		Advancement Relations	Roles in this subfamily support the creation, utilization, promotion, and tracking of the various relationships the Advancement job family has internally and externally with university alumni, sponsors, and donors. This subfamily includes stewardship initiatives focused on acknowledging and recognizing donors by continually cultivating relationships and reporting gift impacts. Work consists of, but is not limited to, creating relevant and engaging content for stakeholders to generate financial interest, creating programs that inform and excite interest in the university's mission and vision, planning events to showcase the university's projects and programs to generate interest among community members, recognizing donors, confirming gift intentions, and maintaining data related to relationship management and development, and providing reports to internal stakeholders to inform opportunity decision making.
Advancement		The advancement job family supports the development of the university's mission through cultivating the support of donors both directly through solicitations and fundraising in campaigns and indirectly through the building and nurturing of strong relationships with alumni, business communities, foundations, and the public. Works consists of, but not limited to, implementing a variety of alumni programs and events at reunions, homecomings and other on-campus activities, building and strengthening key relationships of significant importance to the university, representing the university to a variety of constituencies, and administering trusts and estates, with due diligence and in good faith, where the university is the beneficiary.		Gifts and Giving	Roles in this subfamily focus on the development of opportunities among existing and potential donors and or gift partners to assist the university in meeting its fundraising goals to support continued growth and development of all University programs. Work consists of, but is not limited to, developing a strategy for meeting financial goals, interacting with the university community to increase donor and gift giving opportunities, creating interesting and relevant content to generate sentiment, and reporting on efforts to Advancement and University leadership.
Advancement		The advancement job family supports the development of the university's mission through cultivating the support of donors both directly through solicitations and fundraising in campaigns and indirectly through the building and nurturing of strong relationships with alumni, business communities, foundations, and the public. Works consists of, but not limited to, implementing a variety of alumni programs and events at reunions, homecomings and other on-campus activities, building and strengthening key relationships of significant importance to the university, representing the university to a variety of constituencies, and administering trusts and estates, with due diligence and in good faith, where the university is the beneficiary.		Leadership	Roles in this subfamily provide leadership and direction to the job family and the university. Work consists of, but is not limited to, creating strategic alignment between the job family's activities and the university's larger mission and vision, providing guidance and direction to subordinate roles in accomplishing strategic initiatives, communicating with university leadership, and maintaining internal and external relationships in the promotion of the objectives of the family.
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Athletics	The athletics job family administers, manages, and supports division I student-athletes and the varied activities and programs related to sports and improvement of physical health through strength and conditioning training. Work consists of, but not limited to, providing management and administrative oversight of operations of athletic programs, directing teams training and skills development, ensuring the development and enhancement of student-athlete experiences and successes, maintaining compliance with athletic governing bodies, and promoting a focus on achievement in the classroom and in competition.	Coaching	Roles in this subfamily focus on the promotion of performance of student athletes within a defined NCAA division I sport. Work consists of, but is not limited to, the training and development of student-athletes, the implementation of programs and training techniques to increase and refine the performance of student athletes and providing guidance in the adherence of student athletes to the mission and vision of the program and the university.
Athletics	The athletics job family administers, manages, and supports division I student-athletes and the varied activities and programs related to sports and improvement of physical health through strength and conditioning training. Work consists of, but not limited to, providing management and administrative oversight of operations of athletic programs, directing teams training and skills development, ensuring the development and enhancement of student-athlete experiences and successes, maintaining compliance with athletic governing bodies, and promoting a focus on achievement in the classroom and in competition.	Compliance	Roles in this subfamily focus on the compliance with internal and external rules, policies, guidelines, and laws. Work consists of, but is not limited to, the investigation of and alignment with regulating bodies compliance standards, implementing programs to track and certify compliance with regulating bodies standards, and ensuring internal processes and programs focus on achieving and maintaining compliance.
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Athletics	The athletics job family administers, manages, and supports division I student-athletes and the varied activities and programs related to sports and improvement of physical health through strength and conditioning training. Work consists of, but not limited to, providing management and administrative oversight of operations of athletic programs, directing teams training and skills development, ensuring the development and enhancement of student-athlete experiences and successes, maintaining compliance with athletic governing bodies, and promoting a focus on achievement in the classroom and in competition.	Sports Performance	Roles in this subfamily focus on the prevention, treatment, care, and rehabilitation of injuries among the athletes. Work consists of, but is not limited to, the management of internal programs that support the strength and conditioning of athletes, the care and rehabilitation of athletes, and the oversight and compliance with standards for healthy athletes.

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Auxiliary and Campus Operations	The auxiliary and campus operations job family supports the university operational services including activities related to event management, mailing and printing services, and parking and transportation. This family ensures that the campus services offered meet the needs of university communities.	Events	Roles in this subfamily focus on the successful planning, promotion, set-up, execution, and tracking and reporting of a variety of university events. Works consists of, but is not limited to, the documenting of events to be carried out within appropriate systems, the coordination of delivery and retrieval of university property and or vendor property to service the particular event, providing guidance or supervision to a variety of event staff which consist of students, volunteers, vendors, and employees, the logistical administration of technical services for events, greeting and interacting with event attendees, and the reporting of outcomes of University events.
Auxiliary and Campus Operations	The auxiliary and campus operations job family supports the university operational services including activities related to event management, mailing and printing services, and parking and transportation. This family ensures that the campus services offered meet the needs of university communities.	Leadership	Roles in this subfamily provide leadership and direction to the job family and the university. Work consists of, but is not limited to, creating strategic alignment between the job family's activities and the university's larger mission and vision, providing guidance and direction to subordinate roles in accomplishing strategic initiatives, communicating with university leadership, and maintaining internal and external relationships in the promotion of the objectives of the family.
Campus Safety	The campus safety job family focuses on the planning, development and implementation of programs, systems, and processes to maintain a safe and secure environment for the university community. This family consists of work such as, but not limited to, enforcing university rules and local, state, and federal laws, protecting university students, employees, and property from any preventable harm or danger, and engaging in a variety of activities such as Law Enforcement, Fire Safety and Prevention, Transportation and Traffic Safety and Control.	Administration	Roles in this subfamily focus on the leadership, planning, administration, and reporting of the daily operations of the family. Work consists of, but is not limited to, interacting with university leadership and community stakeholders to ensure family strategy is informed, aligned, and successful in its design and implementation, focusing the efforts of roles within the family in meeting the needs of the communities, designing and implementing programs to prevent crime, fire safety issues, and safe transportation of community members, ensuring compliance with regulating bodies, and managing the implementation of appropriate trainings internally and externally to promote public, fire, and transportation safety.
Campus Safety	The campus safety job family focuses on the planning, development and implementation of programs, systems, and processes to maintain a safe and secure environment for the university community. This family consists of work such as, but not limited to, enforcing university rules and local, state, and federal laws, protecting university students, employees, and property from any preventable harm or danger, and engaging in a variety of activities such as Law Enforcement, Fire Safety and Prevention, Transportation and Traffic Safety and Control.	Dispatch	Roles in this subfamily contribute to the safety and wellbeing of university communities by providing coordination of patrolling and safety efforts through radio and digital communication efforts. Work consists of, but is not limited to, the answering of emergency and non-emergency calls, interacting with callers, in a sensitive, compassionate, and service minded way, to ensure the gathering of data for transmittal to appropriate responders, filing of appropriate reports in accordance with regulating bodies, and communicating clearly and respectfully to all individuals in accordance with the fundamental values of the university.
Campus Safety	The campus safety job family focuses on the planning, development and implementation of programs, systems, and processes to maintain a safe and secure environment for the university community. This family consists of work such as, but not limited to, enforcing university rules and local, state, and federal laws, protecting university students, employees, and property from any preventable harm or danger, and engaging in a variety of activities such as Law Enforcement, Fire Safety and Prevention, Transportation and Traffic Safety and Control.	Environmental Health & Safety	Roles in this subfamily are engaged in activities to promote safe and healthy environmental activities and impacts for the university. Work consists of, but is not limited to, the planning and administering of emergency plans for environmental disasters, ensuring compliance with internal and external regulating bodies, developing processes and procedures in adherence with regulating bodies guidelines, educating university communities on safe and healthy environmental disposals, activities, and impacts, and providing compliant environmental testing to ensure safe and healthy environments for the university communities.
Campus Safety	The campus safety job family focuses on the planning, development and implementation of programs, systems, and processes to maintain a safe and secure environment for the university community. This family consists of work such as, but not limited to, enforcing university rules and local, state, and federal laws, protecting university students, employees, and property from any preventable harm or danger, and engaging in a variety of activities such as Law Enforcement, Fire Safety and Prevention, Transportation and Traffic Safety and Control.	Investigations	Roles in this subfamily focus on conducting lawful, enlightening, and thorough investigations on behalf of the university. Work consists of, but is not limited to, interviewing relevant parties of interest, gathering, and collecting evidence using the most appropriate and or relevant systems, acting as a liaison with external law partners and regulating bodies, and appearing in court to provide truthful testimony on the facts of conducted investigations.
Campus Safety	The campus safety job family focuses on the planning, development and implementation of programs, systems, and processes to maintain a safe and secure environment for the university community. This family consists of work such as, but not limited to, enforcing university rules and local, state, and federal laws, protecting university students, employees, and property from any preventable harm or danger, and engaging in a variety of activities such as Law Enforcement, Fire Safety and Prevention, Transportation and Traffic Safety and Control.	Locksmith Operations	Roles in this subfamily focus on the provision of public safety through the installation, maintenance, and controlling access to university facility doors and portals of entry. Work consists of, but is not limited to, the installation and maintenance of security portal access equipment, maintaining access control administration, administering lock and key storage, performing locksmith activities for lost, stolen, or damaged keys or security access points, interacting with individuals in emergency and or stressful situations, and reporting to leadership on activity within the facilities.

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Campus Safety	The campus safety job family focuses on the planning, development and implementation of programs, systems, and processes to maintain a safe and secure environment for the university community. This family consists of work such as, but not limited to, enforcing university rules and local, state, and federal laws, protecting university students, employees, and property from any preventable harm or danger, and engaging in a variety of activities such as Law Enforcement, Fire Safety and Prevention, Transportation and Traffic Safety and Control.	Transportation	Roles in this subfamily focus on the effective, efficient, and safe operation of university traffic control systems, parking lots, fleet management, and transportation of students to various events and locations according to university intent. Work consists of, but is not limited to, the safe operation of vehicles with the intent of transporting university students, performing or coordinating maintenance of fleet vehicles, coordination of efficient parking lot processes, and scheduling and documenting reservations for university vehicles.
Enrollment Management	The enrollment management family promotes the growth of the university through activities designed to interest and excite potential students, works to ensure retention by advising potential and new students on financial matters regarding access and affordability issues, and provides information gathering and reporting to promote decision making and planning for the university. Work in this family consists of, but not limited to, completing and filing forms in appropriate systems, working individually with students to help plan their entry into the university, awarding financial aid to all applicable students, guiding students through financial concerns to assist in academic success, enrollment forecasting and projections, ensuring compliance of job family activities with appropriate internal and external regulating bodies, and storing and reporting on pertinent data to university leadership.	Admissions	Roles in this subfamily focus on the promotion of the university and its services to potential students, employees, sponsors, and or donors. Work consists of, but is not limited to, attending events to promote the university, creating, and disseminating information to excite and motivate interest in the university, application review, class selection, and interacting with a broad range of individuals to answer questions and provide information on the university and its mission and services.
Enrollment Management	The enrollment management family promotes the growth of the university through activities designed to interest and excite potential students, works to ensure retention by advising potential and new students on financial matters regarding access and affordability issues, and provides information gathering and reporting to promote decision making and planning for the university. Work in this family consists of, but not limited to, completing and filing forms in appropriate systems, working individually with students to help plan their entry into the university, awarding financial aid to all applicable students, guiding students through financial concerns to assist in academic success, enrollment forecasting and projections, ensuring compliance of job family activities with appropriate internal and external regulating bodies, and storing and reporting on pertinent data to university leadership.	Data and Analytics	Roles in this subfamily focus on the capturing, gathering, and storing of relevant data and the use of that data in analytical reporting for compliance and decision-making purposes. Work consists of, but is not limited to, the gathering and integration of relevant data sources, the set-up and maintenance of data storehouses and software, and providing data answers to compliance and performance questions.
Enrollment Management	The enrollment management family promotes the growth of the university through activities designed to interest and excite potential students, works to ensure retention by advising potential and new students on financial matters regarding access and affordability issues, and provides information gathering and reporting to promote decision making and planning for the university. Work in this family consists of, but not limited to, completing and filing forms in appropriate systems, working individually with students to help plan their entry into the university, awarding financial aid to all applicable students, guiding students through financial concerns to assist in academic success, enrollment forecasting and projections, ensuring compliance of job family activities with appropriate internal and external regulating bodies, and storing and reporting on pertinent data to university leadership.	Financial Aid	Roles in this subfamily are focused on the provision of Financial Aid to students and compliance with internal policies and external regulating bodies. Work consists of but is not limited to providing guidance to students on eligibility for Federal, State, and instructional financial aid avenues, assisting with eligibility review and completion of appropriate paperwork, review of and compliance with regulating bodies, reporting both internally and externally of volume and impact of the Financial Aid operations, providing mission relevant customer service to all internal and external customers.

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Facilities	The facilities job family ensures a safe, clean, and attractive environment for the university's constituents to learn, live, work, and enjoy. This family generally consists of work such as, but not limited to, providing oversight and management of environmental health and safety programs that protect university communities, working to create safe and healthy conditions at the university through diligent maintenance and cleaning of facilities, monitoring compliance with policies, regulations and laws, overseeing construction and renovation projects, and administering the maintenance and operations of university property, buildings, and grounds.	Custodial Services	Roles in this subfamily focus on the provision of environmental services across the university and its locations and facilities. Work consists of, but is not limited to, the cleaning of facilities, the performance of standard maintenance or repair, using tools and equipment to affect appropriate deep cleaning of facility grounds and buildings, and ensuring the aesthetic appeal of grounds and facilities for all university locations.
Facilities	The facilities job family ensures a safe, clean, and attractive environment for the university's constituents to learn, live, work, and enjoy. This family generally consists of work such as, but not limited to, providing oversight and management of environmental health and safety programs that protect university communities, working to create safe and healthy conditions at the university through diligent maintenance and cleaning of facilities, monitoring compliance with policies, regulations and laws, overseeing construction and renovation projects, and administering the maintenance and operations of university property, buildings, and grounds.	Grounds Services	Roles in this subfamily focus on the care, maintenance, and enhancement of the university grounds, athletic fields, and areas across its various locations. Work consists of, but is not limited to, the ground tending activities, mowing, trimming, cutting, fertilizing, and landscaping activities.
Facilities	The facilities job family ensures a safe, clean, and attractive environment for the university's constituents to learn, live, work, and enjoy. This family generally consists of work such as, but not limited to, providing oversight and management of environmental health and safety programs that protect university communities, working to create safe and healthy conditions at the university through diligent maintenance and cleaning of facilities, monitoring compliance with policies, regulations and laws, overseeing construction and renovation projects, and administering the maintenance and operations of university property, buildings, and grounds.	Leadership	Roles in this subfamily provide leadership and direction to the job family and the university. Work consists of, but is not limited to, creating strategic alignment between the job family's activities and the university's larger mission and vision, providing guidance and direction to subordinate roles in accomplishing strategic initiatives, communicating with university leadership, and maintaining internal and external relationships in the promotion of the objectives of the family.
Facilities	The facilities job family ensures a safe, clean, and attractive environment for the university's constituents to learn, live, work, and enjoy. This family generally consists of work such as, but not limited to, providing oversight and management of environmental health and safety programs that protect university communities, working to create safe and healthy conditions at the university through diligent maintenance and cleaning of facilities, monitoring compliance with policies, regulations and laws, overseeing construction and renovation projects, and administering the maintenance and operations of university property, buildings, and grounds.	Maintenance Services	Roles in this subfamily provide maintenance repairs, modifications, and services across the university and its various locations. Work consists of, but is not limited to, the renovation of interior and exterior surfaces of university facilities, maintaining and repairing roofing, building new spaces, modifying existing spaces, operating hand, and power tools, operating heavy equipment, and ensuring the safety of university repairs and construction environments.

## Job Family & Subfamily Definitions

Job Family	Job Family Description	Job SubFamily	Job SubFamily Description
Facilities	The facilities job family ensures a safe, clean, and attractive environment for the university's constituents to learn, live, work, and enjoy. This family generally consists of work such as, but not limited to, providing oversight and management of environmental health and safety programs that protect university communities, working to create safe and healthy conditions at the university through diligent maintenance and cleaning of facilities, monitoring compliance with policies, regulations and laws, overseeing construction and renovation projects, and administering the maintenance and operations of university property, buildings, and grounds.	Operations	Roles in this subfamily focus on the overall administrative and operational processes and management in the care, maintenance, repair, and enhancement of the university's environments, facilities, and grounds, contract administration, risk oversight, and maintenance of certificates of insurance. Works consists of, but is not limited to, providing direction and guidance to the facilities teams and crews, the development and application of relevant policies to promote the university mission, managing facility contracts with outside vendors for service, managing compliance and safety issues, and directing the validation and the completion of necessary and requested facility services.
Facilities	The facilities job family ensures a safe, clean, and attractive environment for the university's constituents to learn, live, work, and enjoy. This family generally consists of work such as, but not limited to, providing oversight and management of environmental health and safety programs that protect university communities, working to create safe and healthy conditions at the university through diligent maintenance and cleaning of facilities, monitoring compliance with policies, regulations and laws, overseeing construction and renovation projects, and administering the maintenance and operations of university property, buildings, and grounds.	Skilled Trade	Roles in this subfamily provide skilled trade services such as plumbing, electrical, HVAC, and carpentry services in the care, maintenance, repair, and enhancement of university locations and grounds. Work consists of, but is not limited to, installing, modifying, maintaining, and repairing complicated and or regulated systems, ensuring activities relating to regulated systems are in compliance with governing bodies, ensuring safety standards are followed, providing estimates of labor and material requirements, costing, maintaining regulated system operating equipment according to safety and compliance standards, certifying and validating that work is completed according to specs, regulations, policies, and standards.
Financial Services	The financial services job family collects, analyzes, monitors, and reports on the university's financial matters ensuring compliance with university policies, professional standards, and all laws. Work in this family consists of, but is not limited to, managing the purchasing operations, ensuring payment of obligations, documenting receipt of monies owed, managing financial accounts in accordance with reporting cycles, forecasting, developing, and monitoring budgets meant to maintain healthy financial operations, developing and implementing short and long range strategic plans for financial operations, providing financial services and leadership that support the mission activities of instruction, student development, research, and public service across the university.	Accounting	Roles in this subfamily focus on the administration of the processes for tracking expenses and assets for the university and on the preparation of appropriate and compliant documents and reports. Works consists of, but is not limited to, the investigation of documentation to validate expense or asset activity, ensuring appropriate documentation of accounting related activities in the appropriate systems, reviewing financial disposition of activities for compliance to regulating bodies, preparing monthly, quarterly, and annually required financial reports for internal and external stakeholders, interacting with vendors in the provision of services meant to improve the university's financial situation, tracking, managing, and reporting on the liquidity position of the university and its ability to meet financial demands, managing investment operations, monitoring the university's debt portfolio, forecasting and tracking endowment activity, and providing guidance to University leadership in business decisions.
Financial Services	The financial services job family collects, analyzes, monitors, and reports on the university's financial matters ensuring compliance with university policies, professional standards, and all laws. Work in this family consists of, but is not limited to, managing the purchasing operations, ensuring payment of obligations, documenting receipt of monies owed, managing financial accounts in accordance with reporting cycles, forecasting, developing, and monitoring budgets meant to maintain healthy financial operations, developing and implementing short and long range strategic plans for financial operations, providing financial services and leadership that support the mission activities of instruction, student development, research, and public service across the university.	Accounts Payable	Roles in this subfamily focus on providing accounting support to the family that ensures timely remittance of monies owed by the University and managing the procurement card program. Works consists of, but is not limited to, the validation of account charges via internal investigation of supporting documentation, the remittance of payments via appropriate application according to proscribed processes, the validation of appropriate payments and account balances, the investigation of payments and or account balances, and reporting of activities for the preparation of appropriate and required documentation.
Financial Services	The financial services job family collects, analyzes, monitors, and reports on the university's financial matters ensuring compliance with university policies, professional standards, and all laws. Work in this family consists of, but is not limited to, managing the purchasing operations, ensuring payment of obligations, documenting receipt of monies owed, managing financial accounts in accordance with reporting cycles, forecasting, developing, and monitoring budgets meant to maintain healthy financial operations, developing and implementing short and long range strategic plans for financial operations, providing financial services and leadership that support the mission activities of instruction, student development, research, and public service across the university.	Accounts Receivable	Roles in this subfamily focus on providing accounting support to the family that ensures the timely receipt and depositing of collected funds and payments. Works consists of, but is not limited to, the collection of monies owed to the University, the collection and validation of supporting documents, reporting of activities for the preparation of appropriate and required documentation, and depositing collected funds in accordance with policy.

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Financial Services	The financial services job family collects, analyzes, monitors, and reports on the university's financial matters ensuring compliance with university policies, professional standards, and all laws. Work in this family consists of, but is not limited to, managing the purchasing operations, ensuring payment of obligations, documenting receipt of monies owed, managing financial accounts in accordance with reporting cycles, forecasting, developing, and monitoring budgets meant to maintain healthy financial operations, developing and implementing short and long range strategic plans for financial operations, providing financial services and leadership that support the mission activities of instruction, student development, research, and public service across the university.	Budgeting	Roles in this subfamily focus on the creation of and adherence to financial boundaries to be used internally by university leadership to ensure the longevity of the university through financially sound activities. Work consists of, but is not limited to, the review of expenditures to ensure alignment with planned spending, reporting to leadership stakeholders on financial transactions across the university for planning and decision purposes, and advising internal stakeholders in the creation of budgets for approval.
Financial Services	The financial services job family collects, analyzes, monitors, and reports on the university's financial matters ensuring compliance with university policies, professional standards, and all laws. Work in this family consists of, but is not limited to, managing the purchasing operations, ensuring payment of obligations, documenting receipt of monies owed, managing financial accounts in accordance with reporting cycles, forecasting, developing, and monitoring budgets meant to maintain healthy financial operations, developing and implementing short and long range strategic plans for financial operations, providing financial services and leadership that support the mission activities of instruction, student development, research, and public service across the university.	Leadership	Roles in this subfamily provide leadership and direction to the job family and the university. Work consists of, but is not limited to, creating strategic alignment between the job family's activities and the university's larger mission and vision, providing guidance and direction to subordinate roles in accomplishing strategic initiatives, communicating with university leadership, and maintaining internal and external relationships in the promotion of the objectives of the family.
Financial Services	The financial services job family collects, analyzes, monitors, and reports on the university's financial matters ensuring compliance with university policies, professional standards, and all laws. Work in this family consists of, but is not limited to, managing the purchasing operations, ensuring payment of obligations, documenting receipt of monies owed, managing financial accounts in accordance with reporting cycles, forecasting, developing, and monitoring budgets meant to maintain healthy financial operations, developing and implementing short and long range strategic plans for financial operations, providing financial services and leadership that support the mission activities of instruction, student development, research, and public service across the university.	Payroll	Roles in this subfamily ensure the timely and accurate payment of employees and student staff in accordance with university policy, procedure, and applicable governing bodies. Work consists of, but is not limited to, the verification of employee data within applicable systems in adherence with applicable requirements, gathering and validating time worked, entering and editing data necessary for the completion of payroll, calculation and payment of applicable taxes to relevant collection bodies, the remittance of payment to employees and student staff for time worked, and accurate processing, capturing, and retaining of relevant payroll data for reporting to university leadership.
Financial Services	The financial services job family collects, analyzes, monitors, and reports on the university's financial matters ensuring compliance with university policies, professional standards, and all laws. Work in this family consists of, but is not limited to, managing the purchasing operations, ensuring payment of obligations, documenting receipt of monies owed, managing financial accounts in accordance with reporting cycles, forecasting, developing, and monitoring budgets meant to maintain healthy financial operations, developing and implementing short and long range strategic plans for financial operations, providing financial services and leadership that support the mission activities of instruction, student development, research, and public service across the university.	Procurement	Roles in this family focus on providing the university with guidance and administration of the procurement of assets and services. Work consists of, but is not limited to, the creation and administration of the RFP process, interacting with new and potential vendors to align on contract terms and agreements, advising stakeholders on compliance and policy issues, ensuring all procurement related activities are compliant with relevant regulating bodies, advocating for the university in all procurement activities, and reporting to university leadership on activities for planning and financial reporting.
Health Services	The health services job family works to ensure a healthy and safe community for students through provision of healthcare services, promotion of safe and healthy activities, and the provision of health education to university stakeholders. This job family generally consists of work such as, but not limited to, the administration of facilities providing individual mental and physical healthcare, interacting with individuals with the intent of providing mental or physical health advice, the creation and promotion of educational events, interacting with a variety of university communities to inform and educate on relevant health and safety topics, advising university leadership in matters of community health, and reporting on activities and outcomes to university leadership.	Leadership	Roles in this subfamily provide leadership and direction to the job family and the university. Work consists of, but is not limited to, creating strategic alignment between the job family's activities and the university's larger mission and vision, providing guidance and direction to subordinate roles in accomplishing strategic initiatives, communicating with university leadership, and maintaining internal and external relationships in the promotion of the objectives of the family.

## Job Family & Subfamily Definitions

Job Family	Job Family Description	Job SubFamily	Job SubFamily Description
Health Services	The health services job family works to ensure a healthy and safe community for students through provision of healthcare services, promotion of safe and healthy activities, and the provision of health education to university stakeholders. This job family generally consists of work such as, but not limited to, the administration of facilities providing individual mental and physical healthcare, interacting with individuals with the intent of providing mental or physical health advice, the creation and promotion of educational events, interacting with a variety of university communities to inform and educate on relevant health and safety topics, advising university leadership in matters of community health, and reporting on activities and outcomes to university leadership.	Student Counseling	Roles in this subfamily focus on the provision of mental health services to the university's student body community. Work consists of, but is not limited to, conducting medical evaluations and diagnosis, providing emergency intervention and crisis support, creating programs that are focused on enhancing well-being, inclusion, and belonging to sustain good mental health practices, speaking to student communities in a confidential manner, providing trusted service and advice, and promoting an environment of well-being focused on sustaining the whole-person.
Health Services	The health services job family works to ensure a healthy and safe community for students through provision of healthcare services, promotion of safe and healthy activities, and the provision of health education to university stakeholders. This job family generally consists of work such as, but not limited to, the administration of facilities providing individual mental and physical healthcare, interacting with individuals with the intent of providing mental or physical health advice, the creation and promotion of educational events, interacting with a variety of university communities to inform and educate on relevant health and safety topics, advising university leadership in matters of community health, and reporting on activities and outcomes to university leadership.	Student Health	Roles in this subfamily focus on the provision of medical services to the university's student body community. Work consists of, but is not limited to, conducting medical evaluations and diagnosis, administering medical treatment, maintaining up-to-date, secure, and confidential medical records, creating programs that are focused on educating university communities to sustain good medical health practices, speaking to student communities in a confidential manner, providing trusted service and advice, and promoting an environment of well-being focused on sustaining the whole-person.
Human Resources	The human resources job family supports the attraction, retention, and awarding of university employees that are engaged in the activities of creating a successful, safe, and healthy environment to promote the achievement and successful completion of the university's mission and vision. This job family generally consists of work such as, but not limited to, the recruitment of qualified individuals to serve the university communities, the creation and delivery of programs meant to develop and enhance the skill-set of employees, developing and implementing effective administration policies and guidelines to support a safe, productive, and compliant work environment across the university, assisting university leadership in the establishment of processes and policies meant to reward and compensate employees appropriately, establishing service standards and providing programmatic consultation.	Benefits	Roles in this subfamily focus on the strategic development, implementation, administration, and reporting of employee benefit programs in support of the university mission. Work consists of, but is not limited to, the identification of key strategic benefit elements to provide to relevant key employee groups, ensuring offerings are compliant with regulating bodies, communicating with eligible employees about their benefits and how to appropriately use and or maintain, creating and updating reports on employees, costs, and or vendors, and strategically aligning benefits to the university and its mission.
Human Resources	The human resources job family supports the attraction, retention, and awarding of university employees that are engaged in the activities of creating a successful, safe, and healthy environment to promote the achievement and successful completion of the university's mission and vision. This job family generally consists of work such as, but not limited to, the recruitment of qualified individuals to serve the university communities, the creation and delivery of programs meant to develop and enhance the skill-set of employees, developing and implementing effective administration policies and guidelines to support a safe, productive, and compliant work environment across the university, assisting university leadership in the establishment of processes and policies meant to reward and compensate employees appropriately, establishing service standards and providing programmatic consultation.	Business Partner	Roles in this subfamily focus on the strategic direction, implementation, monitoring, and administration of employee programs within the university. Work consists of, but is not limited to, providing consultation to organizational leadership on best practice standards for employee related issues, participating in organizational decision making processes as a subject matter expert in the area of Human Resources, providing guidance and direction on strategic plans involving staffing and employee resources, and working as an organizational liaison for Human Resources implementation and communication throughout the university.
Human Resources	The human resources job family supports the attraction, retention, and awarding of university employees that are engaged in the activities of creating a successful, safe, and healthy environment to promote the achievement and successful completion of the university's mission and vision. This job family generally consists of work such as, but not limited to, the recruitment of qualified individuals to serve the university communities, the creation and delivery of programs meant to develop and enhance the skill-set of employees, developing and implementing effective administration policies and guidelines to support a safe, productive, and compliant work environment across the university, assisting university leadership in the establishment of processes and policies meant to reward and compensate employees appropriately, establishing service standards and providing programmatic consultation.	Compensation	Roles in this subfamily focus on the strategic design, implementation, maintenance, and administration of employee compensation policies and programs to promote the university mission. Work consists of, but is not limited to, designing, and implementing relevant and compliant compensation policies across the university, ensuring compensation policies and plans are relevant and conforming to financial realities, comparing programs to relevant market comparators, and reviewing and auditing current employee data for compliance to regulating bodies.

## Job Family & Subfamily Definitions

Job Family	Job Family Description	Job SubFamily	Job SubFamily Description
Human Resources	The human resources job family supports the attraction, retention, and awarding of university employees that are engaged in the activities of creating a successful, safe, and healthy environment to promote the achievement and successful completion of the university's mission and vision. This job family generally consists of work such as, but not limited to, the recruitment of qualified individuals to serve the university communities, the creation and delivery of programs meant to develop and enhance the skill-set of employees, developing and implementing effective administration policies and guidelines to support a safe, productive, and compliant work environment across the university, assisting university leadership in the establishment of processes and policies meant to reward and compensate employees appropriately, establishing service standards and providing programmatic consultation.	HRIS	Roles in this subfamily focus on the strategic management, reporting, and maintenance of critical and sensitive employee data for the university. Work consists of, but is not limited to, reviewing and auditing of system data to ensure compliance with regulating bodies, reporting on employee data to inform the university's decisions, designing and implementation of data gathering, storage, and maintenance processes and policies, building reports, and updating or enhancing system functionality.
Human Resources	The human resources job family supports the attraction, retention, and awarding of university employees that are engaged in the activities of creating a successful, safe, and healthy environment to promote the achievement and successful completion of the university's mission and vision. This job family generally consists of work such as, but not limited to, the recruitment of qualified individuals to serve the university communities, the creation and delivery of programs meant to develop and enhance the skill-set of employees, developing and implementing effective administration policies and guidelines to support a safe, productive, and compliant work environment across the university, assisting university leadership in the establishment of processes and policies meant to reward and compensate employees appropriately, establishing service standards and providing programmatic consultation.	Leadership	Roles in this subfamily provide leadership and direction to the job family and the university. Work consists of, but is not limited to, creating strategic alignment between the job family's activities and the university's larger mission and vision, providing guidance and direction to subordinate roles in accomplishing strategic initiatives, communicating with university leadership, and maintaining internal and external relationships in the promotion of the objectives of the family.
Human Resources	The human resources job family supports the attraction, retention, and awarding of university employees that are engaged in the activities of creating a successful, safe, and healthy environment to promote the achievement and successful completion of the university's mission and vision. This job family generally consists of work such as, but not limited to, the recruitment of qualified individuals to serve the university communities, the creation and delivery of programs meant to develop and enhance the skill-set of employees, developing and implementing effective administration policies and guidelines to support a safe, productive, and compliant work environment across the university, assisting university leadership in the establishment of processes and policies meant to reward and compensate employees appropriately, establishing service standards and providing programmatic consultation.	Operations	Roles in this subfamily focus on the support of the daily activities of the human resources department and the administration of services to employees. Work consists of, but is not limited to, the collection, processing, and storing of relevant employee data, the coordination of scheduling of events, meetings, and interviews, processing forms and documents in accordance with regulating bodies, reporting on employee data as needed for planning and decision making, and coordination of activities across departments to the benefit of the employee and compliance with policy and regulating guidelines.
Information Technology	The information technology job family acquires, designs, implements, and operates the university's information technology solutions for employees and students, including computer hardware, operating systems, communications, software applications, data processing and security. This job family generally consists of work such as, but not limited to, the design and installation of information technology infrastructure, the implementation, enhancement, and maintenance of internal applications meant to provide solutions to end-users, the oversight and monitoring of internal information technology components to ensure efficient operation and maintenance, the implementation of enhancements to effectively pursue university goals, and the provision of and enhancement of security measures to protect the university communities from data loss and breach.	Client Services	Roles in this subfamily focus on providing technical support, guidance, enhancement, and resolution to the many university communities who work with and rely upon technology. Work consists of, but is not limited to, interacting with university communities in a variety of means to diagnose and provide resolution to information technology issues, making recommendations for prevention and or correction to technical issues, contributing to internal teams responsible for maintaining an active information technology user base, and providing training to the university communities to enhance their personal technology interactions.

## Job Family & Subfamily Definitions

Job Family	Job Family Description	Job SubFamily	Job SubFamily Description
Information Technology	The information technology job family acquires, designs, implements, and operates the university's information technology solutions for employees and students, including computer hardware, operating systems, communications, software applications, data processing and security. This job family generally consists of work such as, but not limited to, the design and installation of information technology infrastructure, the implementation, enhancement, and maintenance of internal applications meant to provide solutions to end-users, the oversight and monitoring of internal information technology components to ensure efficient operation and maintenance, the implementation of enhancements to effectively pursue university goals, and the provision of and enhancement of security measures to protect the university communities from data loss and breach.	Enterprise Applications	Roles in this subfamily are engaged in actively monitoring the information technology needs of the university communities and engaging in providing solutions to those needs via management of enterprise-wide software applications. Work consists of, but is not limited to, engaging with end-users to identify emerging needs and trends with the intent of employing the best mix of internal and or external technology solutions, training and guiding current users in the efficient and effective use of current technologies, advising on enhancements to meet new and developing business needs, monitoring the success of application installments and enhancements, and ensuring application compliance with relevant governing bodies.
Information Technology	The information technology job family acquires, designs, implements, and operates the university's information technology solutions for employees and students, including computer hardware, operating systems, communications, software applications, data processing and security. This job family generally consists of work such as, but not limited to, the design and installation of information technology infrastructure, the implementation, enhancement, and maintenance of internal applications meant to provide solutions to end-users, the oversight and monitoring of internal information technology components to ensure efficient operation and maintenance, the implementation of enhancements to effectively pursue university goals, and the provision of and enhancement of security measures to protect the university communities from data loss and breach.	Infrastructure	Roles in this subfamily are engaged in the activities of building and maintaining the physical and digital network that supports the university technology communities. Work consists of, but is not limited to, the physical installation of hardware at various locations, the digital monitoring of network activity to ensure consistent performance which meets university demands, seeking out and employing physical and digital means of securing the network, and maintaining the network through regular maintenance, enhancements, and replacements of network components.
Information Technology	The information technology job family acquires, designs, implements, and operates the university's information technology solutions for employees and students, including computer hardware, operating systems, communications, software applications, data processing and security. This job family generally consists of work such as, but not limited to, the design and installation of information technology infrastructure, the implementation, enhancement, and maintenance of internal applications meant to provide solutions to end-users, the oversight and monitoring of internal information technology components to ensure efficient operation and maintenance, the implementation of enhancements to effectively pursue university goals, and the provision of and enhancement of security measures to protect the university communities from data loss and breach.	Leadership	Roles in this subfamily provide leadership and direction to the job family and the university. Work consists of, but is not limited to, creating strategic alignment between the job family's activities and the university's larger mission and vision, providing guidance and direction to subordinate roles in accomplishing strategic initiatives, communicating with university leadership, and maintaining internal and external relationships in the promotion of the objectives of the family.
Information Technology	The information technology job family acquires, designs, implements, and operates the university's information technology solutions for employees and students, including computer hardware, operating systems, communications, software applications, data processing and security. This job family generally consists of work such as, but not limited to, the design and installation of information technology infrastructure, the implementation, enhancement, and maintenance of internal applications meant to provide solutions to end-users, the oversight and monitoring of internal information technology components to ensure efficient operation and maintenance, the implementation of enhancements to effectively pursue university goals, and the provision of and enhancement of security measures to protect the university communities from data loss and breach.	Project Management	Roles in this subfamily focus on providing management, administration, and reporting on university projects across a variety of intents. Work consists of, but is not limited to, the consultation and guidance to university stakeholders on the relevancy and appropriateness of program projects, the design and implementation of project management processes, the coordination of the scheduling of resources to accomplish tasks associated with the delivery of project outcomes, capturing of project data for reporting to stakeholders on adherence to scope and budget goals, communicating with multiple teams to align on deliverable requirements, resource coordination and management, and ensuring projects align to the university's mission, vision, and strategic goals.

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Information Technology	The information technology job family acquires, designs, implements, and operates the university's information technology solutions for employees and students, including computer hardware, operating systems, communications, software applications, data processing and security. This job family generally consists of work such as, but not limited to, the design and installation of information technology infrastructure, the implementation, enhancement, and maintenance of internal applications meant to provide solutions to end-users, the oversight and monitoring of internal information technology components to ensure efficient operation and maintenance, the implementation of enhancements to effectively pursue university goals, and the provision of and enhancement of security measures to protect the university communities from data loss and breach.	Security	Roles in this subfamily are actively engaged in the monitoring, enhancement, auditing, training, and championing the security of the university information technology network. Work consists of, but is not limited to, the development of preventive information security policies and procedures, the training of and enforcement through championship of policies and practices meant to enhance and maintain security, the continual testing of component parts and applications, auditing for compliance to regulating bodies, and installing and enhancing robust security programs and measures meant to protect the sensitive and personal data of all university communities.
Institutional Effectiveness	The institutional effectiveness job family focuses on the planning, assessing, analyzing, and improving processes, programs, and services that support the university's mission and vision. This family uses data driven decisions to design, guide, and oversee the strategic direction of university programs, activities, and initiatives in pursuit of future success and works to ensure university development is in alignment with its mission, vision, and values.	Data and Analytics	Roles in this subfamily focus on the capturing, gathering, and storing of relevant data and the use of that data in analytical reporting for compliance and decision-making purposes. Work consists of, but is not limited to, the gathering and integration of relevant data sources, the set-up and maintenance of data storehouses and software, and providing data answers to compliance and performance questions.
Institutional Effectiveness	The institutional effectiveness job family focuses on the planning, assessing, analyzing, and improving processes, programs, and services that support the university's mission and vision. This family uses data driven decisions to design, guide, and oversee the strategic direction of university programs, activities, and initiatives in pursuit of future success and works to ensure university development is in alignment with its mission, vision, and values.	Leadership	Roles in this subfamily provide leadership and direction to the job family and the university. Work consists of, but is not limited to, creating strategic alignment between the job family's activities and the university's larger mission and vision, providing guidance and direction to subordinate roles in accomplishing strategic initiatives, communicating with university leadership, and maintaining internal and external relationships in the promotion of the objectives of the family.
Institutional Effectiveness	The institutional effectiveness job family focuses on the planning, assessing, analyzing, and improving processes, programs, and services that support the university's mission and vision. This family uses data driven decisions to design, guide, and oversee the strategic direction of university programs, activities, and initiatives in pursuit of future success and works to ensure university development is in alignment with its mission, vision, and values.	Research	Roles in this subfamily are engaged in the collection, management, and reporting of university data for the purposes of supporting the creation and development of strategic initiatives and strategy by university leadership. Work consists of, but is not limited to, collecting data of various types from internal and external sources, updating databases with relevant data necessary for reporting purposes, creating the story of the data and providing this information to university stakeholders, making recommendations to university leadership on initiatives, growth opportunities, strategy creation, and opportunity capitalization based on relevant data from reputable sources.
Marketing and Communications	The marketing and communications job family shares the university's mission, vision, values, and achievements with its student body, internal talent, stakeholder community and the public. This family uses a variety of engaging, multi-media platforms and approaches to promote the university internally and externally. This family generally consists of work such as, but not limited to, providing graphic design for publications and presentations, developing communication and brand management strategies, writing and producing publications and promotional materials, promoting the university and its services to multiple internal and external constituencies through a variety of media and communication services, which may involve governmental affairs and/or relations.	Communications	Roles in this subfamily support the creation, strategic use, and dissemination of communication materials in a variety of forms and across multiple channels. Work consists of, but is not limited to, creating the story for the family and the university, creating the content that supports the intent of the communication, understanding the audience, ensuring alignment with the university's mission and vision, disseminating content to a variety of audiences using the most relevant and impactful channels and the development of the strategic communication plans in support of the university.
Marketing and Communications	The marketing and communications job family shares the university's mission, vision, values, and achievements with its student body, internal talent, stakeholder community and the public. This family uses a variety of engaging, multi-media platforms and approaches to promote the university internally and externally. This family generally consists of work such as, but not limited to, providing graphic design for publications and presentations, developing communication and brand management strategies, writing and producing publications and promotional materials, promoting the university and its services to multiple internal and external constituencies through a variety of media and communication services, which may involve governmental affairs and/or relations.	Creative Design	Roles in this subfamily focus on creating visual concepts that communicate the fundamental values, ideas, and messages for the university. Work consists of, but is not limited to, the creation of the overall aesthetics of a project, analyzing and recommending color schemes, typography, layout, and other design elements to produce a visually appealing product, interacting with university stakeholders to gather and assess needs and intents for consideration in design concepts, and coordinating with leadership in the delivery of meaningful content for use internally and externally.

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Marketing and Communications	The marketing and communications job family shares the university's mission, vision, values, and achievements with its student body, internal talent, stakeholder community and the public. This family uses a variety of engaging, multi-media platforms and approaches to promote the university internally and externally. This family generally consists of work such as, but not limited to, providing graphic design for publications and presentations, developing communication and brand management strategies, writing and producing publications and promotional materials, promoting the university and its services to multiple internal and external constituencies through a variety of media and communication services, which may involve governmental affairs and/or relations.	Leadership	Roles in this subfamily provide leadership and direction to the job family and the university. Work consists of, but is not limited to, creating strategic alignment between the job family's activities and the university's larger mission and vision, providing guidance and direction to subordinate roles in accomplishing strategic initiatives, communicating with university leadership, and maintaining internal and external relationships in the promotion of the objectives of the family.
Marketing and Communications	The marketing and communications job family shares the university's mission, vision, values, and achievements with its student body, internal talent, stakeholder community and the public. This family uses a variety of engaging, multi-media platforms and approaches to promote the university internally and externally. This family generally consists of work such as, but not limited to, providing graphic design for publications and presentations, developing communication and brand management strategies, writing and producing publications and promotional materials, promoting the university and its services to multiple internal and external constituencies through a variety of media and communication services, which may involve governmental affairs and/or relations.	Marketing	Roles in this subfamily support the creation, strategic use, and dissemination of materials in a variety of forms and across multiple channels meant to excite interest and provoke participation from internal and external audiences. Work consists of, but is not limited to, creating the story for the family and the university, creating content that excites audiences to engage, understanding the need of university stakeholders, ensuring alignment with the university's mission and vision, disseminating content to a variety of audiences using the most relevant and impactful channels, and development of the strategic marketing plans in support of the university's mission and vision.
Marketing and Communications	The marketing and communications job family shares the university's mission, vision, values, and achievements with its student body, internal talent, stakeholder community and the public. This family uses a variety of engaging, multi-media platforms and approaches to promote the university internally and externally. This family generally consists of work such as, but not limited to, providing graphic design for publications and presentations, developing communication and brand management strategies, writing and producing publications and promotional materials, promoting the university and its services to multiple internal and external constituencies through a variety of media and communication services, which may involve governmental affairs and/or relations.	Project Management	Roles in this subfamily focus on providing management, administration, and reporting on university projects across a variety of intents. Work consists of, but is not limited to, the consultation and guidance to university stakeholders on the relevancy and appropriateness of program projects, the design and implementation of project management processes, the coordination of the scheduling of resources to accomplish tasks associated with the delivery of project outcomes, capturing of project data for reporting to stakeholders on adherence to scope and budget goals, communicating with multiple teams to align on deliverable requirements, resource coordination and management, and ensuring projects align to the university's mission, vision, and strategic goals.
Marketing and Communications	The marketing and communications job family shares the university's mission, vision, values, and achievements with its student body, internal talent, stakeholder community and the public. This family uses a variety of engaging, multi-media platforms and approaches to promote the university internally and externally. This family generally consists of work such as, but not limited to, providing graphic design for publications and presentations, developing communication and brand management strategies, writing and producing publications and promotional materials, promoting the university and its services to multiple internal and external constituencies through a variety of media and communication services, which may involve governmental affairs and/or relations.	Web Design	Roles in this subfamily focus on the design, creation, implementation, maintenance, and updating of the university's website. Work consists of, but is not limited to, the design of the website portal, collecting and reporting on data, the system administration of web design tools, the placement and mitigation of content, adherence to university messaging and branding, ensuring compliance with regulating bodies, enhancing system offerings, and providing guidance to the organization on the proper use and strategic employment of website space and content.
Mission	The mission job family focuses on the fundamental values of the university and involves three core concepts: treating people as individuals and honoring their unique worth, caring for the "whole" person (including physical, emotional, intellectual, and spiritual health), and considering people's backgrounds, including their family life, nationality, and culture. The mission job family works to form people to become agents of social and spiritual transformation and promote the Jesuit, Catholic social and intellectual tradition. This family generally consists of work such as, but is not limited to, interacting with university communities on sensitive, personal, and confidential topics, providing guidance to individuals seeking assistance for a variety of social, economic, and personal situations, acting on behalf of community populations as an advocate both internally and externally, engaging in and leading difficult conversations with diverse populations, and working with individuals to ensure overall academic, career, and personal success at the university and after.	Community Service	Roles in this subfamily are committed to execution of the university's fundamental values including identity and focus of integral ecology by developing and administering effective efforts and programs to engage and connect university communities. Work consists of, but is not limited to, the creation of educational materials to be provided to audiences, participants, and constituents, coordinating with university leadership on service priorities, providing guidance and assistance to a variety of communities on topics related to social and economic equality, engaging in the analysis and evaluation of complex community issues to facilitate discussions and participation by university communities, and promotion of the Ignatian Citizen's ideal within the university and its many communities.

## Job Family & Subfamily Definitions

Job Family	Job Family Description	Job SubFamily	Job SubFamily Description
Mission	The mission job family focuses on the fundamental values of the university and involves three core concepts: treating people as individuals and honoring their unique worth, caring for the "whole" person (including physical, emotional, intellectual, and spiritual health), and considering people's backgrounds, including their family life, nationality, and culture. The mission job family works to form people to become agents of social and spiritual transformation and promote the Jesuit, Catholic social and intellectual tradition. This family generally consists of work such as, but is not limited to, interacting with university communities on sensitive, personal, and confidential topics, providing guidance to individuals seeking assistance for a variety of social, economic, and personal situations, acting on behalf of community populations as an advocate both internally and externally, engaging in and leading difficult conversations with diverse populations, and working with individuals to ensure overall academic, career, and personal success at the university and after.	DEI	Roles in this subfamily are committed to the promotion of a culture of diversity, equity, inclusion, and respectfulness within the university and its many communities. Work consists of, but is not limited to, assisting leadership and stakeholders to plan, strategize and implement programs promoting inclusive academic and professional excellence, standardization and application of the institutional values of equity, inclusion, diversity and respectfulness for all individuals that differ by race, gender or other social identifying characteristics, acting as an advocate for university community members, and creating and disseminating educational materials as it relates to the academic and employment policies, plans, and strategies of the university.
Mission	The mission job family focuses on the fundamental values of the university and involves three core concepts: treating people as individuals and honoring their unique worth, caring for the "whole" person (including physical, emotional, intellectual, and spiritual health), and considering people's backgrounds, including their family life, nationality, and culture. The mission job family works to form people to become agents of social and spiritual transformation and promote the Jesuit, Catholic social and intellectual tradition. This family generally consists of work such as, but is not limited to, interacting with university communities on sensitive, personal, and confidential topics, providing guidance to individuals seeking assistance for a variety of social, economic, and personal situations, acting on behalf of community populations as an advocate both internally and externally, engaging in and leading difficult conversations with diverse populations, and working with individuals to ensure overall academic, career, and personal success at the university and after.	Leadership	Roles in this subfamily provide leadership and direction to the job family and the university. Work consists of, but is not limited to, creating strategic alignment between the job family's activities and the university's larger mission and vision, providing guidance and direction to subordinate roles in accomplishing strategic initiatives, communicating with university leadership, and maintaining internal and external relationships in the promotion of the objectives of the family.
Mission	The mission job family focuses on the fundamental values of the university and involves three core concepts: treating people as individuals and honoring their unique worth, caring for the "whole" person (including physical, emotional, intellectual, and spiritual health), and considering people's backgrounds, including their family life, nationality, and culture. The mission job family works to form people to become agents of social and spiritual transformation and promote the Jesuit, Catholic social and intellectual tradition. This family generally consists of work such as, but is not limited to, interacting with university communities on sensitive, personal, and confidential topics, providing guidance to individuals seeking assistance for a variety of social, economic, and personal situations, acting on behalf of community populations as an advocate both internally and externally, engaging in and leading difficult conversations with diverse populations, and working with individuals to ensure overall academic, career, and personal success at the university and after.	Ministry	Roles in this subfamily are dedicated to the nurturing, growth, and sustainable development of spiritual and liturgical life of the university communities, with both lay and Jesuit colleagues collaborating together through spiritual care meant to promote a faith that does justice. Works consists of, but is not limited to, providing relevant spiritual programming, including retreats and immersions, interacting with individuals and within a group setting to promote and conduct prayer, developing interactions with university communities that are rooted in the Catholic and Jesuit character of the university, caring for the pastoral and spiritual life of the institution, and providing guidance and teaching to university communities that promote and uphold the fundamental values of the Jesuit character.
Student Development	The student development job family upholds the university's student-centered culture dedicated to student success through transformative purpose-driven and engaged holistic learning. This family consists of work such as, but not limited to, developing, implementing, facilitating, and evaluating a variety of curricular, co-curricular and extra-curricular learning opportunities, programs, and services that welcome and support all students, and providing students guidance, mentorship, assistance, and professional support to enhance the overall educational and community experience.	Academic Success	Roles in this subfamily focus on providing services to students which help support their academic development and success at the university. Work consists of, but is not limited to, providing guidance to students in the completion of academic processes for graduation, providing direction to students in the completion of criteria for probation/suspension, hosting events to bolster the learning of students to ensure success within individual classes, interacting with disadvantaged student populations to provide services to enhance probability of academic achievement, and providing academic guidance to students to ensure their achievement, success, and qualified graduation from their chosen program.

## Job Family & Subfamily Definitions

Job Family	Job Family Description	Job SubFamily	Job SubFamily Description
Student Development	The student development job family upholds the university's student-centered culture dedicated to student success through transformative purpose-driven and engaged holistic learning. This family consists of work such as, but not limited to, developing, implementing, facilitating, and evaluating a variety of curricular, co-curricular and extra-curricular learning opportunities, programs, and services that welcome and support all students, and providing students guidance, mentorship, assistance, and professional support to enhance the overall educational and community experience.	Career Services	Roles in this subfamily focus on supplying services to students which help support their career determination, goals, preparation, and success. Work consists of, but is not limited to, introducing students to university programs to initiate interest, maintaining external relationships with employers to promote easy career entry for graduates, conducting skills training and development with students to help them enter the career field, planning and facilitating career introduction and recruiting events, and reporting on the success of the programs to university leadership.
Student Development	The student development job family upholds the university's student-centered culture dedicated to student success through transformative purpose-driven and engaged holistic learning. This family consists of work such as, but not limited to, developing, implementing, facilitating, and evaluating a variety of curricular, co-curricular and extra-curricular learning opportunities, programs, and services that welcome and support all students, and providing students guidance, mentorship, assistance, and professional support to enhance the overall educational and community experience.	Conduct	Roles in this subfamily focus on supplying oversight and adherence among the student body to the university Student Conduct Code. Work consists of, but is not limited to, the oversight and administration of the university's student conduct system, participating in selecting and training hearing officers, adjudicating high level cases including Title IX cases, assigning charges for administrative hearings, training and working directly with stakeholders to adjudicate and manage student conduct cases, and producing detailed reports about the student conduct process.
Student Development	The student development job family upholds the university's student-centered culture dedicated to student success through transformative purpose-driven and engaged holistic learning. This family consists of work such as, but not limited to, developing, implementing, facilitating, and evaluating a variety of curricular, co-curricular and extra-curricular learning opportunities, programs, and services that welcome and support all students, and providing students guidance, mentorship, assistance, and professional support to enhance the overall educational and community experience.	Leadership	Roles in this subfamily provide leadership and direction to the job family and the university. Work consists of, but is not limited to, creating strategic alignment between the job family's activities and the university's larger mission and vision, providing guidance and direction to subordinate roles in accomplishing strategic initiatives, communicating with university leadership, and maintaining internal and external relationships in the promotion of the objectives of the family.
Student Development	The student development job family upholds the university's student-centered culture dedicated to student success through transformative purpose-driven and engaged holistic learning. This family consists of work such as, but not limited to, developing, implementing, facilitating, and evaluating a variety of curricular, co-curricular and extra-curricular learning opportunities, programs, and services that welcome and support all students, and providing students guidance, mentorship, assistance, and professional support to enhance the overall educational and community experience.	Residence Life	Roles in this subfamily focus primarily on the provision, administration, maintenance, and development of student residential services and facilities. Work consists of, but is not limited to, working directly with students on their placement within housing facilities, coordinating student moves, the coordination of facilities maintenance and enhancement, capturing and storing of relevant residential information, providing guidance to residential students, managing emergency provisions for students and facilities, promoting an inclusive housing environment for all students, helping to direct the development of students, and being involved in the mitigation of student conduct within university housing facilities.
Student Development	The student development job family upholds the university's student-centered culture dedicated to student success through transformative purpose-driven and engaged holistic learning. This family consists of work such as, but not limited to, developing, implementing, facilitating, and evaluating a variety of curricular, co-curricular and extra-curricular learning opportunities, programs, and services that welcome and support all students, and providing students guidance, mentorship, assistance, and professional support to enhance the overall educational and community experience.	Student Experience	Roles in this subfamily are primarily engaged in the administration of programs and activities that help enhance the student experience and integration into the university community. Work consists of, but is not limited to, the planning and facilitation of activities that promote physical health and well-being, social and cultural interaction, and perspective broadening, the management and administration of spaces used for activity and interaction among the university student body, and interacting with students to enhance their understanding of the fundamental core principals of the university.
Student Development	The student development job family upholds the university's student-centered culture dedicated to student success through transformative purpose-driven and engaged holistic learning. This family consists of work such as, but not limited to, developing, implementing, facilitating, and evaluating a variety of curricular, co-curricular and extra-curricular learning opportunities, programs, and services that welcome and support all students, and providing students guidance, mentorship, assistance, and professional support to enhance the overall educational and community experience.	Student Support	Roles in this subfamily focus on developing and implementing programs that enhance the physical, social, and mental health of students according to the university's mission. Work consists of, but is not limited to, planning and facilitating events across a variety of venues for diverse populations, managing outside vendors and venues to facilitate activities and events, ensuring communication with relevant student bodies occurs to promote the health and wellness services provided by the university, interacting with students to provide guidance and recommendations on health and wellness initiatives for the individual, and reporting on the success and relative mission contribution of activities/events to university leadership.