

| Loyola University Maryland | | | | | |
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| Job Leveling | | | | | |
| Criteria | University Impact | Decision Making and Problem Solving | Independence of Action | Supervisory Responsibility | Education and Experience |
| SUPPORT 1 (S1) | <ul style="list-style-type: none"> Provides general support to a team or department. | <ul style="list-style-type: none"> Decisions and actions are generally limited to own workflow and processes and involves selecting from pre-determined and pre-approved approaches. | <ul style="list-style-type: none"> Works under direct supervision and follows established policies and procedures; work is subject to close review. | <ul style="list-style-type: none"> No supervision exercised. | <ul style="list-style-type: none"> Typically, less than 1-year relevant experience. |
| Entry level | <ul style="list-style-type: none"> Performs specific job duties and activities, following the standards and procedures of the job, team, and/or department at the close direction of a supervisor. | <ul style="list-style-type: none"> Problems encountered are generally routine and repetitive. | <ul style="list-style-type: none"> May be responsible for small amounts of cash on a regular basis. | <ul style="list-style-type: none"> May guide the work of student workers. | <ul style="list-style-type: none"> High School diploma/GED, vocational/specialized training, or an Associate's degree (or equivalent experience) may be required or preferred. |
| <i>Title Ex. Administrative Assistant, EVS Technician</i> | <ul style="list-style-type: none"> May contribute insights and ideas on improving efficiency or effectiveness within own role but may not make changes without supervisor approval. | <ul style="list-style-type: none"> Problems are resolved by following specific standards and procedures. Variations must be reviewed and approved by supervisor. | | <ul style="list-style-type: none"> Participates as an active team member. | <ul style="list-style-type: none"> Basic knowledge and skills in area of responsibility. |
| SUPPORT 2 (S2) | <ul style="list-style-type: none"> Provides operational and/or administrative support to a team or department. | <ul style="list-style-type: none"> Decisions and actions are generally limited to own job and/or team/department and are usually of an operational or administrative nature. | <ul style="list-style-type: none"> Works under general supervision and follows established policies and procedures. | <ul style="list-style-type: none"> No supervision exercised. | <ul style="list-style-type: none"> Typically, 1–3 years relevant experience. |
| Intermediate level | <ul style="list-style-type: none"> Performs a variety of job duties and activities, following the standards and procedures of the job, team, and/or department at the direction of a supervisor. | <ul style="list-style-type: none"> Problems encountered are somewhat routine and repetitive. | <ul style="list-style-type: none"> May be responsible for small amounts of cash on a regular basis. | <ul style="list-style-type: none"> May guide the work of student workers, interns, volunteers, and/or less experienced staff. | <ul style="list-style-type: none"> High School diploma/GED, vocational/specialized training or an Associate's degree (or equivalent experience) may be required or preferred. |
| <i>Title Ex. Program Assistant, Help Desk Specialist</i> | <ul style="list-style-type: none"> May contribute insights and ideas on improving efficiency or effectiveness within own workflow, but typically does not make changes without supervisor approval. | <ul style="list-style-type: none"> Problems are resolved by following standards and procedures. Variations must be reviewed and approved by a supervisor. | | <ul style="list-style-type: none"> Contributes as an active team member and may serve as resource to entry-level staff. | <ul style="list-style-type: none"> Growing knowledge and skills in area of responsibility. |
| SUPPORT 3 (S3) | <ul style="list-style-type: none"> Provides advanced level operational and/or administrative support to a team or department and/or University. | <ul style="list-style-type: none"> Decisions and actions are generally limited to own job and/or team/department and are usually of an operational or procedural nature. | <ul style="list-style-type: none"> Works under limited supervision and follows general guidelines with fair amount of latitude for independent action. | <ul style="list-style-type: none"> May guide the work of student workers, interns, volunteers, and/or less experienced staff. | <ul style="list-style-type: none"> Typically, 3–5 years relevant experience. |
| Senior level | <ul style="list-style-type: none"> Performs diverse job duties and activities, following general guidelines of the job, team, and/or department. | <ul style="list-style-type: none"> Problems encountered may be varied but are generally within predictable parameters. | <ul style="list-style-type: none"> May assist in managing budgets. | <ul style="list-style-type: none"> Provides informal training/instruction to others. | <ul style="list-style-type: none"> High School diploma/GED, vocational/specialized training or an Associate's degree (or equivalent experience) may be required or preferred. |
| <i>Title Ex. Program Specialist, Sr. Help Desk Specialist, Sr. Client Services Technician</i> | <ul style="list-style-type: none"> Contributes insights and ideas on improving efficiency, effectiveness, processes, and procedures to supervisor. | <ul style="list-style-type: none"> Problems are resolved by leveraging past experiences and/or following specific standards and procedures. Unique variations must be reviewed and approved by a supervisor. | | <ul style="list-style-type: none"> Contributes as a proactive team member and serves as a resource to Team members. | <ul style="list-style-type: none"> Extensive knowledge and skills in area of responsibility. |
| SUPPORT 4 (S4) | <ul style="list-style-type: none"> Provides expert level operational and/or administrative support to department and/or University. | <ul style="list-style-type: none"> Decisions and actions extend beyond own job and/or team/department and are usually of an operational or procedural in nature. | <ul style="list-style-type: none"> Works under minimal supervision and follows general guidelines with fair amount of latitude for independent action. | <ul style="list-style-type: none"> Assigns work to team members, monitors work completion, and changes the priorities of the team as needed. | <ul style="list-style-type: none"> Typically, 5–8 years relevant experience. |
| Lead / Expert level | <ul style="list-style-type: none"> Performs complex job duties and activities, consulting guidelines of the job, team, and/or department. | <ul style="list-style-type: none"> Problems encountered are varied and more complex but are generally within predictable parameters. | <ul style="list-style-type: none"> Assists in managing budgets. | <ul style="list-style-type: none"> Provides formal training/instruction to others. | <ul style="list-style-type: none"> High School diploma/GED, vocational/specialized training or an Associate's degree (or equivalent experience) may be required or preferred. |
| <i>Title Ex. Executive Assistant, Office Manager, Lead Client Services Technician</i> | <ul style="list-style-type: none"> Contributes insights and ideas on improving efficiency, effectiveness, processes, and procedures to supervisor. | <ul style="list-style-type: none"> Problems are resolved by leveraging past experiences and/or following specific standards and procedures. Unique variations may require the approval of a supervisor. | | <ul style="list-style-type: none"> Serves as a resource or escalation point for team members. | <ul style="list-style-type: none"> Expert knowledge and skills in area of responsibility. |

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| PROFESSIONAL 1 (P1) | <ul style="list-style-type: none"> Executes mostly routine tasks and delivers results for relatively basic problems and initiatives in own team. | <ul style="list-style-type: none"> Decisions and actions are generally limited to own job and/or team and impact primarily own workflow and timeframes. | <ul style="list-style-type: none"> Works under general supervision and follows established policies and procedures. | <ul style="list-style-type: none"> May guide the work of student workers, interns, volunteers, and/or less experienced staff. | <ul style="list-style-type: none"> Typically, less than 1-year relevant experience. |
| Entry level | <ul style="list-style-type: none"> Performs specific job responsibilities, pre-determined work steps, and/or established activities within the team at the direction of a supervisor and/or as outlined in a project plan. May make observations and suggestions to improve efficiency or effectiveness within own role or team. | <ul style="list-style-type: none"> Problems encountered are generally routine or within predictable parameters. Problems are resolved by evaluating and selecting from established practices and standards or seeking guidance from supervisor or senior staff. Variations must be reviewed and approved by a supervisor. | <ul style="list-style-type: none"> May be responsible for small to moderate amounts of cash on a regular basis. | <ul style="list-style-type: none"> Participates as an active team member. | <ul style="list-style-type: none"> Bachelor's degree required or equivalent years of relevant experience. Basic knowledge and skills in area of responsibility. |
| PROFESSIONAL 2 (P2) | <ul style="list-style-type: none"> Executes mostly routine tasks and delivers results for moderately complex problems and initiatives in own team. Performs a variety of job responsibilities and assists in the completion of larger projects/activities within a department. | <ul style="list-style-type: none"> Decisions and actions are generally limited to own job and/or team and impact primarily own workflow and timeframes. Problems encountered are somewhat varied, but within predictable parameters. Problems are resolved by evaluating and selecting from established guidelines and may also require evaluating basic resource coordination, data discrepancies, etc.; precedents often exist to guide resolution. | <ul style="list-style-type: none"> Works under limited supervision and follows established guidelines/ practices. May be responsible for reviewing financial reports and/or monitoring and reconciling fiscal related activity. | <ul style="list-style-type: none"> May guide the work of student workers, interns, volunteers, and/or less experienced staff. Contributes as an active team member and may serve as resource to entry level staff. | <ul style="list-style-type: none"> Typically, 1-3 years relevant experience. Bachelor's degree required or equivalent years of relevant experience. Growing knowledge and skills in area of responsibility. |
| Intermediate level <i>Title Ex. Coordinator/Counselor/ Advisor</i> | <ul style="list-style-type: none"> Contributes as an active team member and may serve as resource to entry level staff. Makes observations and suggestions to improve efficiency or effectiveness within own role or team. | | | | |
| PROFESSIONAL 3 (P3) | <ul style="list-style-type: none"> Executes a variety of tasks and delivers results for more complex problems and initiatives in team or department. Performs a variety of job responsibilities and assists in the administration of a team, program, or project within a department. | <ul style="list-style-type: none"> Decisions and actions generally impact team/department workflow, processes, and timeframes. Problems encountered are usually varied and may be complex but are generally within predictable parameters. Problems are resolved by referencing guidelines and general precedents, and may also require evaluating resource coordination, data discrepancies, etc. using own expertise. | <ul style="list-style-type: none"> Works under limited supervision and follows established guidelines/ practices. Assists with and makes recommendation regarding budget; may manage budget for specific teams, programs, or projects. | <ul style="list-style-type: none"> May oversee the work of student workers, interns, and/or volunteers. May act as a lead for intermediate and entry level staff. No formal authority regarding hiring, terminations, pay decisions, etc. | <ul style="list-style-type: none"> Typically, 3-5 years relevant experience. Bachelor's degree required or equivalent years of relevant experience. Advanced degree may be preferred. Extensive knowledge and skills in area of responsibility and general understanding of related areas/ functions. |
| Senior level <i>Title Ex. Assistant Director</i> | <ul style="list-style-type: none"> Contributes as a proactive team member and may serve in a coaching role for intermediate and entry level staff. Makes observations and suggestions to improve efficiency or effectiveness within team/department. | | | | |

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| PROFESSIONAL 4 (P4) Expert level <i>Title Ex. Assistant Director</i> | <ul style="list-style-type: none"> Leads work in a sub-department or program under broad direction. Executes a variety of tasks and delivers results for highly complex problems and initiatives in a team or department. Performs a variety of job responsibilities and assists in the administration of all or multiple aspects of a sub-department or program. Acts as a guide and may become actively involved, as required, to meet schedules and resolve problems. Contributes as a proactive team member and serves in a coaching role for team members. Assists to improve efficiency or effectiveness within team/department. | <ul style="list-style-type: none"> Decisions and actions generally impact team/sub-department workflow, processes, and timeframes. Problems encountered are usually varied and may be complex but are generally within predictable parameters. Problems are resolved by referencing guidelines and general precedents, and may also require evaluating resource coordination, data discrepancies, etc. using own expertise. | <ul style="list-style-type: none"> Works under limited direction and supervision, guided by professional standards, desired outcomes, and team/department guidelines. Assists with and makes recommendation regarding budget; may manage budget for specific teams, programs, or projects. | <ul style="list-style-type: none"> Oversees the work of staff. Acts as a lead for team members. No formal authority regarding hiring, terminations, pay decisions, etc. | <ul style="list-style-type: none"> Typically, 5–8 years relevant experience. Bachelor's degree required or equivalent years of relevant experience. Advanced degree may be preferred. Extensive knowledge and skills in area of responsibility and general understanding of related areas/ functions. |
| SUPERVISORY 1 (M1) <i>Title Ex. Manager/Team Lead/Supervisor/Assistant Director</i> | <ul style="list-style-type: none"> Oversees a team/teams. A portion of time is normally spent performing individual tasks related to the program or the team. Provides immediate supervision, assigns tasks, checks work at frequent intervals, maintaining schedules and reviewing performance. Provides direction to employees according to established policies and management guidance. Exercises judgment within defined procedures and policies to determine appropriate action. | <ul style="list-style-type: none"> Decisions and actions generally impact program/unit workflow, processes, etc. Problems encountered are difficult but are not complex. Works on smaller, less complex management issues. Problems are generally within predictable parameters. Problems are resolved by referencing guidelines and general precedents and using own experience and may include limited analysis. | <ul style="list-style-type: none"> Works with guidance with some latitude for independence of action, with a small amount of freedom in choosing tasks, determining how or when tasks are done. | <ul style="list-style-type: none"> Supervises one or more jobs in the same or similar job families or functions. Provides scheduling, formal training, evaluations, and development. May contribute to hiring, termination, and pay decisions. | <ul style="list-style-type: none"> Typically, 3-5 years of relevant experience, including lead experience. Education requirements may vary based on job family – High School diploma, vocational or specialized training, Associate's degree, or a Bachelor's may be required or preferred. Advanced knowledge and skills in area of responsibility and general understanding of related areas/ functions. |
| SUPERVISORY 2 (M2) <i>Title Ex. Assistant Director/Program Director</i> | <ul style="list-style-type: none"> Manages the operations of a sub-department or program under broad direction. Acts as guide and may become actively involved, as required, to meet schedules and resolve problems. Plans and schedules work activities, resources (e.g., staff, materials, budget), timelines, etc. Reviews, analyzes, and evaluates the efficiency and effectiveness of department/program/unit and makes recommendations for improvement. Builds cross functional relationships. | <ul style="list-style-type: none"> Decisions and actions generally impact department/program/unit workflow, processes, etc. Problems encountered are varied and may involve unique circumstances. Problems are resolved using professional/University guidelines, significant resource coordination, data investigation/analysis, etc. and using own expertise. | <ul style="list-style-type: none"> Works with moderate guidance with some latitude for independence of action. Assists with and make recommendations regarding budget; may manage budget for specific units, programs, or projects within department. | <ul style="list-style-type: none"> Supervises one or more jobs in the same or similar job families or functions. Provides feedback and guides work of staff. Contributes to hiring, termination, and pay decisions. | <ul style="list-style-type: none"> Typically, 5-8 years of relevant experience, including lead or supervisory responsibilities experience. Bachelor's degree required or equivalent years of relevant experience. Extensive knowledge and skills in area of responsibility and general understanding of related areas/ functions. |

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| MANAGEMENT 3 (M3) <i>Title Ex. Associate Director</i> | <ul style="list-style-type: none"> Manages a single department or program. Exercises supervision in terms of costs, methods, and staffing. Establishes operational objectives and work plans and delegates assignments to subordinates. Develops, modifies, implements, and executes policies. Works on issues where analysis of situations or data requires an in-depth functional or multi-functional knowledge. Selects methods, techniques, and evaluation criteria for obtaining results. | <ul style="list-style-type: none"> Decisions and actions impact the operations, timeframes, etc. of the department. Problems encountered are often complex and may involve unique circumstances. Problem solving requires in-depth analysis, cross-functional assessment, and understanding of University's strategic direction | <ul style="list-style-type: none"> Works with limited guidance with moderate latitude for independent action in operations and some latitude in strategy. Makes recommendations regarding budget; may manage budget for specific units, programs, or projects within department. | <ul style="list-style-type: none"> Manages individual contributors and/or supervisory roles; may include multiple job families or functions. Responsible for staffing, hiring, termination and discipline, setting performance standards, coaching and evaluating staff, making pay decisions, etc. | <ul style="list-style-type: none"> Typically, 5-8 years relevant experience, including 1+ years of supervisory responsibilities. Bachelor's degree required or equivalent years of relevant experience. Advanced degree may be preferred. Advanced knowledge and skills in area of responsibility and general understanding of related areas/ functions |
| MANAGEMENT 4 (M4) <i>Title Ex. Director</i> | <ul style="list-style-type: none"> Manages a department or strategic program. Accountable for executing the strategic and operational plans, goals, and policies. Executes, and contributes to planning of, the operational plan and is responsible for the performance and goal attainment of the department/program. Provides direction for the functional area through short- and long-term planning and supports alignment with the University's strategic direction. Reviews, analyzes, and evaluates the effectiveness of department/program and makes recommendations for improvements. Builds and maintains cross functional internal and external relationships. Works closely with executive level leadership. | <ul style="list-style-type: none"> Decisions and actions impact the operations, timeframes, etc. of department/program; may have indirect impact on the University and/or other related functional areas. Problems encountered are complex, broad in scope, and usually involve unique circumstances. Problem solving requires in-depth analysis, cross-functional assessment, and understanding of University's strategic direction. | <ul style="list-style-type: none"> Works with limited guidance with moderate latitude for independent action in operations and some latitude in strategy Manages, and helps develop budget for area(s) of responsibility and may contribute to department/division budget development. Ensures adherence to approved budget within own department. | <ul style="list-style-type: none"> Manages high-level individual contributors and or management roles, may include multiple job families or functions. Responsible for staffing, hiring, termination and discipline, setting performance standards, coaching and evaluating staff, making pay decisions, etc. | <ul style="list-style-type: none"> Typically, 8+ years relevant experience, including 3 years of supervisory responsibilities. Bachelor's degree required or equivalent years of relevant experience. Advanced degree may be preferred/required. Advanced knowledge and skills in area of responsibility and general understanding of related areas/ functions |
| MANAGEMENT 5 (M5) <i>Title Ex. Senior Director (department(s)/operations), Executive Director (center/program)</i> | <ul style="list-style-type: none"> Directs a large department or center. Accountable for overseeing strategic and operational plans, goals, and policies. Accountable for developing university-wide policies and procedures and authorizing implementation. Provides strategy and direction for university functional area. Provides direction for the functional area through short- and long-term planning and supports alignment with the University's strategic direction. Builds and maintains strong cross functional and external relationships; partners extensively with others to ensure successful operations. Acts as a trusted advisor to executive level leadership providing expertise within functional area. Forecasts, develops, and manages budgets and other resource requirements for functional area. | <ul style="list-style-type: none"> Decisions and actions directly impact the division/functional area; can have a direct impact on the University and/or other related functional areas. Problems encountered are highly complex and involve multiple areas across the University, and potentially external entities. Problem solving requires in-depth analysis, cross-functional assessment and understanding of University's strategic direction; must consider the complex interdependencies within the division/functional area and the University. | <ul style="list-style-type: none"> Works with limited guidance and considerable latitude for independent action in strategy and operations Forecasts resource needs, manages resources and operating budget to ensure financial and operational objectives are met. Responsible for ensuring accountability and adherence to budgets. | <ul style="list-style-type: none"> Directs through management and/or high-level individual contributors; may include multiple job families or functions. Responsible for staffing, hiring, termination and discipline, setting performance standards, coaching and evaluating staff, making pay decisions, etc. | <ul style="list-style-type: none"> Typically, 10+ years of experience in specific field/industry, including 4 years of supervisory responsibilities. Bachelor's degree required or equivalent years of relevant experience. Advanced degree may be preferred/required. Command of the theories, principles, concepts, and methods used in the work. Knowledge permits developing new ways of directing the work. Requires in-depth knowledge of business strategies and University goals. Typically an internal promotion from Director. |

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| EXECUTIVE 1 (E1) | <ul style="list-style-type: none">Accountable for setting the vision and direction for a significant portion of a functional area, including the development and implementation of strategic plans. | <ul style="list-style-type: none">Decisions have a significant and long-term effect on University's success. Matters have potential for highly strategic or critical impact on the University. | <ul style="list-style-type: none">Works with limited guidance and considerable latitude for independent action in strategy and operations | <ul style="list-style-type: none">Directs and controls the activities through multiple layers of management. | <ul style="list-style-type: none">Typically, 10+ years of experience in specific field/industry, including 6 years of experience in a leadership role. |
| | <ul style="list-style-type: none">Provides strategic input on resource allocation to achieve goals. | <ul style="list-style-type: none">Problems are difficult, significantly complex, with multiple variables and many stakeholders to consider. | <ul style="list-style-type: none">Influences and directs the allocation of financial, capital, and human resources across a function. | <ul style="list-style-type: none">Responsible for staffing, hiring, termination and discipline, setting performance standards, coaching and evaluating staff, making pay decisions, etc. | <ul style="list-style-type: none">Bachelor's degree required. Advanced degree may be preferred/required. |
| Title Ex. Assistant Vice President, Associate Dean | <ul style="list-style-type: none">Develops University processes and implementation of a functional area. | <ul style="list-style-type: none">Directs the resolution of difficult, significantly complex, multi-variant problems that cross system operations. | | | <ul style="list-style-type: none">Command of the theories, principles, concepts, and methods used in the work. |
| | <ul style="list-style-type: none">Requires in-depth knowledge of business strategies and University strategies as well as competitive environment and technological, economic, and/or social implications. | <ul style="list-style-type: none">Drives improvements of entire processes, systems, or products to enhance performance of the functional area within the University. | | | <ul style="list-style-type: none">Requires in-depth knowledge of business strategies and University goals.Knowledge permits developing new ways of administering the work.Recognized as a leader in specialized area. |
| EXECUTIVE 2 (E2) | <ul style="list-style-type: none">Accountable for setting the vision and direction for a university functional area. Directs the development and implementation of strategic plans. | <ul style="list-style-type: none">Decisions have a significant impact on the University's sustainability, are highly strategic or have a critical impact on the University. | <ul style="list-style-type: none">Works with latitude for independent action in strategy and operations. | <ul style="list-style-type: none">Directs and controls the activities through executive-level leaders. | <ul style="list-style-type: none">Typically, 10+ years of experience in specific field/industry, including 6 years of experience in a leadership role. |
| | <ul style="list-style-type: none">Drives strategic input on resource allocation to achieve goals. | <ul style="list-style-type: none">Problems are at the highest level, with multiple variables and many stakeholders to consider. | <ul style="list-style-type: none">Authorizes the allocation of financial, capital, and human resources across a function. | <ul style="list-style-type: none">Responsible for staffing, hiring, termination and discipline, setting performance standards, coaching and evaluating staff, making pay decisions, etc. | <ul style="list-style-type: none">Bachelor's degree required. Advanced degree may be preferred/required. |
| Title Ex. School Dean, Chief, Associate VP | <ul style="list-style-type: none">Authorizes University policies and implementation. | <ul style="list-style-type: none">Directs the resolution of difficult, significantly complex, multi-variant problems that cross system operations. | <ul style="list-style-type: none">May serve as second in command to the divisional VP. | | <ul style="list-style-type: none">Command of the theories, principles, concepts, and methods used in the work. |
| | <ul style="list-style-type: none">May serve as second in command to the divisional VP | <ul style="list-style-type: none">Authorizes improvements of entire processes, systems, or products to enhance performance of the function within the University. | | | <ul style="list-style-type: none">Knowledge permits developing new ways of directing the work. |
| | <ul style="list-style-type: none">Requires in-depth knowledge of business strategies and University strategies as well as external factors that affect University activities. | <ul style="list-style-type: none">May serve as second in command to the divisional VP regarding decision making and problem solving. | | | <ul style="list-style-type: none">Requires in-depth knowledge of business strategies and University goals that permits developing new ways of administering the work.Recognized as a leader in specialized area. |

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| EXECUTIVE 3 (E3) | <ul style="list-style-type: none"> Accountable for setting the vision and direction for the university. Directs the development and implementation of strategic plans. | <ul style="list-style-type: none"> Decisions are at the highest strategic level and have a direct and critical impact on the University's sustainability. | <ul style="list-style-type: none"> Works with latitude for independent action in strategy and operations. | <ul style="list-style-type: none"> Directs and controls the activities through executive-level leaders. | <ul style="list-style-type: none"> Typically, 10+ years of experience in specific field/industry, and 6 years of experience in in a leadership role. |
| Title Ex. Vice President | <ul style="list-style-type: none"> Drives strategic input on resource allocation to achieve goals. Authorizes University policies and implementation. Requires in-depth knowledge of business strategies and University strategies as well as external factors that affect University activities. | <ul style="list-style-type: none"> Problems are at the highest level, with multiple variables and many stakeholders to consider. Directs the resolution of difficult, significantly complex, multi-variant problems that cross system operations. Authorizes improvements of entire processes, systems, or products to enhance performance of the function within the University. | <ul style="list-style-type: none"> Authorizes and approves the allocation of financial, capital, and human resources across the University. | <ul style="list-style-type: none"> Responsible for staffing, hiring, termination and discipline, setting performance standards, coaching and evaluating staff, making pay decisions, etc. | <ul style="list-style-type: none"> Bachelor's degree required. Advanced degree may be preferred/required. Command of the theories, principles, concepts, and methods used in the work. Knowledge permits developing new ways of directing the work. Requires in-depth knowledge of business strategies and University goals that permits developing new ways of administering the work. Recognized as a leader in specialized area. |
| EXECUTIVE 4 (E4) | <ul style="list-style-type: none"> Accountable for setting the vision and direction for the university. Directs the development and implementation of strategic plans. Drives strategic input on resource allocation to achieve goals. | <ul style="list-style-type: none"> Decisions are at the highest strategic level and have a direct and critical impact on the University's sustainability. Problems are at the highest level, with multiple variables and many stakeholders to consider. | <ul style="list-style-type: none"> Works with latitude for independent action in strategy and operations. Authorizes and approves the allocation of financial, capital, and human resources across the University. | <ul style="list-style-type: none"> Directs and controls the activities through executive-level leaders. Responsible for staffing, hiring, termination and discipline, setting performance standards, coaching and evaluating staff, making pay decisions, etc. | <ul style="list-style-type: none"> Typically, 10+ years of experience in specific field/industry, and 6 years of experience in in a leadership role. Bachelor's degree required. Advanced degree may be preferred/required. |
| Title Ex. Senior Vice President | <ul style="list-style-type: none"> Authorizes University policies and implementation. Requires in-depth knowledge of business strategies and University strategies as well as external factors that affect University activities. Direct involvement and alignment with the University's core operations. | <ul style="list-style-type: none"> Directs the resolution of difficult, significantly complex, multi-variant problems that cross system operations. Authorizes improvements of entire processes, systems, or products to enhance performance of the function within the University. | | <ul style="list-style-type: none"> May perform duties of the president in their absence. | <ul style="list-style-type: none"> Command of the theories, principles, concepts, and methods used in the work. Knowledge permits developing new ways of directing the work. Requires in-depth knowledge of business strategies and University goals that permits developing new ways of administering the work. Recognized as a leader in specialized area. |