

Employee Classifications

Maintenance

Custodian

Skills may include cleaning, housekeeping and related maintenance. Set-up for activities.

Trades/Engineer

Skills include operating power/hand tools and other tools related to position. May include licensing and certifications required by law.

Administrative Support Staff

Administrative Assistant

Performs routine office tasks, which may include letters, filing, answering phone, word processing, accounts receivable, and accounts payable.

Administrative Coordinator

Provides high level of support for a program or area director in SGPP.

Administrative Technician

Performs high level of non-routine technical skills in a specialized area.

Executive Administrative Assistant

Provides highest level of support to officers, managers or entire departments. High level of office skills including technical and office management.

Administration

Administrator

Possesses thorough understanding of a specialized body of knowledge with expanded professional responsibilities.

Director

Possesses comprehensive understanding of specific field and its relationship to impact on the University.

Executive

Possesses comprehensive understanding of diverse fields/relationships with broad understanding of impact on numerous University functions & administrative systems.

Head Coach

Head coach of varsity sport.

Other Athletics

Assistant coaches of varsity sport or head coach of a junior varsity sport.

Specialist

Possesses understanding of a specialized body of knowledge with focused professional responsibilities.

Technical

Possesses high level of computer expertise and/or applied information technology skills.

Academic

Ranked faculty - Full-time

Persons having their primary professional obligation the instruction of students and expected engagement in essential (e.g., scholarship, service, advising) and significant (e.g., curriculum development, assessment of learning, program evaluation) academic activities; and includes all who have a full-time teaching load or teaching plus other duties equaling a full-time load; includes all full-time tenure, tenure-track and special appointment faculty at the College; includes all full-time faculty in the SGPP; all hold academic rank.

Part-time faculty

Persons having as their primary professional obligation the instruction of students and less engagement in other essential and significant academic activities; and who are usually contracted on a course-by-course basis; includes adjunct faculty at the College (lecturer/senior lecturer or ranked by another institution) and in the SGPP (instructor, assistant, associate, full professor or facilitator).

Academic Administrative

Persons who are engaged, as their primary professional obligation, in academic support activities (also recruitment and site management for SGPP); and who may instruct students, but not as their primary professional obligation; and who work in units which report to the Academic Dean-SGPP, the Vice President for SGPP, or the Vice President for Academic-College.

Program Director

Persons who are engaged, as their primary professional obligation, in program management (recruitment, marketing, budgeting, personnel) and in significant academic activities (curriculum development, assessment of learning, program evaluation); and who may instruct students but not as their primary professional obligation; who work in units which report to the Academic Dean- SGPP, the Vice President for SGPP, or the Vice President for Academic Affairs-College.