

The Specialized Family positions provide routine to complex assistance, coordination, and oversight of precise financial information. A non-exempt position is one that is covered by the Fair Labor Standards Act. Exempt positions are those that require a minimum of an associate's degree, specialized training or skills, and

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Job Family	Specialized
Series	
Job Group	4261, 4262
FLSA	Non-Exempt
Union Status	

Perform complex and technical business/accounting functions in support of the University's financial system.

share requirements for grants; investigate problems and facilitate resolution; coordinate

Job Family

Specialized

Union Status	
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Support and maintain specialized data systems and related processes and procedures in

May provide administrative supervision to University staff and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in related field and one to two years of data management and reporting experience required.

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Oversee and advance the support and management of specialized data and related processes and procedures to ensure data integrity and accurate integration of data with university student information systems.

Degree Audits: primary expert on facets of the university's degree audit system; coordinate the implementation of additional features with campus partners such as Enterprise Technology Services and academic units. Scribe catalogue degree requirements, troubleshoot audit questions, assist academic units with exceptions, and participate in future upgrades. Implement and enforce related curricular and policy rules. Create and launch new features such as audits for admitted transfer students, financial aid audits, athletic eligibility, and Student Educational Planners.

or

Specialized program student records (i.e. medical). Responsibilities include assisting in the development, implementation and management of an electronic student res9,E,E,E,00

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	
Job Code	4301
FLSA	Exempt
Union Status	

Reporting directly to the President/Provost, provide administrative support, accommodating shifting priorities in a highly charged environment to facilitate the President/Provost's ability to effectively lead the University.

Perform a variety of administrative tasks, accommodating shifting priorities in a highly charged environment to facilitate President/Provost's ability to effectively lead the University; use judgment in problem resolution, prioritization of issues and concerns directed at the President/Provost; use discretion regarding disclosure and dissemination of sensitive information to internal and external constituents.

Serve as first point of contact with internal and external constituents requesting contact with the President/Provost; screen and prioritize requests for meetings and event attendance; manages complex calendars, provide logistical support and resolve schedule conflicts. Prepare President/Provost's daily calendar; research, summarize, compile and

FLSA	Non-Exempt
Union Status	

Provide general to specialized technical assistance, perform data analysis and/or computer programming for designated University areas.

Provide general to specialized technical assistance, perform data analysis and computer programming for designated University areas; use judgment in decisions regarding application of technical solutions within the context of University guidelines.

Provide technical assistance and support; perform network systems programming and maintenance; analyze program specifications, modify, develop and administer complex, customized software applications for special projects or to automate current manual systems; may install, modify and maintain hardware and software.

Respond to and resolve inquiries from internal and external constituents; troubleshoot and resolve project or computer related inquiries and system performance problems based on a comprehensive knowledge and understanding of area processes and procedures; may provide individual and group training and instruction for internal users related to current and new software systems.

Research hardware and software requirements and assist in acquisition planning; maintain resource information and related records; collect, organize and prepare data and related reports; may analyze and digitize data.

May provide functional supervision to designated employees and/or affiliates.

Maintain electronic records in database.

Prepare stock solutions; maintain inventory/equipment/database; order supplies; dispose of hazardous materials.

May assist in preparation of medical support materials for courses and may assist with developing/maintaining teaching models.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree* in a specific or related field and one to three years' related experience required. Specific professional certification or license may be required. *Level of degree may vary based on specific job functions.

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	
Job Code	4291
FLSA	Non-Exempt
Union Status	

Provide specialized medical laboratory services in support of University clinical/medical programs.

Provide specialized medical laboratory services in support of University clinical/medical programs; perform and/or monitor tests and procedures; prepare blood, urine and tissue specimens for analysis; preserve/package specimens following established protocols.

Utilize and maintain medical laboratory equipment; analyze chemical content of fluids.

Maintain proper quality controls to ensure compliance with regulatory requirements, public health and ethical standards; set up and clean up laboratory; participate in area safety training.

Maintain electronic records in database.

Prepare stock solutions; maintain inventory/equipment/database; order supplies; dispose of hazardous materials.

May assist in preparation of medical support materials for courses and may assist with developing/maintaining teaching models.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Job Code

4061

May provide administrative supervision to University staff and functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in Nursing and two to four years' related experience required. Current Vermont Registered Nurse (RN) or Licensed Practical Nurse (LPN) license required.

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	
Job Code	4351
FLSA	Non-Exempt
Union Status	

Assist in or develop, coordinate and implement primarily externally focused community services, programs, and educational projects in support of University outreach.

Assist in or develop, coordinate and implement primarily externally focused community services, programs, and educational projects in support of University outreach; use judgment in prioritizing work; assist in or develop and implement service, program, or project objectives, processes, and procedures within area guidelines; implement initiatives designed to provide community educational opportunities and enrichment, promote the University's academic mission, and stimulate public interest and support;

assist in needs assessment and evaluating outcomes and make recommendations to enhance services and ensure compliance with University standards and external regulations.

Provide consultation services to and collaborate with internal and external constituents,

FLSA	Non-Exempt
Union Status	

Facilitate and/or oversee specialized processes, interpret and communicate related policies and procedures in support of designated University operations.

Facilitate and/or oversee specialized processes, interpret and communicate related policies and procedures in support of designated University operations; review, develop and modify central processes; analyze, respond to, approve and coordinate requests with administrative, academic and service departments and non-University groups and ensure compliance with organizational policies.

Compile and analyze information from a variety of sources; prepare reports, estimates, contracts, invoices and correspondence; may administer budgets and accounts; track and analyze usage, impact and other data.

Collaborate with internal and external constituents; determine eligibility, assess needs and administer procedures; respond to inquiries and provide information; facilitate and document changes based on a comprehensive knowledge and understanding of University policies and procedures.

Provide scheduling and logistical coordination; oversee or provide coordination at events; determine optimum set up, troubleshoot issues and provide problem resolution.

Provide training and instruction to constituents to facilitate, enhance or clarify processes.

May provide supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree* in a specific or related field and one to three years' related experience required. *Level of degree may vary based on specific job functions.

This job standard may be part of one or more career progressions.

Job Family	Specialized
Series	
Job Code	4081
FLSA	Non-Exempt
Union Status	

Coordinate administrative activities and promote programs and events in support of designated University areas.

Coordinate administrative activities and promote programs and events in support of designated University areas within departmental areas.

Assist to implement public relations, marketing or promotional strategies; may compile, edit, design and coordinate production of brochures, newsletters, reports and other print materials; may create multimedia promotional and educational materials; may coordinate and deliver outreach and/or educational programs.

May provide administrative and/or functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a specific or related field and one to three years' related experience required

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Coordinate and perform administrative, programmatic and operational functions in support of University student academic services following area guidelines; respond to and facilitate referrals, requests for services or distribution of resource information; review, evaluate and make recommendations related to program services and procedures; assist in operational process and program development to ensure compliance with University policies, procedures and guidelines.

Serve as program resource and as liaison with internal and external constituents; interpret information, provide procedural, program and referral guidance and assistance to students related to academic, personal, internship or career issues; may coordinate preregistration, intern

Job Code	4043
FLSA	Non-Exempt
Union Status	

Provide interpretation and translation services in support of University employees requiring English language assistance.

Provide interpretation and translation services in support of University employees requiring English language assistance following established guidelines.

Interpret and/or translate general and specific University process, policy, procedural and employee information during orientation, department/campus wide meetings, workshops or instructional sessions based on a comprehensive knowledge and understanding of University policies and procedures; may interpret/translate at major University functions.

Respond to requests for services from faculty, staff and management; interpret or translate verbal or written communications, which may be of a sensitive nature, during employee evaluation, benefits discussion or orientation.

Review, interpret or translate procedural manuals, documents, forms, correspondence and informational notices.

May perform general office functions; prepare informational packets, answer phone, distribute mail.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in a related field and one to three years of specialized experience required.