



**NON-FACULTY EXEMPT
JOB FAMILIES & JOB LEVELS**

ROLE OF JOB FAMILIES

Job families have both an external and internal role:

 External	 Internal
<ul style="list-style-type: none">• Link to external comparison and talent markets.• Reflect grouping of roles and titles found at peer organizations and institutions.	<ul style="list-style-type: none">• Identify roles that perform similar work across all areas of the institution.• Help ensure consistency in titling and leveling for jobs.• Clarify career opportunities for staff.• Assist with determining internal equity.

Job families reflect roles that have similar functions and services.

SDBOR JOB FAMILY DEFINITIONS

Academic Affairs and Operations	<p>Develops and implements programs and solutions for the enrichment of the academic experience at the institution. Provides administrative support and academic services spanning faculty, staff, students, and other stakeholders. Expands support from both the public and private sectors, builds upon and increases the reputation of the institution by focusing on its unique attributes, distinguishing its brand, and executing its mission.</p>
Administrative & Operational Support	<p>Completes administrative activities and tasks, and supports a unit/area or multiple units/areas at the institution. Plans, coordinates, and provides administrative, technical and clerical support, and/or administrative and operational financial activities related to department budgets, capital funding, contract management, and/or real estate. May handle information of a sensitive and confidential nature.</p>
Athletic Coaching, Training, and Program Management	<p>Provides direction and support for intercollegiate athletic programs including coaching, training, and providing support for student athletes. Directs administration of athletic programs, including teaching, motivating, evaluating and recruiting qualified high caliber student-athletes. Supports the institution's academic goals and directs the academic and athletic development of student athletes.</p>
Child Enrichment and Care / Head Start	<p>Provides or assists with developmentally appropriate child care and education. Assists with child caregiving and ensures a safe environment with constant observation and supervision. Conducts curriculum planning and implementation, as well as supervision of a group of pre-primary children. Communicates with families and serves as a representative of the institution to the surrounding community.</p>
Community Engagement & Partnerships	<p>Coordinates with the local population on various institution programs for the mutual benefit of the school and the community. Partnerships with local/regional businesses, non-profits, etc. are included in this group. Examples can include 4-H, Agricultural, and Horticultural programs. Other programs can include services based around social services, local food banks, and health and wellness based initiatives.</p>
Enrollment Management, Admissions, and Financial Aid	<p>Covers the strategic and operational management for strategic planning, activities, and services related to the successful recruitment, enrollment, and transition of students through the institution. Functions include managing admissions and student aid delivery. Responsible for timely and accurate processing of student records and enrollment, financial aid and scholarships, payments, and prompt communication with current and prospective students regarding admissions status & decisions, financial aid, billing, and registration.</p>
External Relations, Communications, and Marketing	<p>Develops, coordinates, and disseminates communications materials on and for the institution to create, enhance, and sustain relationships with internal and external audiences. Promotes the institution using a variety of media platforms. Creates and implements strategic communications to advance the image and reputation of the institution in the areas of public relations, media relations, digital communication, print publications, creative design, content creation, social media, crisis communications, event planning, and videography/photography.</p>

SDBOR JOB FAMILY DEFINITIONS



Facilities, Planning, Construction, and Real Estate	<p>Provides oversight and management of the caretaking, inspection, and management of the institution's land, buildings, real estate and other physical assets. Coordinates custodial and maintenance services. Oversees engineering and project management services to the institution and broader community involving construction, renovation, and deferred maintenance projects.</p>
Finance, Budget, and Accounting Operations	<p>Performs activities related to the budgeting, financial management, planning, and/or support of the financial and business operations of the institution including general accounting, accounts payable, vendor management and payment distribution. Develops and implements policy, procedures, and best practices to improve internal controls and to support the institution's financial and operational needs.</p>
Health & Wellness Services	<p>Provides direction and support for student health and wellness programs or services. Performs medical services, counseling, and wellness support for students. Provides consultation to members of the institution's community and develops outreach programs to promote physical and mental health.</p>
Human Resources	<p>Performs activities related to human resource functions and services that ensure and support the human capital needs of the institution. Oversees the employee life cycle to ensure diversity, equity and inclusion. Handles matters such as recruitment, compensation, payroll, employment policies, benefits, talent & performance management, and employee relations.</p>
Information Technology	<p>Plans, develops, and maintains a reliable, safe, and secure technology infrastructure for the institution. Manages technology support to answer questions, provide support and troubleshoot hardware and software issues. Leads service delivery for infrastructure services focusing on customer service and building partnerships to deliver solutions that support the institution's mission. Responsible for the performance and evolution of the institution's enterprise information technology infrastructure and associated services.</p>
Legal Affairs, Risk Management, and Compliance	<p>Provides legal, risk management, and compliance services to the institution. Manages, monitors, and provides guidance on the institution's compliance with applicable laws, policies, and regulations. Maintains relationships with government agencies and regulatory bodies, and conducts audits to ensure compliance, and provides recommendations or guidance as necessary.</p>
Public Safety and Environmental Health & Safety	<p>Provides security and protection for the institution's community. Maintains order and provides law enforcement services, conducts community safety educational programs, investigates accidents and crimes, issues citations, and responds to emergency and non-emergency calls. Communicates and coordinates campus safety operations.</p>

SDBOR JOB FAMILY DEFINITIONS

Research Administration	Conducts research and facilitates the sharing of knowledge and expertise with the larger society. Typical functions include designing, conducting and analyzing theoretical and applied research, literature review and research, grant solicitation /preparation/administration, data collection, and compliance. Performs research activities that include fieldwork and laboratory research.
Research Support and Operations Services	Contributes expertise in the areas of grant management and research support. Typical functions include locating and identifying sources of outside funding, developing budget proposals, monitoring the contracts received for academic and research projects and programs, interpreting regulations and guidelines of program funding, and monitoring and processing invoices and application of budgets. May be responsible for supporting or conducting scientific research, instruction, and the collection, analysis, and reporting of data.
Student Academic Success, Support, and Advising	Provides direction and support for student services programs around career development and academic support. Coordinates all academic advising efforts. Provides academic and career counseling and advice to undergraduate students, prospective students, and graduate students, if applicable. Counsels freshmen through recent alumni on all facets of the self-assessment process, job search preparation, strategies, and techniques.
Student Life and Activities	Develops and administers graduate and undergraduate programs and activities. Coordinates educational, cultural, social, and recreational programs with the objective of fostering student engagement and development, and encouraging a sense of community across the institution. Establishes and enforces policies and regulations as designated by the institution, division, and department.
Senior Leadership	Oversees and provides the strategic direction and planning for the institution's administrative and academic units to ensure alignment to the institution's missions, values, and goals. Develops, implements, and administers the programs, policies, and initiatives in functional area, in coordination with related units across the institution.

SDBOR JOB LEVELING FRAMEWORK

The job leveling framework evaluates jobs based on:



JOB LEVELS

- Job levels are reflective of the education and experience requirements, responsibility, scope, complexity and requirements of a position.
- Job levels do not have a one-to-one relationship to salary grade assignments due to external market factors.

Professional

Professional I
Professional II
Professional III

Management

Management I
Management II

Executive

Executive I
Executive II