



UNIVERSITY OF CENTRAL FLORIDA

Administrative and Professional (A&P) Class Codes and Titles

UCF Human Resources website: <http://hr.ucf.edu>

A&P Class Code	A&P Class Title
9513	ADVANCED REGISTERED NURSE PRACTITIONER
9216	ARCHITECT
9472	ASSISTANT ATHLETIC DIRECTOR (A.D.) FOR COMPLIANCE
9588	ASSISTANT CHEF
9527	ASSISTANT CHIEF OF STAFF & DIRECTOR OF THE PRESIDENT'S LEADERSHIP COUNCIL
9295	ASSISTANT CONTROLLER
9585	ASSISTANT DEAN, ACADEMIC SUPPORT SERVICES/ADMINISTRATIVE SERVICES
9534	ASSISTANT DEAN, GRADUATE STUDIES
9570	ASSISTANT DIRECTOR, ACADEMIC AFFAIRS FISCAL ADMINISTRATOR
9437	ASSISTANT DIRECTOR, ACADEMIC PROGRAMS
9327	ASSISTANT DIRECTOR, ACADEMIC SUPPORT SERVICES
9580	ASSISTANT DIRECTOR, ADMINISTRATIVE SERVICES
9385	ASSISTANT DIRECTOR, ADMISSIONS/REGISTRATION
9284	ASSISTANT DIRECTOR, ADVANCEMENT/ALUMNI AFFAIRS
9595	ASSISTANT DIRECTOR, ATHLETICS COMPLIANCE
9311	ASSISTANT DIRECTOR, BUSINESS & FINANCIAL/AUXILIARY SERVICES
9450	ASSISTANT DIRECTOR, CAREER DEVELOPMENT SERVICES
9283	ASSISTANT DIRECTOR, CLINICAL PROGRAMS
9503	ASSISTANT DIRECTOR, CLINICAL SERVICES/STUDENT HEALTH SERVICES
9367	ASSISTANT DIRECTOR, CONTINUING EDUCATION
9568	ASSISTANT DIRECTOR, CONTRACTS & REAL ESTATE
9535	ASSISTANT DIRECTOR, DENTAL SERVICES CLINIC
9404	ASSISTANT DIRECTOR, EDUCATIONAL TECHNOLOGY
9290	ASSISTANT DIRECTOR, EDUCATIONAL/TRAINING PROGRAMS
9397	ASSISTANT DIRECTOR, ENVIRONMENTAL HEALTH & SAFETY
9359	ASSISTANT DIRECTOR, FACILITIES PLANNING
9550	ASSISTANT DIRECTOR, FACULTY DEVELOPMENT (COLLEGE OF MEDICINE)
9312	ASSISTANT DIRECTOR, HUMAN RESOURCES/PERSONNEL RELATIONS
9411	ASSISTANT DIRECTOR, INFORMATION/PUBLICATIONS SERVICES
9413	ASSISTANT DIRECTOR, INSTITUTIONAL RESEARCH
9406	ASSISTANT DIRECTOR, INSTRUCTIONAL RESOURCES
9548	ASSISTANT DIRECTOR, LANDSCAPE & NATURAL RESOURCES
9551	ASSISTANT DIRECTOR, LANDSCAPE OPERATIONS
9417	ASSISTANT DIRECTOR, MEDICAL/HEALTH ADMINISTRATION
9293	ASSISTANT DIRECTOR, MULTIPURPOSE FACILITY
9387	ASSISTANT DIRECTOR, PHYSICAL PLANT
9583	ASSISTANT DIRECTOR, PHYSICAL SECURITY
9547	ASSISTANT DIRECTOR, PRESIDENT'S OFFICE

9319	ASSISTANT DIRECTOR, PURCHASING
9438	ASSISTANT DIRECTOR, RESEARCH PROGRAMS & SERVICES
9398	ASSISTANT DIRECTOR, SAFETY & SECURITY
9502	ASSISTANT DIRECTOR, SMALL BUSINESS DEVELOPMENT
9484	ASSISTANT DIRECTOR, SPACE UTILIZATION AND ANALYSIS
9566	ASSISTANT DIRECTOR, STATISTICAL RESEARCH
9375	ASSISTANT DIRECTOR, STUDENT AFFAIRS
9429	ASSISTANT DIRECTOR, STUDENT FINANCIAL AID
9532	ASSISTANT DIRECTOR, SUSTAINABILITY & ENERGY MANAGEMENT
9363	ASSISTANT DIRECTOR, TESTING & EVALUATION
9448	ASSISTANT DIRECTOR, UNIVERSITY COUNSELING CENTER
9584	ASSISTANT DIRECTOR, UNIVERSITY EQUAL OPPORTUNITY PROGRAMS
9349	ASSISTANT DIRECTOR, UNIVERSITY FINANCIAL SYSTEMS
9369	ASSISTANT DIRECTOR, UNIVERSITY HOUSING
9380	ASSISTANT DIRECTOR, UNIVERSITY PLANNING & ANALYSIS
9408	ASSISTANT DIRECTOR, UNIVERSITY RELATIONS/PUBLIC AFFAIRS
9418	ASSISTANT DIRECTOR, UNIVERSITY RESEARCH
9498	ASSISTANT GENERAL COUNSEL
9510	ASSISTANT LICENSING ASSOCIATE
9494	ASSISTANT OMBUDS
9414	ASSISTANT UNIVERSITY REGISTRAR
9276	ASSISTANT VICE PRESIDENT, ACADEMIC AFFAIRS
9271	ASSISTANT VICE PRESIDENT, ADMINISTRATIVE AFFAIRS
9378	ASSISTANT VICE PRESIDENT, ADVANCEMENT/ALUMNI AFFAIRS
9504	ASSISTANT VICE PRESIDENT, COMMUNITY RELATIONS
9563	ASSISTANT VICE PRESIDENT, INSTITUTIONAL KNOWLEDGE MANAGEMENT
9491	ASSISTANT VICE PRESIDENT, PRESIDENT'S OFFICE
9270	ASSISTANT VICE PRESIDENT, STUDENT AFFAIRS
9347	ASSISTANT VICE PRESIDENT, UNIVERSITY MARKETING
9301	ASSISTANT VICE PRESIDENT, UNIVERSITY RELATIONS/PUBLIC AFFAIRS
9597	ASSOCIATE ATHLETIC DIRECTOR (A.D.) FOR COMPLIANCE
9589	ASSOCIATE CHEF
9298	ASSOCIATE CONTROLLER
9533	ASSOCIATE DIRECTOR, ACADEMIC AFFAIRS ADMINISTRATION
9251	ASSOCIATE DIRECTOR, ACADEMIC PROGRAMS
9309	ASSOCIATE DIRECTOR, ACADEMIC SUPPORT SERVICES
9357	ASSOCIATE DIRECTOR, ADMISSIONS/REGISTRATION
9313	ASSOCIATE DIRECTOR, ADVANCEMENT/ALUMNI AFFAIRS
9594	ASSOCIATE DIRECTOR, ATHLETICS COMPLIANCE
9322	ASSOCIATE DIRECTOR, BUSINESS & FINANCIAL/AUXILIARY SERVICES
9449	ASSOCIATE DIRECTOR, CAREER DEVELOPMENT SERVICES
9487	ASSOCIATE DIRECTOR, CLINICAL SERVICES STUDENT HEALTH SERVICES
9374	ASSOCIATE DIRECTOR, CONTINUING EDUCATION
9549	ASSOCIATE DIRECTOR, EDUCATIONAL TECHNOLOGY & SUPPORT
9289	ASSOCIATE DIRECTOR, EDUCATIONAL/TRAINING PROGRAMS
9389	ASSOCIATE DIRECTOR, ENVIRONMENTAL HEALTH & SAFETY

9345	ASSOCIATE DIRECTOR, FACILITIES PLANNING
9337	ASSOCIATE DIRECTOR, HUMAN RESOURCES/PERSONNEL RELATIONS
9455	ASSOCIATE DIRECTOR, INFORMATION/PUBLICATIONS SERVICES
9412	ASSOCIATE DIRECTOR, INSTITUTIONAL RESEARCH
9403	ASSOCIATE DIRECTOR, INSTRUCTIONAL SERVICES
9587	ASSOCIATE DIRECTOR, LANDSCAPE & NATURAL RESOURCES
9400	ASSOCIATE DIRECTOR, LEARNING RESOURCES
9416	ASSOCIATE DIRECTOR, MEDICAL/HEALTH ADMINISTRATION
9292	ASSOCIATE DIRECTOR, MULTIPURPOSE FACILITY
9354	ASSOCIATE DIRECTOR, PHYSICAL PLANT
9326	ASSOCIATE DIRECTOR, PURCHASING
9430	ASSOCIATE DIRECTOR, RADIO/TELEVISION STATION
9250	ASSOCIATE DIRECTOR, RESEARCH PROGRAMS/SERVICES
9492	ASSOCIATE DIRECTOR, RESOURCE MANAGEMENT (FAC SAFETY)
9518	ASSOCIATE DIRECTOR, RESOURCES & FACILITIES
9391	ASSOCIATE DIRECTOR, SAFETY & SECURITY
9501	ASSOCIATE DIRECTOR, SMALL BUSINESS DEVELOPMENT
9422	ASSOCIATE DIRECTOR, STUDENT AFFAIRS
9493	ASSOCIATE DIRECTOR, STUDENT FINANCIAL AID
9591	ASSOCIATE DIRECTOR, SUSTAINABILITY & ENERGY MANAGEMENT
9526	ASSOCIATE DIRECTOR, UCF FOUNDATION/HUMAN RESOURCES
9320	ASSOCIATE DIRECTOR, UNIVERSITY AUDIT
9482	ASSOCIATE DIRECTOR, UNIVERSITY BUDGETS
9431	ASSOCIATE DIRECTOR, UNIVERSITY COUNSELING CENTER
9351	ASSOCIATE DIRECTOR, UNIVERSITY HOUSING
9379	ASSOCIATE DIRECTOR, UNIVERSITY PLANNING & ANALYSIS
9285	ASSOCIATE DIRECTOR, UNIVERSITY RELATIONS/PUBLIC AFFAIRS
9306	ASSOCIATE GENERAL COUNSEL
9324	ASSOCIATE UNIVERSITY REGISTRAR
9531	ASSOCIATE VICE PRESIDENT, ACADEMIC AFFAIRS
9318	ASSOCIATE VICE PRESIDENT, ADMINISTRATIVE AFFAIRS
9377	ASSOCIATE VICE PRESIDENT, ADVANCEMENT/ALUMNI AFFAIRS
9507	ASSOCIATE VICE PRESIDENT, COMMUNITY RELATIONS
9244	ASSOCIATE VICE PRESIDENT, HUMAN RESOURCES
9269	ASSOCIATE VICE PRESIDENT, STUDENT AFFAIRS
9296	ASSOCIATE VICE PRESIDENT, UNIVERSITY RELATIONS/PUBLIC AFFAIRS
9208	AUDIT SERVICES/INVESTIGATIONS ADMINISTRATOR
9459	BUSINESS MANAGER
9205	CHIEF AUDIT EXECUTIVE
9544	CHIEF COMPLIANCE & ETHICS OFFICER
9574	CLERKSHIP COORDINATOR
9552	CLINICAL LABORATORY SUPERVISOR
9297	CONTROLLER
9536	COORDINATOR, ACADEMIC ADVISING SERVICES I
9537	COORDINATOR, ACADEMIC ADVISING SERVICES II
9509	COORDINATOR, ACADEMIC AFFAIRS FISCAL ADMINISTRATION

9508	COORDINATOR, ACADEMIC AFFAIRS PERSONNEL ADMINISTRATION
9241	COORDINATOR, ACADEMIC PROGRAMS
9396	COORDINATOR, ACADEMIC SUPPORT SERVICES
9218	COORDINATOR, ACCOUNTING
9225	COORDINATOR, ADMINISTRATIVE SERVICES
9232	COORDINATOR, ADMISSIONS/REGISTRATION
9314	COORDINATOR, ADVANCEMENT/ALUMNI AFFAIRS
9410	COORDINATOR, BROADCASTING
9258	COORDINATOR, BUDGETING
9236	COORDINATOR, BUSINESS & FINANCIAL/AUXILIARY SERVICES
9451	COORDINATOR, CAREER DEVELOPMENT SERVICES
9277	COORDINATOR, CLINICAL PROGRAMS
9370	COORDINATOR, CONTINUING EDUCATION
9291	COORDINATOR, EDUCATIONAL/TRAINING PROGRAMS
9554	COORDINATOR, EMERGENCY MANAGEMENT
9238	COORDINATOR, ENVIRONMENTAL HEALTH & SAFETY
9213	COORDINATOR, EQUAL OPPORTUNITY PROGRAMS
9486	COORDINATOR, FACILITIES OPERATIONS
9346	COORDINATOR, FACILITIES PLANNING
9361	COORDINATOR, HIGH SCHOOL AND/OR COMMUNITY COLLEGE RELATIONS
9215	COORDINATOR, HUMAN RESOURCES/PERSONNEL RELATIONS
9315	COORDINATOR, HUMAN SERVICES
9388	COORDINATOR, INFORMATION/PUBLICATIONS SERVICES
9561	COORDINATOR, INSTITUTIONAL RESEARCH
9520	COORDINATOR, INSTITUTIONAL RESOURCES
9474	COORDINATOR, INSURANCE & RISK
9539	COORDINATOR, LAND MANAGEMENT PROGRAMS
9489	COORDINATOR, LANDSCAPE DESIGN & CONSTRUCTION
9530	COORDINATOR, LEGAL AFFAIRS (COLLEGE OF MEDICINE)
9226	COORDINATOR, MANAGEMENT ANALYSIS
9402	COORDINATOR, PUBLIC FUNCTIONS
9488	COORDINATOR, PURCHASING
9419	COORDINATOR, RESEARCH INFORMATION
9444	COORDINATOR, RESEARCH PROGRAMS/SERVICES
9364	COORDINATOR, SAFETY & SECURITY
9497	COORDINATOR, SPACE UTILIZATION & ANALYSIS
9339	COORDINATOR, STATISTICAL RESEARCH
9427	COORDINATOR, STUDENT AFFAIRS
9282	COORDINATOR, STUDENT FINANCIAL AID
9581	COORDINATOR, UNIVERSITY COMPLIANCE
9352	COORDINATOR, UNIVERSITY HOUSING
9307	COORDINATOR, UNIVERSITY RELATIONS/PUBLIC AFFAIRS
9294	COORDINATOR, UTILITIES/ENERGY MANAGEMENT
9538	COORDINATOR, VICTIM SERVICES
9490	DENTIST
9578	DIRECTOR, ACADEMIC AFFAIRS FISCAL ADMINISTRATION

9246	DIRECTOR, ACADEMIC PROGRAMS
9308	DIRECTOR, ACADEMIC SUPPORT SERVICES
9316	DIRECTOR, ADMINISTRATIVE SERVICES
9358	DIRECTOR, ADMISSIONS/REGISTRATION
9310	DIRECTOR, ADVANCEMENT/ALUMNI AFFAIRS
9528	DIRECTOR, ANALYSIS, ACCREDITATION & PLANNING SUPPORT SERVICES (COLLEGE OF MEDICINE)
9543	DIRECTOR, ANATOMICAL FACILITIES
9517	DIRECTOR, ASSESSMENT FOR THE COLLEGE OF MEDICINE
9593	DIRECTOR, ATHLETICS COMPLIANCE
9596	DIRECTOR, BUDGET INITIATIVES
9321	DIRECTOR, BUSINESS & FINANCIAL/AUXILIARY SERVICES
9300	DIRECTOR, CAREER DEVELOPMENT SERVICES
9519	DIRECTOR, CLINICAL SKILLS LAB
9577	DIRECTOR, COMPLIANCE & ETHICS
9553	DIRECTOR, COMPLIANCE & RISK MANAGEMENT
9368	DIRECTOR, CONTINUING EDUCATION
9579	DIRECTOR, DIVERSITY & INCLUSION
9522	DIRECTOR, EDUCATIONAL TECHNOLOGY & SUPPORT
9287	DIRECTOR, EDUCATIONAL/TRAINING PROGRAMS
9545	DIRECTOR, EMERGENCY MANAGEMENT
9564	DIRECTOR, ENTERPRISE DECISION SUPPORT
9341	DIRECTOR, ENVIRONMENTAL HEALTH & SAFETY
9567	DIRECTOR, FACILITIES OPERATIONS
9344	DIRECTOR, FACILITIES PLANNING
9529	DIRECTOR, FACULTY DEVELOPMENT (COLLEGE OF MEDICINE)
9592	DIRECTOR, FINANCE & ACCOUNTING
9204	DIRECTOR, GOVERNMENTAL RELATIONS
9336	DIRECTOR, HUMAN RESOURCES/PERSONNEL RELATIONS
9454	DIRECTOR, INFORMATION/PUBLICATIONS SERVICES
9338	DIRECTOR, INSTITUTIONAL RESEARCH
9523	DIRECTOR, KNOWLEDGE MANAGEMENT
9516	DIRECTOR, LANDSCAPE & NATURAL RESOURCES
9405	DIRECTOR, LEARNING RESOURCES
9415	DIRECTOR, MEDICAL/HEALTH ADMINISTRATION
9286	DIRECTOR, MULTIPURPOSE FACILITY
9278	DIRECTOR, NURSING SERVICES
9299	DIRECTOR, OPERATIONS ANALYSIS
9325	DIRECTOR, PURCHASING
9409	DIRECTOR, RADIO/TELEVISION STATION
9505	DIRECTOR, REAL ESTATE
9329	DIRECTOR, RESEARCH PROGRAMS/SERVICES
9576	DIRECTOR, RESOURCE MANAGEMENT (FACILITIES & SAFETY)
9573	DIRECTOR, RESOURCES & FACILITIES
9340	DIRECTOR, SAFETY & SECURITY
9500	DIRECTOR, SMALL BUSINESS DEVELOPMENT
9421	DIRECTOR, STUDENT AFFAIRS

9428	DIRECTOR, STUDENT FINANCIAL AID
9440	DIRECTOR, STUDENT HEALTH SERVICES
9521	DIRECTOR, SUSTAINABILITY & ENERGY MANAGEMENT
9371	DIRECTOR, TESTING & EVALUATION
9303	DIRECTOR, UNIVERSITY BUDGETS
9432	DIRECTOR, UNIVERSITY COUNSELING CENTER
9477	DIRECTOR, UNIVERSITY EQUAL OPPORTUNITY PROGRAMS
9350	DIRECTOR, UNIVERSITY HOUSING
9265	DIRECTOR, UNIVERSITY PLANNING & ANALYSIS
9305	DIRECTOR, UNIVERSITY RELATIONS/PUBLIC AFFAIRS
9217	EXECUTIVE ASSISTANT
9586	EXECUTIVE DIRECTOR HUMAN RESOURCES
9546	EXECUTIVE SPEECHWRITER
9356	FINE ARTS PRODUCTION MANAGER
9362	FOOD PRODUCTION LABORATORY MANAGER
9274	GENERAL COUNSEL
9395	INTERNAL AUDITOR/INVESTIGATOR
9569	LEAD DENTIST CLINIC MANAGER
9511	LICENSING ASSOCIATE
9571	MEDICAL TECHNOLOGIST I
9572	MEDICAL TECHNOLOGIST II
9575	MODULE COORDINATOR
9279	PHARMACIST
9280	PHARMACY MANAGER
9462	PHYSICIAN
9464	PHYSICIAN'S ASSISTANT
9540	PRACTICE ADMINISTRATOR
9281	PROFESSIONAL ENGINEER
9582	PROJECT MANAGER
9460	PSYCHIATRIST
9434	PSYCHOLOGIST
9565	SENIOR ASSOCIATE CONTROLLER
9590	SENIOR CHEF
9541	SENIOR CYTOTECHNOLOGIST
9512	SENIOR LICENSING ASSOCIATE
9542	SENIOR MOLECULAR TECHNOLOGIST
9496	SPECIAL ASSISTANT TO THE PRESIDENT
9334	SPECIALIST, COMPUTER RESEARCH
9478	SPECIALIST, COMPUTER SYSTEMS CONTROL
9433	SPECIALIST, MUSIC
9506	SPECIALIST, SOCIAL WORK SERVICES
9495	SPECIALIST, STUDENT COUNSELING
9514	TREASURER
9524	UNIVERSITY OMBUDS OFFICER
9355	UNIVERSITY REGISTRAR
9515	VICE PRESIDENT & CHIEF OF STAFF

9257	VICE PRESIDENT, ADMINISTRATIVE AFFAIRS
9262	VICE PRESIDENT, ADVANCEMENT/ALUMNI AFFAIRS
9499	VICE PRESIDENT, COMMUNITY RELATIONS
9259	VICE PRESIDENT, STUDENT AFFAIRS
9264	VICE PRESIDENT, UNIVERSITY RELATIONS/PUBLIC AFFAIRS
Updated June 20, 2016	



CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9204
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, GOVERNMENTAL RELATIONS

DESCRIPTION

Responsible to a President, the Chancellor, a Vice Chancellor, Vice President, or appropriate administrator*.

Responsible for directing and coordinating the governmental relations program for the University/Board of Regents.

Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Formulates and administers the annual operating budget for the department/ division.

Serves as liaison between the University/Board of Regents and other state agencies/departments and other organizations on governmental relations matters.

Represents the university/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9205

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 3/20/2013

CHIEF AUDIT EXECUTIVE

DESCRIPTION

Responsible to the President of a state university for directing the University Inspector General function to include the implementation of the Inspector General annual work plan. Ensures that an appropriate balance is maintained between audit, investigative, and other accountability activities.

Responsible for developing annual audit plans based on periodic risk assessments and overseeing the conduct of internal audits.

Responsible for reviewing and evaluating internal controls and University rules relating to the programs and operations to ensure fiscal accountability and developing and directing the University's follow-up program of internal and legislative audit recommendations.

Responsible for implementing and directing internal quality assurance review programs and directing a program of management advisory services.

Responsible for reporting to the President the results of all University internal audits and informing the President of significant frauds, abuses, and deficiencies relating to programs and operations within the University.

Initiates, conducts, supervises, and coordinates investigations designed to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and other abuses within the University in accordance with Florida Statutes. Where appropriate, utilizes existing internal processes by referring complaints to designated offices for investigation.

Responsible for advising in the development of performance measures and standards, and assessing the reliability and validity of such information. Reviews actions taken by the University to improve major program performance, meet program standards, and ensure performance data are maintained and properly supported.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience. The appropriate area of specialization must be in accordance with Section 20.055 (4), Florida Statutes. Must possess a Certified Public Accountant or a Certified Internal Auditor certificate.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9208
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 02/24/95

AUDIT SERVICES/INVESTIGATIONS ADMINISTRATOR

DESCRIPTION

Responsible to the Inspector General. Represents the Inspector General in resolving management and planning needs of the Office of Inspector General. Functions for the Inspector General in his/her absence, as required.

Responsible for planning and supervising, the audit, investigative, management advisory, or other functional area within the Office of Inspector General and for implementing the annual work plan.

Advises the Inspector General in the establishment of audit and investigative policy.

Responsible for reporting to the Inspector General, as appropriate, the status of the university audits, investigations, and management advisory services or other accountability activities.

Responsible for interpreting SUS and university policies and determining the effectiveness of policy implementation.

Performs related duties, as deemed appropriate, in order to accomplish the responsibilities of his/her areas.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience. Must possess a Certified Public Accountant or a Certified Internal Auditor certificate.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9213
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 8/2/93

COORDINATOR, EQUAL OPPORTUNITY PROGRAMS

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Manages one or more equal opportunity/affirmative action programs and formulates and recommends policies and procedures to effectively administer such programs.

Interprets equal opportunity/affirmative action administrative rules, and policies and recommends new and improved programs to effectively manage equal opportunity action administration.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific equal opportunity/affirmative action problems and in disseminating information regarding university/SUS rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned areas of equal opportunity/affirmative action. Collects and analyzes data as appropriate.

May serve as liaison between the BOR/university departments and other organizations and governmental agencies involved in equal opportunity/affirmative action programs.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9215
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, HUMAN RESOURCES/PERSONNEL RELATIONS

DESCRIPTION

Responsible to the Director, Human Resources/Personnel Relations or appropriate administrator* in Human Resources/Personnel Relations.

Responsible for managing one or more comprehensive personnel administration programs and for formulating and recommending policies and procedures to effectively administrator such programs.

Responsible for interpreting human resources/personnel relations administrative rules and policies and for recommending new and improved programs to effectively manage human resources/personnel relations administration.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific human resources/personnel relations problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned areas of human resources/personnel relations. Collects and analyzes data as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9216
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ARCHITECT

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for planning, designing, and monitoring the construction and alteration/renovation of university buildings and other structures. Prepares specifications, construction programs, and other documents for construction projects. Prepares and/or reviews schematic, preliminary, and final drawings for buildings and/or remodeling projects.

Coordinates construction projects with professional firms contracted to prepare plans for buildings.
Serves
as liaison with public and governmental agencies in areas related to construction projects.

Observes buildings under construction to ensure compliance with contract documents. Participates in the review and updating of applicable building codes.

Recommends approval/disapproval of proposed change orders to construction contracts. May recommend approval of payment to contractors for work completed.

MINIMUM QUALIFICATIONS

Registration as an architect in accordance with Chapter 481, Florida Statutes*.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9217
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

EXECUTIVE ASSISTANT

DESCRIPTION

Responsible to the Chancellor, Vice Chancellor, President, Provost, Executive Vice President, or Vice President.

Responsible for performing a variety of administrative duties and professional support services. Assists and advises in the development, evaluation, and implementation of goals and objectives within the functional area(s) to which assigned.

Provides research support and conducts special studies and investigations. Makes recommendations for changes to existing policies and procedures as appropriate.

May coordinate budget preparation and administration and related fiscal matters.

May serve as liaison between the program area and other departments/units, state agencies, and outside groups and organizations. May serve on a variety of councils or committees as a representative of the executive.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and three years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and five years of appropriate experience. Additional college course work may substitute at an equivalent rate for the required experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9218
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, ACCOUNTING

DESCRIPTION

Responsible to a Controller, Director or appropriate administrator*.

Responsible for managing one or more fiscal and accounting functions* and for formulating and recommending policies and procedures to effectively administer such programs. Maintains general and/or subsidiary account ledgers and handles a wide variety of funds for a department/unit or the university. Maintains controls and performs balancing operations on accounting activities for the department/unit or university.

Responsible for interpreting fiscal and accounting administrative rules and policies and for recommending new and improved programs to effectively manage fiscal and accounting administration.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific fiscal and accounting problems and in disseminating information in regard to SUS/university rules, policies and contracts.

Designs, develops, and conducts special studies in the assigned area(s) of fiscal and accounting. Collects and analyzes data as appropriate.

Prepares fiscal statements and reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

For some positions assigned to this class special qualifications may be added to the minimum, such as possession of a State of Florida CPA certificate.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9225
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, ADMINISTRATIVE SERVICES

DESCRIPTION

Responsible to a Dean, Director, or appropriate administrator*.

Responsible for managing the administrative and fiscal operations which may include the areas of purchasing, personnel, contracting services, and property control.

Responsible for interpreting administrative and fiscal rules and policies and for recommending new and improved programs to effectively manage administrative and fiscal administration.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific administrative and fiscal problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned areas of administrative and fiscal operations. Collects and analyzes data as appropriate.

Prepares and administers operating budgets.

May serve as liaison between the department/unit and other agencies and departments.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9226
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, MANAGEMENT ANALYSIS

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for managing one or more management analysis programs/functions and for formulating and recommending policies and procedures to improve management capabilities and/or operational procedures.

Responsible for interpreting administrative rules and policies and for recommending new and improved programs.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific management/operational problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies. Collects and analyzes data as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9232
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, ADMISSIONS/REGISTRATION

DESCRIPTION

Responsible to a Director, Admissions/Registration, the University Registrar, or appropriate administrator*.

Responsible for managing one or more admissions and/or registration functions and for formulating and recommending policies and procedures to effectively administer such functions.

Responsible for interpreting admissions and/or registration administrative rules and policies and for recommending new and improved programs and systems to effectively manage admissions and/or registration administration.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific admissions and/or registration problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area(s) of admissions and/or registration. Collects and analyzes data as appropriate.

May serve as liaison between university administrators, students, parents, faculty, staff, and others regarding admissions/registration activities.

May be responsible for participation in recruitment efforts and execution of the institution's recruitment plan.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9236
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, BUSINESS AND FINANCIAL/AUXILIARY SERVICES

DESCRIPTION

Responsible to the Director, Business and Financial/Auxiliary Services or appropriate administrator*. Responsible for managing one or more business and financial/auxiliary services functions and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for interpreting business and financial/auxiliary services administrative rules and policies and for recommending new and improved programs to effectively manage business and financial/auxiliary services administration.

Responsible for assisting in coordinating and controlling activities in the auxiliary services area, which may include: food services, duplicating, printing, parking, traffic, vending, laundry, bookstore, dairy, golf course, and/or other related programs.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific business and financial/auxiliary services problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned areas of business and financial/auxiliary services. Collects and analyzes data as appropriate.

MINIMUM QUALIFICATIONS Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9238
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, ENVIRONMENTAL HEALTH AND SAFETY

DESCRIPTION

Responsible to an Assistant or Associate Director, Environmental Health and Safety or appropriate administrator.*

Responsible for managing one or more environmental health and safety programs and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for interpreting environmental health and safety administrative rules and policies and for recommending new and improved programs to effectively manage environmental health and safety administration.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific environmental health and safety problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area of environmental health and safety. Collects and analyzes data as appropriate.

Coordinates the review of proposed research projects.

May serve as liaison with appropriate State and Federal regulating agencies.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9241
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, ACADEMIC PROGRAMS

DESCRIPTION

Responsible to a Director, Associate or Assistant Director of Academic Programs or appropriate administrator*.

Responsible for the coordination of a specific academic program or project, including program/project planning, evaluation, and implementation.

Conducts research and recommends actions for the establishment of new or the revision of existing academic programs. Assists in planning and implementing new or revised programs, which may include the areas of program review, Planning, or research.

Establishes and maintains close liaison with university and/or Systemwide academic programs to assure coordination of effort and exchange of information. Maintains contacts with agencies outside the SUS/university as appropriate.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her academic program area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9244
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE VICE PRESIDENT, HUMAN RESOURCES

DESCRIPTION

Responsible to the Vice President, Human Resources, or appropriate administrator*. May function for President or Vice President in his/her absence.

Responsible for providing direct assistance for the formulation and implementation of university policies and procedures as they impact on the human resource area.

Directs and supervises the performance of various personnel within the human resource area, including such areas as training, EEO, rules, collective bargaining contract administration, classification and pay, benefits, and recruitment and selection.

Serves on various university committees, as appropriate. May represent the President or Vice President on inter-institutional committees as spokesperson for human resource issues.

Performs related duties as required or deemed appropriate to accomplish the responsibilities and functions of his/her areas.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and seven years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and nine years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND
PROFESSIONAL CLASS CODE 9246
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE 3/2/90

DIRECTOR, ACADEMIC PROGRAMS

DESCRIPTION

Responsible to the Vice Chancellor or appropriate administrator*.

Responsible for the academic programs under his or her management and direction, which may include the areas of program review, planning, or research. Supervises areas of responsibility to ensure that the goals and objectives of the BOR are communicated and met; provides leadership and policy direction.

Compiles information and reports necessary for planning, directing, and reporting academic program activity; develops and implements procedures to ensure the efficient operation of the academic programs. Engages in other activities and projects as assigned.

May represent the Board of Regents on systemwide, or state committees. Attends meetings and conferences with Board staff and other state office staffs.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his or her academic program area(s).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in the appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9250
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, RESEARCH PROGRAMS/SERVICES

DESCRIPTION

Responsible to a Director of a research program or service, or appropriate administrator*. Functions for Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in providing the management, administrative direction, coordination, and control of activities of the appropriate research program or service area.

Advises and assists in the planning, directing and reporting of the activities of the programs administered by the research programs/services areas and assists in developing and implementing procedures for the programs in the research programs/service area.

Assists in formulating and administering annual operating budgets for the research program or service.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND
PROFESSIONAL CLASS CODE 9251
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE 3/2/90

ASSOCIATE DIRECTOR, ACADEMIC PROGRAMS

DESCRIPTION

Responsible to the Director of Academic Programs, or appropriate administrator*. Functions as Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific academic program area(s).

Responsible for assisting in the overall direction and control of one or more academic program area(s), which include program review, planning, or research.

Assists the Director in ensuring that the goals and objectives of the BOR are communicated and met;

Provides leadership and policy direction as appropriate.

Advises and assists the Director in planning, directing and reporting academic program activity, and developing and implementing procedures for the academic program area(s). Engages in other activities and projects as assigned by the Director

May represent the Director on systemwide or state committees.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her academic program area(s).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in the appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9257
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

VICE PRESIDENT, ADMINISTRATIVE AFFAIRS

DESCRIPTION

Responsible to the President or Executive Vice President of a state university.

Responsible for the development of policies for the administrative functions of the university such as, accounting, purchasing, physical plant, auxiliaries, security, environmental health and safety, and administrative computing.

Establishes goals and objectives for the administrative functions and insures that such goals and objectives are met.

Coordinates, develops, recommends, and implements programs/policies and provides leadership and general direction to the administrative divisions within the university.

With the concurrence of the president, serves as spokesman for the administrative areas to external groups, both public and private.

Serves as a member of appropriate university and inter-institutional councils/committees and represents the president as directed.

Performs related duties as required or deemed appropriate to the responsibilities and functions of the office.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and eight years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and ten years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9258
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, BUDGETING

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for managing one or more budgeting functions and for formulating and recommending policies and procedures to effectively administer such functions.

Responsible for interpreting budgeting administrative rules and policies and for recommending new and improved programs to effectively manage budgeting administration.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific budgeting problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area of budgeting and cost studies. Collects and analyzes data as appropriate.

Assists in the preparation of request budgets and allocation of operating funds.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9259
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

VICE PRESIDENT, STUDENT AFFAIRS

DESCRIPTION

Responsible to the President of a state university.

Responsible for all matters pertaining to student activities, services and programs.

Responsible for the formulation, coordination, and implementation of university policies, programs, and services relative to the personal, cultural and general welfare of the student body outside the classroom.

Responsible for directing those departments concerned with the welfare of the student body.
Responsible for providing counseling and advising services to students, faculty, staff, parents and others regarding the activities, programs and procedures affecting the student body.

Represents the institution on state and system wide committees.

Prepares and delivers speeches and talks to various civic, educational, professional and interested community groups on matters of general student welfare.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her office.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and eight years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and ten years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9262
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

VICE PRESIDENT, ADVANCEMENT/ALUMNI AFFAIRS

DESCRIPTION

Responsible to the President or Executive Vice President of a state university.

Responsible for the development of policies in the area of university support/ development and any other areas of administration deemed appropriate by the President.

Directs all operations and activities associated with the receipt, management and administration of resources generated for and by the university and alumni, friends, foundations, corporations, and other private university supporters.

Formulates policies for all advancement activities of a university, implementing and coordinating them among all administrative and/or operational units thereof.

Directs development of private and corporate giving and insures that it is administered in a positive atmosphere that best represents the university.

Directs alumni activities associated with the maintenance of positive relations with alumni and friends of the university. Meets with alumni groups and other interested groups as necessary and/or requested.

May work closely with the university's chief research administrator in the development and administration of research and development funding and/or facilities.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and eight years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and ten years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9264
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 8/2/93

VICE PRESIDENT, UNIVERSITY RELATIONS/PUBLIC AFFAIRS

DESCRIPTION

Responsible to the President or Executive Vice President of a state university.

Responsible for the development of policies in university relations and other areas of administration assigned by the President.

Has primary responsibility for being the university's liaison for governmental affairs with elected officials, municipal and county governments, the State legislature, congressional delegates, business officials, and the communications media.

Formulates, coordinates, and implements policy to obtain support for university objectives from alumni, public officials, and private donors.

Establishes goals and objectives of the university relations area and is accountable for insuring that such goals and objectives are met.

Coordinates departments concerned with obtaining support for university goals including such areas as public relations, alumni affairs, information services, publications, development, and intercollegiate athletics.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area(s).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and eight years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and ten years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9265
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, UNIVERSITY PLANNING AND ANALYSIS

DESCRIPTION

Responsible to the President, Executive Vice President, Vice President or appropriate administrator*. Responsible for developing, monitoring, and coordinating university wide planning processes, and for analyzing, reporting and interpreting activities of all units within the University.

Plans and develops a management information system for data gathering and analysis for detailed academic planning, long range policy development and institutional data reporting requirements.

Conducts studies and research programs throughout the University on such matters as student enrollments, faculty assignments, cost projections and analysis, space utilization and needs assessment, and preparation and distribution of internal and external reports.

Formulates and directs operational policies, interprets Board of Regents and University policy guidelines and procedures to be incorporated within the functional requirements of the Office of University Planning and Analysis.

Supervises the administration of several operating departments, which may include Institutional Research, University Budget Office, Physical Planning and the Computer Center.

May chair data systems policy councils and administrative committees. Serves as a representative for related university and inter-institutional activities as assigned by the President.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of the position or as directed by the President.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9269
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE VICE PRESIDENT, STUDENT AFFAIRS

DESCRIPTION

Responsible to a Vice President, Student Affairs, or appropriate administrator*. May function for the Vice President in his/her absence.

Responsible for the formulation, development and implementation of university policies and procedures affecting on student affairs programs and services.

Responsible for the overall administration and development of student affairs fiscal policy, budgetary guidelines and monitoring and control of funds. Establishes and maintains program accounts and records of programs.

Formulates plans and programs for identifying needs of students. Develops and administers programs required to alleviate problem areas. Reviews and evaluates program effectiveness.

Advises and provides consultation to student groups and organization to advance and develop personal, social and cultural students welfare. Establishes and maintains liaison with community, state and national organizations and agencies in order to improve community relations, existing services and to advance program development.

Represents the university on state and inter-institutional committees.

Supervises the performance of various directors and other personnel associated with programs within a student affairs division.

Performs related work as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and seven years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and nine years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9270
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT VICE PRESIDENT, STUDENT AFFAIRS

DESCRIPTION

Responsible to an Associate Vice President or Vice President, Student Affairs, or appropriate administrator*. May function for the Vice President in his/her absence, as appropriate.

Responsible for the formulation, development and direction of university and division policies which affect student life.

Responsible for the administration of all operational units in the Division of Student Affairs and the coordination of all staff to maximize the integration of policies and achievement of objectives.

Initiates the development of division objectives, and initiates the development of budgetary guidelines and allocation policies; evaluates program effectiveness.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9271
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT VICE PRESIDENT, ADMINISTRATIVE AFFAIRS

DESCRIPTION

Responsible to the Vice President or Associate Vice President, Administrative Affairs, or appropriate administrator*. May function for the Vice President in his/her absence.

Assists with the coordination, guidance, direction and supervision in discharging the overall duties and responsibilities of the Administrative Affairs area.

Responsible for all aspects of a specific program area or areas in the administrative functions of a university, and assists in the formulation, development, and implementation of university policies and procedures.

Directs departments or divisions as assigned and supervises the performance of various personnel associated with programs within the appropriate area of responsibility. May have primary responsibility for preparation and coordination of legislative and operating budget.

May represent the university on matters relating to the administrative areas to which the position is assigned, within the university and to external agencies, both public and private.

May serve as chair of appropriate university committees, and represents the President or Vice President as appropriate.

Performs related duties as required and deemed appropriate to the accomplishment of the responsibilities and functions of the office.

MINIMUM QUALIFICATIONS Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9274
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

GENERAL COUNSEL

DESCRIPTION

At the Board of Regents Office, responsible to the Board of Regents, at the university, responsible to the President.

Responsible for planning, organizing and directing all legal activities for the Board of Regents or a university's administration.

Advises the university administration or the Board of Regents concerning its legal rights and obligations. Represents the Board, university, or employees before courts and administrative bodies in cases involving the Board, university, or employees

Reviews and negotiates contracts, as required.

Acts as an agent of the Board or university in various transactions.

Informs administration of legal aspects of pertinent pending legislation. May draft proposed legislation. Coordinates with outside counsel, as required.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Law degree (L.L.B. or J.D.) and four years' experience as an attorney. Must be a member of the Florida Bar or become a member within twelve months of employment.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9276
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT VICE PRESIDENT, ACADEMIC AFFAIRS

DESCRIPTION

Responsible to the Provost, Vice President or Associate Vice President, Academic Affairs, or appropriate administrator*. May function for the Vice President in his/her absence, as appropriate.

Responsible for all aspects of a specific program area or areas reporting to Academic Affairs at a university, and assists in the formulation, development, and implementation of university policies and procedures.

Assists with the coordination, guidance, direction, and supervision in discharging the overall duties and responsibilities of the Academic Affairs area.

Directs departments or divisions as assigned and supervises the performance of various personnel associated with programs within the appropriate area of responsibility.

May represent the university on matters relating to the Academic Affairs areas(s) to which the position is assigned, within the university and to external agencies, both public and private.

May serve as chair of appropriate university committees, and represents the President, Provost, or Vice President as appropriate.

Performs related duties as required and deemed appropriate to the accomplishment of the responsibilities and functions of the office.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9277
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, CLINICAL PROGRAMS

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for managing one or more client care and treatment programs and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for interpreting client care and treatment administrative rules and policies and for recommending new and improved programs to effectively manage client care and treatment administration.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific client care and treatment problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area of client care and treatment. Collects and analyzes data as appropriate.

Serves as liaison with health care professionals. Coordinates the provision of medical, psychiatric, and psychological services.

Recommends and administers annual operating budgets for the unit.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9278
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, NURSING SERVICES

DESCRIPTION

Responsible to an Assistant Vice President or appropriate administrator*.

Responsible for planning, developing, and implementing nursing services and/or nursing training programs.

Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Formulates and administers the annual operating budget.

Serves as liaison between the university and other state agencies/ departments and other organizations on nursing matters.

Represents the university on SUS or state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Licensed as a registered professional nurse in accordance with Chapter 464, Florida Statutes* and a master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9279
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

PHARMACIST

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for compounding and dispensing medicines prescribed by persons authorized to prescribe under Florida Statutes.

Administers a drug information, disease assessment, and/or medications management program.

Assists in developing and implementing pharmacy policies, methods, and procedures. May consult with health care administrators, physicians, and nurses regarding the methods, procedures, and services of the pharmacy and medication and pharmaceutical services standards related to licensure. Makes recommendations for changes as appropriate.

Inventories and monitors pharmacy drugs and materials. May prepare written specifications as to quantity and source for the purchase of drugs, chemicals, antibiotics, and biological and pharmaceutical preparations used in the treatment of patients.

May supervise pharmacy assistants in the methods and procedures of manufacturing, compounding, and dispensing pharmaceutical drugs.

May serve as liaison between the pharmacy and university personnel, other agencies/departments, and the Florida Pharmaceutical Association.

MINIMUM QUALIFICATIONS

Licensed as a pharmacist in accordance with Chapter 465, Florida Statutes*.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9280
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

PHARMACY MANAGER

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for managing the operations of a university pharmacy.

Plans, organizes, and directs activities involving the compounding, dispensing, and analyses of drugs prescribed for patients.

Administers a drug information, disease assessment, and/or medications management program. May conduct workshops or seminars for pharmacy students, interns, and/or registered pharmacists.

Consults with physicians, nurses, and other health professionals in evaluating the methods, procedures, and services of the pharmacy and makes recommendations for changes as appropriate.

Prepares written specifications as to quantity and source for the purchase of drugs, chemicals, antibiotics, and biological and pharmaceutical preparations used in the treatment of patients. Requisitions pharmaceutical materials and meets with pharmaceutical representatives regarding new drugs and other products.

Serves as liaison between the pharmacy and university personnel, other agencies/departments, and the Florida Pharmaceutical Association.

MINIMUM QUALIFICATIONS

Licensed as a pharmacist in accordance with Chapter 465, Florida Statutes* and two years of appropriate experience.

*See Definition of Terms.

Administrative and Professional

Class Specifications

TITLE: Professional Engineer

JOB CODE: 9281

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 6/17/2016

DESCRIPTION

This is professional and administrative engineering work in a wide variety of engineering fields. May be responsible for planning, coordinating and approving the work of professional and technical staff. Depending on area of assignment, duties may include designing and evaluating various types of equipment and apparatus, developing equipment layouts, preparing engineering plans and specifications, or designing, developing and implementing process technology.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience. May be required to be a Licensed Professional Engineer in the State of Florida.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9282
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, STUDENT FINANCIAL AID

DESCRIPTION

Responsible to the Director, Student Financial Aid or appropriate administrator* in student financial aid. Responsible for managing one or more student financial aid programs and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for interpreting student financial aid administrative rules and policies and for recommending new and improved programs to effectively manage student financial aid administration.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific student financial aid problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area of student financial aid. Collects and analyzes data as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9283
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 4/21/93

ASSISTANT DIRECTOR, CLINICAL PROGRAMS

DESCRIPTION

Responsible to a Director or appropriate administrator. May function for the Director in his/her absence, as required.

Responsible for the development and direction of one or more client care and treatment programs.

Develops and recommends policies relating to the client care and treatment programs. Coordinates the development, implementation, and interpretation of operating procedures.

Assists in ensuring that the goals and objectives of the client care and treatment programs, university, and the SUS are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility.
Responsible for liaison activities between the client care and treatment programs and other departments and agencies.

Coordinates the completion of studies and the preparation of reports.
May serve on university, SUS, and interagency committees.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9284
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, ADVANCEMENT/ALUMNI AFFAIRS

DESCRIPTION

Responsible to the Director or Associate Director, Advancement/Alumni Affairs, or appropriate administrator*. May function for the Director or Associate Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in providing the management, administrative direction, coordination, and control of activities of the Alumni Affairs and/or the Advancement areas.

Assists in coordinating the Advancement/Alumni Affairs activities of the university colleges and/or divisions to maximize effectiveness and prevent duplication of activities directed at specific alumni audiences.

Assists in the planning, directing, reporting, and evaluation of the programs administered by the office. Makes recommendations regarding revisions to program activities.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9285
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, UNIVERSITY RELATIONS/PUBLIC AFFAIRS

DESCRIPTION

Responsible to the Director, University Relations, or appropriate administrator*. Functions for Director in his/her absence as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in the planning, administration, and coordination of university relations, which include public relations and information and may include development programs such as promotional fundraising and alumni participation in support of university programs and activities.

Assists in providing leadership and policy direction in developing public relations programs to obtain support for university goals and objectives.

Developers programs for evaluating the strengths and weaknesses of university relations and development programs; makes recommendations regarding the development and revision of programs.

May represent the Director on university, systemwide, or statewide committees.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area(s).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9286
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, MULTIPURPOSE FACILITY

DESCRIPTION

Responsible to an Assistant or Associate Vice President, a Vice President or appropriate administrator*. Responsible for the development, implementation, and interpretation of policies and procedures necessary for the successful management of the facility, including the scheduling of programs and events and determining support activity requirements.

Develops and maintains an ongoing program to promote and solicit civic and commercial rental of the facility including the negotiation of contract rental rates, requiring substantial contact with civic groups, local, state, and national businesses, university support groups, and other related organizations.

For a student oriented facility, maintains close working relationship with student groups and organizations to insure a schedule of events to meet the needs of various university special interest groups.

For a lodge/conference center facility, responsible for overall management of the lodging, restaurant and food service, safety and security, maintenance, and marketing functions.

Formulates and administers annual operating budgets for the facility. Assesses changes to maintain and forecast income/expense budgets on a per event basis.

Responsible for the employment, training, and supervision of permanent facility staff and special event personnel on a per event basis.

May represent the university on appropriate committee at the national, state, and university level. Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9287
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, EDUCATIONAL/TRAINING PROGRAMS

DESCRIPTION

Responsible to a Dean, an Assistant or Associate Vice President, Vice President or appropriate administrator*.

Responsible for planning, developing, and implementing an educational or training program. Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Formulates and administers the annual operating budget.

Serves as liaison between the university/Board of Regents and other state agencies/departments and other organizations on educational and training matters.

Advises and consults with university deans, directors, chairs, and faculty on matters relative to the educational or training program's mission.

Represents the university/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9289
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, EDUCATIONAL/TRAINING PROGRAMS

DESCRIPTION

Responsible to the Director, Educational/Training Programs or appropriate administrator*.

Assists in the direction of educational/training programs. Functions as the Director in his/her absence, as required.

Assists in insuring that goals and objectives for the department, university and the Board of Regents are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports.

Represents the department on university, SUS or state committees.

Assists in the preparation and administration of the annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9290
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, EDUCATIONAL/TRAINING PROGRAMS

DESCRIPTION

Responsible to the Director or an Associate Director, Educational/Training Programs or appropriate administrator*.

Responsible for development and direction of one or more educational/training programs. May function for the Director or Associate Director in his/her absence, as required.

Develops and recommends policies relating to assigned areas of responsibility. Coordinates the development, implementation and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, university/Board of Regents, and SUS are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility.

Responsible for liaison activities among functional area(s) and other departments.

May serve on university/Board of Regents or SUS committees.

Coordinates the completion of studies and the preparation of reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9291
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, EDUCATIONAL/TRAINING PROGRAMS

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for managing one or more educational or training programs and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for interpreting educational or training administrative rules and policies and for recommending new and improved programs to effectively manage educational or training functions.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific educational or training problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned areas of educational or training programs. Collects and analyzes data as appropriate.

May coordinate a public relations and/or marketing function to communicate with and inform entities of the specific educational or training program.

May serve as liaison with chambers of commerce, governmental and educational systems, the business community, and other groups and individuals.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9292
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, MULTIPURPOSE FACILITY

DESCRIPTION

Responsible to the Director, Multipurpose Facility or appropriate administrator*. Functions for Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for coordinating the use of the facility by students, staff, faculty, and/or athletic organizations. Assists in scheduling activities by preparing and implementing budgets, developing and implementing ticket sales systems, and coordinating special event productions.

Assists in coordinating contract services and university administrative support units.

Assists in the recruitment, training, and supervision of the facility support personnel.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9293
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, MULTIPURPOSE FACILITY

DESCRIPTION

Responsible to the Director or Associate Director, Multipurpose Facility, or appropriate administrator*. May function for the Director or Associate Director in his/her absence. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in the administration, direction and/or supervision of the activities of the multipurpose facility, which may include staff organization and supervision, facility scheduling and maintenance, fiscal policy and procedures, and other appropriate areas.

Assists in ensuring that the goals and objectives of the university, Board of Regents and the multipurpose facility are communicated and met. Provides leadership and policy direction to those areas assigned.

Advises and assists the Associate Director or Director in planning, directing and reporting program activity, and developing and implementing procedures for the program(s) assigned.

May represent the Associate Director or Director on university, systemwide or state committees.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9294
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, UTILITIES/ENERGY MANAGEMENT

DESCRIPTION

Responsible to an Assistant or Associate Director, a Director, or appropriate administrator.*

Responsible for planning and coordinating the campus energy conservation program and for formulating and recommending policies and procedures to effectively administer the University's efficient utilization of energy.

Responsible for the production of university wide energy audits and studies used in identifying all sources of energy consumption.

Works with department chairpersons, deans, and vice presidents concerning energy requirements and demands of each department, and maintains liaison with appropriate federal, state, county, and city agencies regarding energy conservation.

Interprets energy conservation requirements to ensure compliance with government and university mandates.

Works with architects and engineers to ensure obtaining energy efficient designs which comply with applicable energy conservation requirements.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9295
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT CONTROLLER

DESCRIPTION

Responsible to the Controller or an Associate Controller.

Responsible for development and direction of one or more fiscal and accounting functions*. May function for the Controller or Associate Controller in his/her absence, as required.

Develops and recommends policies relating to assigned areas of responsibility. Coordinates the development, implementation, and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, university/Board of Regents, and SUS are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility.

Responsible for liaison activities among functional area(s) and other departments.

May serve on university/Board of Regents or SUS committees.

Coordinates the completion of studies and the preparation of reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

For some positions assigned to this class special qualifications may be added to the minimum, such as possession of a State of Florida CPA certificate.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9296
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 8/2/93

ASSOCIATE VICE PRESIDENT, UNIVERSITY RELATIONS/PUBLIC AFFAIRS

DESCRIPTION

Responsible to the Vice President, University Relations, or appropriate administrator*. May function for the Vice President in his/her absence.

Responsible for representing the president or appropriate vice president in selected functions of university relations activities.

Serves as a liaison with local, county, state, and federal elected officials, business officials, and media representatives. May propose and/or coordinate approved activities to obtain support for university programs, including alumni, business, and private donors.

Assists with the coordination, guidance, direction and supervision in discharging the overall duties and responsibilities of the Office of University Relations.

May be responsible for all aspects of a specific related program area or areas. May direct departments or divisions as assigned and may supervise the performance of various personnel associated with programs within the assigned area or areas of responsibility.

Represents the university at public functions.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of the office.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and seven years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and nine years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9297
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

CONTROLLER

DESCRIPTION

Responsible to a Vice President or appropriate administrator*.

Responsible for planning, developing, and implementing the fiscal and accounting functions of a university.

Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Formulates and administers the annual operating budget.

Serves as liaison between the university/Board of Regents and other state agencies/departments and other organizations on fiscal and accounting matters.

Represents the university/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

For some positions assigned to this class special qualifications may be added to the minimum, such as possession of a State of Florida CPA certificate.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9298
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE CONTROLLER

DESCRIPTION

Responsible to the Controller or appropriate administrator*.

Assists in the direction of fiscal and accounting functions*. Functions as the Controller in his/her absence, as required.

Assists in insuring that goals and objectives for the department, university and the Board of Regents are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports.

Represents the department on university, SUS or state committees.

Assists in the preparation and administration of the annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

For some positions assigned to this class special qualifications may be added to the minimum, such as possession of a State of Florida CPA certificate.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9299
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, OPERATIONS ANALYSIS

DESCRIPTION

Responsible to an Assistant or Associate Vice President, a Vice President, or appropriate administrator*. Responsible for the planning, development, and implementation of special programs, projects, or systems at a university. Conducts feasibility studies and reviews current university operations to improve productivity, communications, and/or the utilization and cost effectiveness of university resources. May coordinate the procurement, installation and training of user personnel in the use of new systems and equipment. Supervises the assigned areas of responsibility to ensure that the established goals and objectives for the department, university, and the Board of Regents are communicated and met.

Provides leadership and direction in policy development, and interprets institution and state policies and procedures to university personnel. May coordinate the activities of several departments/units to insure proper implementation of policy/procedure changes.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9300
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, CAREER DEVELOPMENT SERVICES

DESCRIPTION

Responsible to a Dean, an Assistant or Associate Vice President, a Vice President, or appropriate administrator*.

Responsible for a major division comprised of several departments or programs which may include alumni career services, career advising, career classroom instruction (formal and informal), career counseling, career planning, career related part-time employment, cooperative education, educational brokering, and placement services. Responsible for planning, organizing, developing, administering and budgeting these career related programs and delivery systems.

Provides assistance and consultation to academic departments and other university support programs, schools and colleges, professional organizations, student groups, and employers.

Interprets university policies and governmental rules and regulations to students, faculty, staff and federal, state, industrial, and business representatives in matters pertaining to career development and professional employment.

Responsible for promoting positive public relations between the university and employers. May serve as the liaison between employers and the university in developing financial assistance for the university.

Serves on university or systemwide committees as required.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9301
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 8/2/93

ASSISTANT VICE PRESIDENT, UNIVERSITY RELATIONS/PUBLIC AFFAIRS

DESCRIPTION

Responsible to the Vice President or Associate Vice President, University Relations, or appropriate administrator*. May function for Vice President or Associate Vice President in his/her absence.

Responsible for representing the president or appropriate vice president in selected functions of university relations activities.

Serves as a liaison with local, county, state, and federal elected officials, business officials, and media representatives. May coordinate approved activities to obtain support for university programs, including alumni, business, and private donors.

May be responsible for all aspects of a specific related program area or areas. May direct departments or divisions as assigned by the Vice President and may supervise the performance of various personnel associated with programs within the assigned area or areas of responsibility.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area(s).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9303
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, UNIVERSITY BUDGETS

DESCRIPTION

Responsible to a Vice President or appropriate administrator*.

Responsible for planning, developing and implementing university budgets.

Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Formulates and administers the annual operating budget.

Serves as liaison between the university/Board of Regents and other state agencies/departments and other organizations on budgetary matters.

Represents the university/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9305
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, UNIVERSITY RELATIONS/PUBLIC AFFAIRS

DESCRIPTION

Responsible to an Assistant or Associate Vice President, Vice President, or appropriate administrator*. Responsible for the planning, administration, and coordination of university relations which includes public relations and information and may include development programs such as promotional fundraising and alumni participation in support of university programs and activities.

Provides leadership and policy direction in developing public relations programs to obtain support for university goals and objectives.

Conducts meetings and conferences with employees and university officials in developing, coordinating and evaluating the strengths and weaknesses of the university relations and development programs; prepares recommendations for the university president regarding the development and revision of programs.

Participates in various university steering and operating committees to further the advancement of the university and to facilitate the development and integration of programs.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area(s).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9306
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE GENERAL COUNSEL

DESCRIPTION

Responsible to the General Counsel or appropriate administrator.* Assumes the responsibility for the operation of the office of the General Counsel in the absence of the General Counsel. May be delegated responsibility for the overall direction and management of specific areas of the legal function of the Board of Regents or a university

Assists in planning, organizing, and directing all legal activities involving the Board of Regents or the university.

Advises and consults with university or Board officials on legal rights and obligations and assists in the formulation of legal policy.

Represents the Board, university, or employees before courts and administrative bodies in cases involving the Board, university, or employees.

May assist in drafting proposed legislation for the Board or university. May assist in reviewing and negotiating contracts, as required.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Law degree (L.L.B or J.D.) and two years' experience as an attorney. Must be a member of the Florida Bar or become a member within twelve months of employment.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9307
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, UNIVERSITY RELATIONS/PUBLIC AFFAIRS

DESCRIPTION

Responsible to the Director, Assistant or Associate Director, University Relations, or appropriate administrator*.

Responsible for such activities as coordinating special events and functions designed to promote the academic and non-academic activities within the university. Organizes special events to promote awareness of the University's programs, services, faculty, and students.

Identifies and implements public relations strategies to promote a public identify and image consistent with the university's mission and goals. Serves as liaison with the external community, establishes and maintains communications with community groups, associations and organizations with emphasis on developing a wide external support base.

Coordinates the activities of university units to maximize the efforts and resources devoted to the communication, promotion, and organization of public relations functions and events. May maintain a calendar of university events.

Recommends policy guidelines in the planning and organization of public relations activities. May be responsible for budget management of funds allocated to special events.
May develop and market news and feature material to ensure full media potential, reaching constituencies throughout the local, regional, and state level.

Participates in various steering and operating committees to facilitate the development and integration of programs.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area(s).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9308
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, ACADEMIC SUPPORT SERVICES

DESCRIPTION

Responsible to a Vice President or appropriate administrator*.

Responsible for planning, developing and implementing academic support services.

Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Formulates and administers the annual operating budget.

Serves as liaison between the university/Board of Regents and other state agencies/departments and other organizations on academic support services matters.

Represents the university/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

A Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9309
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, ACADEMIC SUPPORT SERVICES

DESCRIPTION

Responsible to the Director, Academic Support Services or appropriate administrator*.

Assists in the direction of the academic support services function. Functions as the Director in his/her absence, as required.

Assists in insuring that goals and objectives for the department, university and the Board of Regents are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports.

Represents the department on university, SUS or state committees.

Assists in the preparation and administration of the annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9310
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 08/15/08

DIRECTOR, ADVANCEMENT/ALUMNI AFFAIRS

DESCRIPTION

Responsible to an Assistant or Associate Vice President, Vice President, or appropriate administrator.

Responsible for developing programs to provide financial ways and means to continue expansion and development programs of a university, and/or responsible for developing university programs to maintain and promote alumni interest and support.

In the area of advancement, may develop promotional programs to provide funds for such things as student financial aid, library assistance, and special equipment and otherwise funded. May develop methods of systems to provide for such support as corporate giving, estate gifts, annuities, and trust funds.

Supervises the assigned areas of responsibility to ensure that the established goals and objectives for the department, university, and the Board of Trustees are communicated and met. Provides leadership and direction in policy development.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area(s).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9311
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, BUSINESS AND FINANCIAL/AUXILIARY SERVICES

DESCRIPTION

Responsible to the Director or an Associate Director, Business and Financial/Auxiliary Services or appropriate administrator.*

Responsible for development and direction of one or more business and financial/auxiliary services functions. May function for the Director or Associate Director in his/her absence, as required.

Develops and recommends policies relating to assigned areas of responsibility. Coordinates the development, implementation and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, university/Board of Regents, and SUS are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility.

Responsible for liaison activities among functional area(s) and other departments.

May serve on university/Board of Regents or SUS committees.

Coordinates the completion of studies and the preparation of reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9312
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, HUMAN RESOURCES/PERSONNEL RELATIONS

DESCRIPTION

Responsible to the Director or Associate Director, Human Resources/ Personnel Relations.

Responsible for development and direction of one or more human resources/ personnel relations programs. May function for the Director or Associate Director in his/her absence, as required.

Develops and recommends policies relating to assigned areas of responsibility. Coordinates the development, implementation and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, university/Board of Regents, and SUS are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility.

Responsible for liaison activities among functional areas(s) and other departments.

May serve on university/Board of Regents or SUS committees.

Coordinates the completion of studies and the preparation of reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9313
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, ADVANCEMENT/ALUMNI AFFAIRS

DESCRIPTION

Responsible to the Director, Advancement/Alumni Affairs, or appropriate administrator*. Functions as Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in providing the management, administrative direction, coordination, and control of activities of the Alumni Affairs area or the Advancement area.

Assists in ensuring that the goals and objectives for the department, university, and the Board of Regents are communicated and met.

In the area of Advancement, advises and assists in planning, directing, and reporting activities of the programs administered by the Advancement area, including the development of promotional programs to provide funds, development of methods and systems to provide for such support as corporate giving, estate gifts, annuities and trust funds.

In the Alumni Affairs area, advises and assists in planning, directing and reporting activities of Alumni programs, and assists in developing and implementing procedures for these programs.

Coordinates the Advancement/Alumni Affairs activities of the university colleges and/or divisions to maximize their effectiveness and prevent duplication of activities directed at specific alumni audiences.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area(s).

MINIMUM QUALIFICATIONS

_Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9314
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, ADVANCEMENT/ALUMNI AFFAIRS

DESCRIPTION

Responsible to a Director, Associate or Assistant Director, Advancement/Alumni Affairs, or appropriate administrator*.

Responsible for such activities as coordinating non-academic events for the university; planning, organizing, and directing activities for the university which may include such areas as fundraising and public/social function activities; coordinating contact with and involvement of university alumni, as appropriate.

May provide counsel, advice, and technical assistance to colleges and other operational units of the university in the raising of private funds for their projects or programs.

Coordinates the activities of university units to minimize the time and effort required to raise funds, organize public/social functions, or communicate with alumni so as to prevent undue overlap of activities.

In the area of fundraising, coordinates the activities of university units so they do not usurp or negate the central fund raising efforts for an approved, overall university program or project having higher priority than the unit's programs or projects.

In the area of alumni affairs, may promote and develop various methods of obtaining alumni support for fundraising projects.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area(s).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9315
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, HUMAN SERVICES

DESCRIPTION

Responsible to a Director or appropriate administrator.*

Responsible for managing one or more human services programs and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for interpreting applicable rules and policies and for recommending new and improved programs to effectively manage human services program administration.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific human services problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area of human services. Collects and analyzes data as appropriate.

Serves as liaison with and provides consultation to administrators from university departments and agencies and organizations at the local, state, and national levels.

May provide clinical supervision to undergraduate and graduate practicum students.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

Administrative and Professional

Class Specifications

TITLE: Director, Administrative Services
JOB CODE: 9316
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 2/26/16

DESCRIPTION

Responsible to a Dean, Vice President, or appropriate administrator*.

Responsible for the management, direction and coordination of an administrative unit and/or services.

Directs the assigned area of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Develops administrative or fiscal rules and policies and for new and improved programs to effectively manage administrative and fiscal administration.

Directs special projects in the assigned areas of administrative or fiscal operations.

Represents the Dean or Vice President in their absence.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9318
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE VICE PRESIDENT, ADMINISTRATIVE AFFAIRS

DESCRIPTION

Responsible to the Vice President for Administrative Affairs or appropriate administrator*. May function for the Vice President in his/her absence.

Assists with the coordination, guidance, direction and supervision in discharging the overall duties and responsibilities of the Administrative Affairs area.

Responsible for all aspects of a specific program area or areas in the administrative functioning of a university.

Directs departments or divisions as assigned and supervises the performance of various personnel associated with programs within the appropriate areas of responsibility.

Provides direct assistance in the formulation, development, and implementation of university policies and procedures.

Represents the university on matters relating to administrative areas to which the position is assigned, within the university and to external agencies, both public and private.

May serve as chair of appropriate university committees, and represents the President or Vice President as appropriate.

Performs related duties as required and deemed appropriate to the accomplishment of the responsibilities and functions of the office.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and seven years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and nine years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9319
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, PURCHASING

DESCRIPTION

Responsible to a Director, Associate Director, or appropriate administrator*.

Responsible for development and direction of one or more purchasing functions. May function for the Director or Associate Director in his/her absence, as required.

Develops and recommends policies relating to assigned areas of responsibility. Coordinates the development, implementation and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, university/Board of Regents, and SUS are communicated and achieved.

Assists in the preparation of specifications, legal advertisements, formal bid invitations, and correspondence regarding purchasing matters. Negotiates contracts as appropriate.

Recommends operating budgetary needs for assigned areas of responsibility.

Responsible for liaison activities among functional area(s) and other departments.

May serve on university/Board of Regents or SUS committees.

Coordinates the completion of studies and the preparation of reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

Administrative and Professional Class Specifications

TITLE: Associate Director, University Audit
JOB CODE: 9320
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 07/24/01

DESCRIPTION

Responsible to the Chief Inspector General, SUS, or Inspector General, assisting and advising in directing the Inspector General function system-wide or university-wide. Functions for the Chief Inspector General, SUS, or Inspector General in his/her absence.

Responsible for implementing the annual work plan of the Office of Chief Inspector General or Inspector General and for developing and overseeing the implementation of the system-wide or university audit plan.

Responsible for implementing the system-wide or university audit follow-up program.

Responsible for implementing the quality assurance reviews of the University Offices of Inspectors General to ensure adherence to professional auditing standards.

Responsible for implementing procedures to review the audit reports of all Direct Support Organizations, Faculty Practice Plans, and "Other" organizations within the State University System.

Responsible for implementing procedures to investigate allegations received through hot lines established by the State of Florida and other complaints requiring investigation.

Responsible for carrying out the plans for continuing education and training for the staffs of the Inspectors General within the State University System.

Performs related duties, as deemed appropriate, in order to accomplish the responsibilities of the Office of Chief Inspector General or Inspector General.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience. Must possess a Certified Public Accountant or a Certified Internal Auditor certificate.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9321
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, BUSINESS AND FINANCIAL/AUXILIARY SERVICES

DESCRIPTION

Responsible to an Assistant or Associate Vice President, a Vice President, or appropriate administrator*. Responsible for planning, developing and implementing business and financial/auxiliary services functions.

Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Formulates and administers the annual operating budget.

Serves as liaison between the university/Board of Regents and other state agencies/departments and other organizations on business and financial/ auxiliary services matters.

Represents the university/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9322
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, BUSINESS AND FINANCIAL/AUXILIARY SERVICES

DESCRIPTION

Responsible to the Director, Business and Financial/Auxiliary Services or appropriate administrator*. Assists in the direction of the business and financial/auxiliary services functions. Functions as the Director in his/her absence, as required.

Assists in insuring that goals and objectives for the department, university and the Board of Regents are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports.

May serve as liaison with other departments concerning those services and functions provided by business and financial/auxiliary services.

Represents the department on university, SUS or state committees.

Assists in the preparation and administration of the annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9324
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 9/19/86

ASSOCIATE UNIVERSITY REGISTRAR

DESCRIPTION

Responsible to the University Registrar or equivalent higher level administrator. Functions for the Registrar in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting the Registrar in providing the management, administrative direction, coordination, and control of activities within the Registrar's area.

Responsible for developing schedules of classes and examinations; utilization and assignment of instructional space; publication of university course and program catalogs; coordination of university registrar operations with the university's colleges and schools and for inter-institutional relationships; preparing, interpreting, and disseminating academic records for deans, faculty, students, and parents as appropriate.

Responsible for developing programs and operating systems for improving university registrar operations. Prepares budgets for student record keeping activities, and statistical reports and analyses for university, Board of Regents, and governmental agencies.

Responsible for the coordination of data processing services and systems for the Registrar.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and three years directly related professional work experience; or a bachelor's degree in an appropriate area of specialization and five years directly related professional work experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9325
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, PURCHASING

DESCRIPTION

Responsible to an Assistant or Associate Vice President, a Vice President or appropriate administrator*.

Responsible for planning, developing and implementing the purchasing function.

Responsible for the preparation of specifications, legal advertisements, formal bid invitations, and correspondence regarding purchasing matters. Negotiates contracts as appropriate.

Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Formulates and administers the annual operating budget.

Serves as liaison between the university/Board of Regents and other state agencies/departments and other organizations on purchasing matters.

Represents the university/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9326
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, PURCHASING

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for the preparation of specifications, legal advertisements, formal bid invitations, and correspondence regarding purchasing matters. Negotiates contracts as appropriate.

Assists in the direction of the purchasing function. Functions as the Director in his/her absence, as required.

Assists in assuring that goals and objectives for the department, university and the Board of Regents are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports.

Represents the department on university, SUS or state committees.

Assists in the preparation and administration of the annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9327
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, ACADEMIC SUPPORT SERVICES

DESCRIPTION

Responsible to the Director or an Associate Director, Academic Support Services or appropriate administrator.*

Responsible for development and direction of one or more academic support services functions. May function for the Director or Associate Director in his/her absence, as required.

Develops and recommends policies relating to assigned areas of responsibility. Coordinates the development, implementation and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, university/Board of Regents, and SUS are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility.

Responsible for liaison activities among functional area(s) and other departments.

May serve on university/Board of Regents or SUS committees.

Coordinates the completion of studies and the preparation of reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9329
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, RESEARCH PROGRAMS/SERVICES

DESCRIPTION

Responsible to a Dean, Assistant or Associate Vice President, Vice President or appropriate administrator*. Responsible for all programs and activities related to the specific research program or service under his/her management and direction. Plans, organizes and directs the development and implementation of research programs/ services, and implements appropriate university wide policies relating to the specific research area.

Develops and directs the implementation of administrative procedures and recommendations affecting the research program/service. Develops long-range goals and compiles reports necessary for planning, directing and reporting program activity. Directs and supervises support staff.

May serve as liaison with a variety of agencies and professional groups to keep abreast of current developments and to ensure compliance with relevant laws and regulations.

Responsible for coordinating, scheduling and ensuring proper utilization of laboratory or other research facilities.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

For some positions assigned to this class, special qualifications may be added to the minimum, such as professional registration or certification, or medical credentials.

*See Definition of Terms.

Administrative and Professional Class Specifications

TITLE: Specialist, Computer Research

CLASS CODE: 9334

COLLECTIVE BARGAINING STATUS: In-Unit

EFFECTIVE: 09/19/86

DESCRIPTION

Responsible to an Assistant or Associate Director, a Director, or appropriate higher level administrator.

Responsible for coordinating the planning and design of computer-based information systems to support original and independent research projects and programs.

May be responsible for directing and coordinating technical personnel performing programming or analytic work related to such projects.

Maintains knowledge and overview expertise on current industry software to support research requirements.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her areas.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years directly related professional work experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9336
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, HUMAN RESOURCES/PERSONNEL RELATIONS

DESCRIPTION

Responsible to a Vice Chancellor, Vice President or appropriate administrator*.

Responsible for planning, developing and implementing human resources/personnel relations programs. Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and achieved. Provides leadership and direction in policy development.

Formulates and administers the annual operating budget.

Serves as liaison between the University/Board of Regents and other state agencies/departments and other organizations on human resource/personnel relations matters.

Represents the university/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9337
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, HUMAN RESOURCES/PERSONNEL RELATIONS

DESCRIPTION

Responsible to the Director, Human Resources/Personnel Relations.

Assists in the direction of human resources/personnel relations programs. Functions as the Director in his/her absence, as required.

Assists in insuring that goals and objectives for the department, university, and the Board of Regents are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports.

Represents the department on university, SUS, or state committees.

Assists in the preparation and administration of the annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9338
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, INSTITUTIONAL RESEARCH

DESCRIPTION

Responsible to an Assistant or Associate Vice President, a Vice President, or appropriate administrator*. Responsible for planning, organizing and directing institutional research programs and for supporting all internal and external data collection. Directs the activities of support staff performing institutional research in academic and administrative budgetary matters.

Formulates policies and procedures in major areas of concern that are applicable on a university wide basis. Directs fiscal studies including immediate and long-range budget projections based on trends in student enrollment and planned academic programs.

Conducts studies and research related to student enrollment, faculty assignments and productivity, cost data for teaching programs, and student-teacher ratios. Recommends and coordinates matters pertaining to facility priorities and allocations. Maintains liaison with users of data bases and data base management systems. Responsible for compliance with the Public Records Act as it relates to confidentiality of data.

Responsible for the coordination and release of university statistical data requested by individuals outside the university.

Represents the university on statewide committees for research, planning, and analysis.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9339
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, STATISTICAL RESEARCH

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for managing one or more statistical research studies and for formulating and recommending policies and procedures to effectively administer such studies.

Responsible for interpreting administrative rules and policies relating to statistical research studies and for recommending new and improved programs to effectively manage such studies.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific statistical research studies problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area of statistical research. Collects and analyzes data as appropriated.

Coordinates the compilation and analyzes of data.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9340
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, SAFETY AND SECURITY

DESCRIPTION

Responsible to an Assistant or Associate Vice President, a Vice President, or appropriate administrator*. Responsible for planning, developing and implementing safety, security, and law enforcement functions. Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Responsible for directing investigations of crimes and other offenses.

Formulates and administers the annual operating budget.

Serves as liaison between the university/Board of Regents and other state agencies/departments, campus departments, and other organizations on safety and security matters.

Represents the university/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9341
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, ENVIRONMENTAL HEALTH AND SAFETY

DESCRIPTION

Responsible to an Associate or Assistant Vice President, Vice President or appropriate administrator*. Responsible for planning, developing and implementing an environmental health and safety program. Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Directs the review of proposed research projects to determine impact on environmental health and safety programs.

Formulates and administers the annual operating budget.

Serves as liaison between the university/Board of Regents and other state agencies/departments and other organizations on environmental health and safety matters.

Represents the university/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9344
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, FACILITIES PLANNING

DESCRIPTION

Responsible to an Assistant or Associate Vice President, Vice President, or appropriate administrator*.

Responsible for planning, developing, and implementing the facilities planning function. Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Maybe responsible for assisting with campus traffic control and safety, including civil defense and major disaster emergency policies and procedures.

Formulates and administers the annual operating budget for the department/division.

Directs the initiation of cost studies to improve efficiency and service.

Directs and coordinates development of growth plans and estimates for new construction and renovation and insures compliance with university master plan.

Serves as liaison between the university/Board of Regents and other state agencies/departments and other organizations on facilities planning matters.

Represents the university/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9345
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, FACILITIES PLANNING

DESCRIPTION

Responsible to the Director, Facilities Planning or appropriate administrator*.

Assists in the direction of the facilities planning function. Functions as the Director in his/her absence, as required.

Assists in insuring that goals and objectives for the department, university, and the Board of Regents are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports. Maintains data base information for space generation and utilization.

Represents the department on university, SUS or state committees.

Assists in the preparation and administration of the annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9346
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, FACILITIES PLANNING

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for managing one or more facilities planning functions and for formulating and recommending policies and procedures to effectively administer such functions.

Responsible for interpreting facilities planning administrative rules and policies and for recommending new and improved programs to effectively manage facilities planning administration.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific facilities planning problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area of facilities planning. Collects and analyzes data as appropriate.

May approve change orders. Specifies surveys and subsurface requirements, investigates sites, and locates facilities in conformance with master plans.

Serves as liaison with state and federal agencies on educational facilities programs, initiating and reviewing grant requests.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

For some positions assigned to this class, special qualifications may be added to the minimum, such as appropriate professional registration or certification.

*See Definition of Terms

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE 9347

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 09/29/04

ASSISTANT VICE PRESIDENT, UNIVERSITY MARKETING

DESCRIPTION

Responsible to the Vice President, or Associate Vice President, University Relations or appropriate administrator. May function for either in his or her absence.

Responsible for representing the president or appropriate Vice President in university marketing activities.

Serves as a liaison with university administrators and local, county, state, and federal elected officials, business officials, and media representatives.

Directs market activities to promote the university to alumni, businesses, and private individuals.

May be responsible for all aspects of a specific program area or areas.

May direct departments or divisions as assigned by the Vice President and may supervise the performance of various personnel associated with programs within the assigned area or areas of responsibility.

Performs related duties as required and deemed appropriate to the accomplishment of the responsibilities and functions of the office.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE 9349

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 11/13/03

ASSISTANT DIRECTOR, UNIVERSITY FINANCIAL SYSTEMS

DESCRIPTION

Responsible to the Controller or Associate Controller. May function for either in his or her absence.

Plans, organizes, and coordinates data processing programs and systems for the university or departments.

Manages the evaluation and reporting of data processing program activities and makes recommendations to improve data processing operations.

Directs users in the initial implementation and maintenance of computer programs and projects. May assist in forecasting and planning future data processing methods.

Manages the reviews, evaluations, designs, analysis, and modifications of programming systems including encoding, testing, and debugging to support PeopleSoft Financials software applications.

Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams, and documents processes. Writes codes for database access and modifications, including stored procedures.

Reviews and analyzes information and develops new initiatives related to software applications. Coordinates and manages information management solutions. Scopes, plans, and prioritizes multiple projects.

Leads and directs the work of others. Plan and coordinates work teams. Provides technical support to Financial Support Services team members.

May serve on university committees.

Performs related duties as required and deemed appropriate to the accomplishment of the responsibilities and functions of the office.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9350
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, UNIVERSITY HOUSING

DESCRIPTION

Responsible to an Assistant or Associate Vice President, Vice President, or appropriate administrator*. Responsible for the direction and control of a university housing program at a major or branch campus. Responsible for directing both the fiscal and operational aspects of the housing program. Provides direction to staff and ensures compliance with federal, state, and university laws, rules and policies. Responsible for the formulation of university policies affecting residents and programs. Compiles or plans for the compilation of reporting systems to provide program evaluation of the housing operation.

Plans and projects the quantity and type of student housing required to meet anticipated demand. Reviews and approves major renovation and improvement plans for on-campus housing, apartments or special complexes. Supervises university housing to ensure that the goals and objectives of the university are understood and develops procedures to help meet them.

Directs the residence hall or housing units' student development program. Ensures training for resident assistants and instructors to maintain the development programs. Budgets programs as required in planning for a sound developmental program. Directs the service for listing of all off-campus, privately owned or commercial student housing.

Serves as a representative on campus, university wide, and systemwide program committees in related areas of responsibility.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9351
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, UNIVERSITY HOUSING

DESCRIPTION

Responsible to the Director, University Housing, or appropriate administrator*. Functions for Director in his/her absence.

Responsible for a specific housing function or program in its entirety or may be assigned total responsibility and coordination for several housing functions or programs.

Assists in ensuring that goals and objectives for the department, university, and the Board of Regents are communicated and met.

Advises and assists in planning, directing, and reporting the activities and programs administered by the university housing area and assists in developing and implementing procedures for the programs in the university housing area.

Serves as a representative on various university committees in related areas of responsibility.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9352
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, UNIVERSITY HOUSING

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for managing one or more housing programs/functions and for formulating and recommending policies and procedures to effectively administer such programs/functions.

Responsible for interpreting housing administrative rules and policies and for recommending new and improved programs to effectively manage housing administration.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific housing problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area of housing. Collects and analyzes data as appropriate.

Serves as liaison between staff, students, and/or parents and other university offices.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9354
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, PHYSICAL PLANT

DESCRIPTION

Responsible to the Director, Physical Plant or appropriate administrator*.

Assists in the direction of physical plant operations. Functions as the Director in his/her absence, as required.

Assists in insuring that goals and objectives for the department, university and the Board of Regents are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports.

Represents the department on university, SUS, or state committees.

Assists in the preparation and administration of the annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9355
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 9/19/86

UNIVERSITY REGISTRAR

DESCRIPTION

Responsible to an Assistant or Associate Vice President, a Vice President, or equivalent level administrator. Responsible for the planning, organization, and direction of all functional areas within the Registrar's Office, which may include admissions, registration and/or academic record keeping functions of a state university.

Responsible for the administration of university wide policies and procedures within legislative statutes and state regulations regarding admissions, registration, and/or records.

Supervises the assigned areas of responsibility to ensure that the established goals and objectives for the department, university, and the Board of Regents are communicated and met. Provides leadership and direction in policy development.

Formulates and administers annual operating budgets for the functional area.

Serves on appropriate university and systemwide committees, as appropriate.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years directly related professional work experience; or a bachelor's degree in an appropriate area of specialization and six years directly related professional work experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION

ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9356

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 3/10/04

FINE ARTS PRODUCTION MANAGER

DESCRIPTION

Responsible to a Chair, Director or appropriate administrator.

Responsible for all production operations including communications, schedules, budgets, purchasing, troubleshooting, problem resolution and quality control.

Coordinates stage management personnel.

Responsible for supervising and evaluating all lab and practicum students.

Responsible for scenery designs and lighting.

Coordinates space and equipment.

Performs other duties as required or deemed appropriate to accomplish the responsibilities and functions of the office.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9357
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, ADMISSIONS/REGISTRATION

DESCRIPTION

Responsible to the Director, Admissions/Registration or appropriate administrator*.

Assists in the direction of the admissions/registration function. Functions as the Director in his/her absence, as required.

Assists in insuring that goals and objectives for the department, university and the Board of Regents are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports.

Represents the department on university, SUS or state committees.

Assists in the preparation and administration of the annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9358
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, ADMISSIONS/REGISTRATION

DESCRIPTION

Responsible to the University Registrar, a Dean, an Assistant or Associate Vice President, a Vice President or appropriate administrator*.

Responsible for planning, developing and implementing admissions/registration functions.

Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Formulates and administers the annual operating budget.

Serves as liaison between the university/Board of Regents and other state agencies/departments and other organizations on admissions/registration matters.

Represents the university/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9359
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, FACILITIES PLANNING

DESCRIPTION

Responsible to the Director or an Associate Director, Facilities Planning or appropriate administrator*. Responsible for development and direction of one or more facilities planning functions. May function for the Director or Associate Director in his/her absence, as required.

Develops and recommends policies relating to assigned areas of responsibility. Coordinates the development, implementation and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, university/Board of Regents, and SUS are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility.

Maintains data base information for space generation and utilization.

Responsible for liaison activities among functional area(s) and other departments.

May serve on university/Board of Regents or SUS committees.

Coordinates the completion of studies and the preparation of reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9361
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, HIGH SCHOOL AND/OR COMMUNITY COLLEGE RELATIONS

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for managing one or more recruitment programs and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for interpreting student and academic policies and for recommending new and improved programs to effectively manage student and academic programs.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific recruitment/admissions problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area of high school and/or community college relations. Collects and analyzes data as appropriate.

Counsels prospective students, parents, and the general public providing information on the university and its programs.

Coordinates with counterpart professionals in high schools, community colleges, and universities to exchange information regarding available programs and to facilitate the transfer of students.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION

ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9362

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 05/28/04

FOOD PRODUCTION LABORATORY MANAGER

DESCRIPTION

Responsible to the Chair, faculty, or an appropriate administrator.

Supervises and trains laboratory technicians. Assigns tasks and insures completion of work assignments.

Oversees laboratory course requirements. Trains students in proper food handling procedures. Evaluates and grades the progress of students in laboratory classes.

Insures all safety and OSHA standards, production policies, quality controls, and procedures are adhered to and met. Insures all laboratory equipment is cleaned and maintained and food temperatures are monitored and recorded for HACCP compliance.

Forecasts production to prevent over or under production. Develops food and beverage inventory controls and oversees inventory reports. Supervises the purchasing, storage, preparation, and serving of food. Obtains price quotes from vendors for menu items, negotiates contracts, purchases ingredients, and requisitions them for laboratory use.

MINIMUM QUALIFICATIONS

Master's degree. One degree must be in hospitality management or business administration.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9363
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, TESTING AND EVALUATION

DESCRIPTION

Responsible to a Director or an Associate Director, or appropriate administrator*.

Responsible for development and direction of one or more testing and evaluation programs. May function for the Director or Associate Director in his/her absence, as required.

Develops and recommends policies relating to assigned areas of responsibility. Coordinates the development, implementation and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, university/Board of Regents, and SUS are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility.

Responsible for liaison activities among functional area(s) and other departments.

May serve on university/Board of Regents or SUS committees.

Coordinates the completion of studies and the preparation of reports.

Assists in the administration of the State of Florida Testing Program for high school seniors as well as examinations for national testing services and other outside organizations.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION

ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9364

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 11/20/03

COORDINATOR, SAFETY AND SECURITY

DESCRIPTION

Responsible to the Director, Associate Director, or Assistant Director or appropriate administrator*.

Responsible for managing one or more comprehensive safety and security programs and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for interpreting safety and security administrative rules and policies and for recommending new and improved programs.

Assists university/board administrators and inter-institutional groups in resolving specific safety and security problems and in disseminating information in regard to university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned areas of safety and security. Collects and analyzes data as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

* See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9367
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, CONTINUING EDUCATION

DESCRIPTION

Responsible to the Associate Director or Director, Continuing Education, or appropriate administrator*. May function for Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for the development of policies and procedures affecting the coordination and administration of continuing education activities.

Maintains liaison with community groups and individuals in identifying and promoting continuing education courses and programs and in evaluating the educational needs of a geographical area.

May be responsible for the planning and administration of fiscal operations, including the accounting, purchasing, and preparation of operating and legislative budgets.

May have responsibility for the selection and supervision of continuing education employees and for conducting orientation conferences with instructional personnel to explain continuing education operations and to acquaint them with teaching equipment and materials that are available for classroom instruction.

May be responsible for directing the care and maintenance of facilities; ensures that classrooms are equipped with appropriate teaching equipment and materials.

Prepares and maintains course, student, and faculty records.

Evaluates the overall effectiveness of continuing education courses and programs and advises university and high school officials in the development and planning of future educational programs.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9368
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, CONTINUING EDUCATION

DESCRIPTION

Responsible to a Dean, an Assistant or Associate Vice President, a Vice President, or appropriate administrator*.

Responsible for directing a continuing education program at a university. May have responsibility for the management of facilities related to the continuing education program.

Responsible for directing the staff of a continuing education program, including selection of instructors, control of all fiscal matters, and coordination with local, state and federal agencies.

Develops policies and procedures and conducts appropriate research affecting the administration of a continuing education program.

Supervises and directs the quality of educational programs through involvement with academic department heads, deans, community, state and national leaders.

Formulates and administers annual operating budgets for the functional area.

Establishes policies governing the use and control of media devices used in continuing education programs. Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9369
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, UNIVERSITY HOUSING

DESCRIPTION

Responsible to the Director or Associate Director, Housing, or appropriate administrator*. May function for the Director or Associate Director in his/her absence, as required.

Responsible for the coordination and management of a specific housing function or program in its entirety or may be assigned total responsibility and coordination for several housing functions or programs.

Assists in ensuring that goals and objectives for the department, university, and the Board of Regents are communicated and met.

Advises and assists in planning, directing, and reporting the activities of the programs administered by the university housing area, and assists in developing and implementing procedures for the programs in the university housing area.

Coordinates management studies and special projects. Makes recommendations regarding changes to current housing operations.

May serve as liaison between the University Housing Office and other university department/units. May serve on various university and inter-institutional committees.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9370
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 7/3/90

COORDINATOR, CONTINUING EDUCATION

DESCRIPTION

Responsible to an Assistant or Associate Director, a Director, or appropriate administrator*.

Responsible for planning, managing, and evaluating a full program of non-credit and/or credit courses in consultation with the Director, faculty, community, and business leaders.

Evaluates program needs, investigates and formulates new program areas, and supervises and evaluates on-going programs. Interprets policies and procedures for university staff.

Provides advice and counsel on matters of adult education methodology, conference design, and course content.

Supervises publicity and promotion activities to serve Continuing Education objectives, and promotes and arranges for external sponsorship for conference activities.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9371
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, TESTING AND EVALUATION

DESCRIPTION

Responsible to a Dean, Assistant or Associate Vice President, Vice President or appropriate administrator*.

Responsible for the administration and analysis of academic testing programs at a university.

Assists departments in the preparation, administration, and evaluation of examination programs, with responsibilities including orientation testing and other tests used for admission programs, and all national testing programs.

Conducts institutional testing programs for evaluation of student progress, including ensuring the security of the examinations and student results.

Trains and supervises test examiners in administering and evaluating a variety of academic and achievement examinations.

Prepares department operating and legislative budgets and administers all authorized funds.

Maintains university testing records for use in institutional and educational research activities.

Represents the department on university and/or systemwide committees.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9374
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, CONTINUING EDUCATION

DESCRIPTION

Responsible to the Director, Continuing Education, or appropriate administrator*. Functions for the Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of the continuing education area, or a specific functional area within continuing education.

Responsible for assisting in the development of policies and procedures affecting the coordination and administration of a continuing education program, and assisting in directing the instructional programs in a continuing education facility.

Visits community groups and individuals and assists in identifying education objectives and promoting continuing education courses and programs.

Assists in directing the care and maintenance of facilities; ensures that classrooms are equipped with appropriate teaching equipment and materials.

Submits course, student, and faculty records to the Director on a periodic basis.

Assists with the selection and training of new instructors.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9375
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, STUDENT AFFAIRS

DESCRIPTION

Responsible to the Director or an Associate Director, Student Affairs, or appropriate administrator*. Responsible for the development and direction of one or more student affairs programs. May function for the Director or Associate Director in his/her absence, as required.

Develops and recommends policies relating to assigned areas of responsibility. Coordinates the development, implementation and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, university/Board of Regents, and SUS are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility.

Responsible for liaison activities among functional area(s) and other departments.

May serve on university/Board of Regents or SUS committees.

Coordinates the completion of studies and the preparation of reports.

May counsel students in social, cultural, health, and psychological areas affecting student development outside the academic programs.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9377
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE VICE PRESIDENT, ADVANCEMENT/ALUMNI AFFAIRS

DESCRIPTION

Responsible to the Vice President, Advancement/Alumni Affairs, or appropriate administrator*. May function for the Vice President in his/her absence. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in directing the operations and activities associated with the obtaining, receipt, management and administration of resources generated for the university from alumni, friends, foundations, corporations, and other private industry supporters.

Assists in formulating policies in the area of university support/advancement and any other areas of administration as appropriate. Assists in implementing and coordinating policies among all administrative and/or operational units.

May assist in directing development of private and corporate giving and insuring that it is administered in a positive atmosphere that best represents the university.

May assist in directing alumni activities associated with the maintenance of positive relations with alumni and friends of the university. May meet with alumni groups and other interested groups as necessary and/or requested.

Represents the university at public functions relating to Advancement/Alumni Affairs activities.

May assist in the development and administration of research and advancement funding and/or facilities.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of the office.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and seven years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and nine years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9378
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT VICE PRESIDENT, ADVANCEMENT/ALUMNI AFFAIRS

DESCRIPTION

Responsible to the Vice President or Associate Vice President, Advancement/ Alumni Affairs, or appropriate administrator*. May function for the Vice President or Associate Vice President in his/her absence. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in directing the operations and activities associated with the obtaining, receipt, management and administration of resources generated for the university from alumni, friends, foundations, corporations, and other private industry supporters.

May assist in formulating policies in the area of university support/ advancement and any other areas of administration as appropriate. Assists in implementing and coordinating policies among all administrative and/or operational units.

May assist in directing development of private and corporate giving and insuring that it is administered in a positive atmosphere that best represents the university.

May assist in directing alumni activities associated with the maintenance of positive relations with alumni and friends of the university. May meet with alumni groups and other interested groups as necessary and/or requested.

Represents the university at public functions relating to Advancement/Alumni Affairs activities. May assist in the development and administration of research and advancement funding and/or facilities.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of the office.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9379
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, UNIVERSITY PLANNING AND ANALYSIS

DESCRIPTION

Responsible to the Director, University Planning and Analysis or appropriate administrator*. Functions for the Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for developing, monitoring, and coordinating university wide planning processes, and for analyzing, reporting and interpreting activities of all units within the university.

Develops a management information system for data gathering and analysis for detailed academic planning, long range policy development and institutional data reporting requirements.

Conducts studies and research programs throughout the university on such matters as student enrollment, faculty assignments, cost projections, space utilization, and needs assessment, and preparation and distribution of internal and external reports.

Assists in formulating and directing operational policies and interpreting Board of Regents and university policy guidelines and procedures to be incorporated within the functional requirements of the Office of University Planning and Analysis.

Responsible for the direction, coordination and administration of assigned operating departments, which may include Institutional Research, University Budget Office, Physical Planning and/or the Computer Center.

Serves as a representative for related university and inter-institutional activities as assigned by the President. Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9380
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, UNIVERSITY PLANNING AND ANALYSIS

DESCRIPTION

Responsible to the Director or Associate Director, University Planning and Analysis or appropriate administrator*. May function for the Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in developing, monitoring, and coordinating university-wide planning processes and for analyzing, reporting and interpreting activities of all units within the university.

Assists in developing a management information system for data gathering and analysis for detailed academic planning, long range policy development and institutional data reporting requirements.

Conducts studies and research programs throughout the university on such matters as student enrollment, faculty assignments, cost projections, space utilization and needs assessment, and preparation and distribution of internal and external reports.

Assists in formulating and directing operational policies and interpreting Board of Regents and university policy guidelines and procedures to be incorporated within the functional requirements of the Office of University Planning and Analysis.

May be responsible for the direction, coordination, and administration of assigned operating departments, which may include Institutional Research, University Budget Office, Physical Planning and/or the Computer Center.

Serves as a representative for related university and inter-institutional activities as assigned by the President. Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9385
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, ADMISSIONS/REGISTRATION

DESCRIPTION

Responsible to the Director or an Associate Director, Admissions/Registration or appropriate administrator.*

Responsible for development and direction of one or more admissions and/or registration functions. May function for the Director or Associate Director in his/her absence, as required.

Develops and recommends policies relating to assigned areas of responsibility. Coordinates the development, implementation, and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, university/Board of Regents, and SUS are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility.

Responsible for liaison activities among functional area(s) and other departments.

May serve on university/Board of Regents or SUS committees.

Coordinates the completion of studies and the preparation of reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9387
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, PHYSICAL PLANT

DESCRIPTION

Responsible to the Director or an Associate Director, Physical Plant or appropriate administrator*. Responsible for development and direction of physical plant operations. May function for the Director or Associate Director in his/her absence, as required.

Develops and recommends policies relating to assigned areas of responsibility. Coordinates the development, implementation and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, university/Board of Regents, and SUS are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility.

Responsible for liaison activities among functional area(s) and other departments.

May serve on university/Board of Regents or SUS committees.

Coordinates the completion of studies and the preparation of reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9388
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, INFORMATION/PUBLICATIONS SERVICES

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for managing one or more information/publications functions and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for interpreting information/publications administrative rules and policies and for recommending new and improved programs to effectively manage information/publications services.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific information/publications problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned areas of information/publications services. Collects and analyzes data as appropriate.

Serves as liaison with university departments and individuals/groups external to the University.

May be responsible for writing, editing, marketing, and publishing public relations materials.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9389
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, ENVIRONMENTAL HEALTH AND SAFETY

DESCRIPTION

Responsible to the Director, Environmental Health and Safety or appropriate administrator*. Assists in the direction of the environmental health and safety program. Functions as the Director in his/her absence, as required.

Directs the review of proposed research projects to determine impact on environmental health and safety programs. Assists in insuring that goals and objectives for the department, university, and the Board of Regents are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports.

Represents the department on university, SUS, or state committees.

Assists in the preparation and administration of the annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9391
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, SAFETY AND SECURITY

DESCRIPTION

Responsible to the Director, Safety and Security or appropriate administrator*. Assists in the direction of safety and security programs. Functions as the Director in his/her absence, as required.

Assists in insuring that goals and objectives for the department, university and the Board of Regents are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the direction of investigations, crimes, and other offenses on campus.

Assists in the planning and finalizing of studies and reports.

May represent the department on university, SUS or state committees.

Assists in the preparation and administration of the annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9395
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 02/24/95

INTERNAL AUDITOR/INVESTIGATOR

DESCRIPTION

Responsible to an Audit Services/Investigations Administrator, Assistant Audit Services/Investigations Administrator, or other appropriate administrator* in the Office of Inspector General.

Responsible for performing the audit and investigative fieldwork and other duties to implement the annual work plan.

Responsible for interpreting rules and policies of the Office of Inspector General.

Responsible for designing, developing, and conducting special studies and collecting and analyzing data as appropriate.

Performs related duties, as deemed appropriate, in order to accomplish the responsibilities and functions of his/her areas.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

For some positions assigned to this class, special qualifications may be added to the minimum, such as possession of a Certified Public Accountant or a Certified Internal Auditor certificate.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9396
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, ACADEMIC SUPPORT SERVICES

DESCRIPTION

Responsible to the Director, Academic Support Services, or appropriate administrator* in Academic Support Services.

Responsible for managing one or more academic support services functions and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for interpreting academic support services policies and procedures and for recommending new and improved programs to effectively manage academic support services administration.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific academic support services problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area of academic support services. Collects and analyzes data as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9397
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, ENVIRONMENTAL HEALTH AND SAFETY

DESCRIPTION

Responsible to the Director or an Associate Director, Environmental Health and Safety or appropriate administrator.*

Responsible for development and direction of one or more environmental health and safety programs. May function for the Director or Associate Director in his/her absence, as required.

Responsible for assisting in the development and implementation of a comprehensive program to assure compliance with U.S. Nuclear Regulatory Commission and State Health and Rehabilitative Service rules and regulations.

Develops and recommends policies relating to assigned areas of responsibility. Coordinates the development, implementation and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, university/Board of Regents, and SUS are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility.

Responsible for liaison activities among functional area(s) and other departments. May serve on university/Board of Regents or SUS committees.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9398
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, SAFETY AND SECURITY

DESCRIPTION

Responsible to the Director or an Associate Director, Safety and Security or appropriate administrator*. Responsible for development and direction of one or more safety and/or security programs. May function for the Director or Associate Director in his/her absence, as required.

Develops and recommends policies relating to assigned areas of responsibility. Coordinates the development, implementation and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, university/Board of Regents, and SUS are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility.

Responsible for liaison activities among functional area(s) and other departments.

May serve on university/Board of Regents or SUS committees.

Coordinates the completion of studies and the preparation of reports.

Assists in the investigation of crimes and other offenses.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9400
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, LEARNING RESOURCES

DESCRIPTION

Responsible to the Director, Learning Resources, or appropriate administrator*. Functions for Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in providing the management, administrative direction, coordination, and control of activities of the Learning Resources area.

Through liaison with university administrative officials, coordinates administrative and technical support functions within a learning resources center to meet the requirements of its programs and activities.

Assists in planning, directing, and reporting the activities the programs administered by the Learning Resources area, and assists in developing and implementing procedures for the programs in the Learning Resources area.

Develops and directs cost studies for program analysis and to insure proper management of available resources.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9402
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, PUBLIC FUNCTIONS

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for managing one or more public functions or university events and for formulating and recommending policies and procedures to effectively administer such activities.

Responsible for interpreting administrative rules and policies relating to public functions or university events and for recommending new and improved programs to effectively manage public functions or university events.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific public functions or university events problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned areas of public functions or university events. Collects and analyzes data as appropriate.

Serves as liaison with university departments and with groups external to the university.

May negotiate and execute contracts.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9403
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, INSTRUCTIONAL SERVICES

DESCRIPTION

Responsible to the Director, Instructional Services, or appropriate administrator*. Functions for Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Assists in developing and directing instructional services for a university.
Responsible for carrying out policy, priorities, and allocation of resources for instructional improvement programs and projects.

Assists in ensuring that the goals and objectives for the department, university, and the Board of Regents are communicated and met.

Designs and implements mini-courses in instructional development for faculty members in such areas as instructional systems design, computer-assisted instruction, instructional-television sequences, and multi-media presentations.

Assists in the cataloging and storage of audio-visual materials and their release to users. May be responsible for the daily operation of an audio-visual library.

Provides consultant services in instructional development for individual faculty members.

May represent the director on university wide, systemwide, or state committees.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE 9404
COLLECTIVE BARGAINING STATUS Out-of-Unit
EFFECTIVE 2/25/09

ASSISTANT DIRECTOR, EDUCATIONAL TECHNOLOGY

DESCRIPTION

Responsible to the Director or Associate Director, Educational Technology and Support, or appropriate administrator*.

May function for the Director or Associate Director in his/her absence, as required.

May be delegated responsibility for the overall direction and management of a specific functional area.

Assists in the design, implementation and integration of technology and software for the learning environment within a College in such areas as instructional systems, web-based course materials, online courses and educational technologies.

Assists in developing and directing educational technology services and a curriculum management system for a College.

May manage media lab resources and services.

Supervise instructional designers, media production staff, and digital media lab personnel.

Provides training support and consultant services to faculty and staff for educational technology and instructional materials.

Assists in ensuring that goals and objectives for the College and University are communicated and met.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9405
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, LEARNING RESOURCES

DESCRIPTION

Responsible to a Dean, an Assistant or Associate Vice President, a Vice President, or appropriate administrator*.

Responsible for planning, organizing and directing the operations of the University Learning Resources Program including formulation and implementation of policies relating to functions and activities of the Learning Resources area.

Provides coordination of activities and direction to other units/areas for which the position is responsible. Such areas may include instructional media, and instructional curriculum laboratories, educational telecommunications, instructional resource centers, instructional television production, etc.

Develops and coordinates programs for informing faculty and other members of the university community of the various activities of the Learning Resources area to assure optimum utilization of resources available.

Develops long-range goals for continuity of programs based on university needs and growth patterns. Conducts feasibility studies, research, or analyses for use in developing objectives of the Learning Resources area.

Formulates and administers annual operating budgets.

Participates in national, state and local professional meetings in relationship to the position.

Performs related duties as required or deemed appropriate for the accomplishment of responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9406
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, INSTRUCTIONAL RESOURCES

DESCRIPTION

Responsible to the Director or Associate Director, Learning Resources, or appropriate administrator*. May function for the Director or Associate Director in his/her absence. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in the overall operational effectiveness of a University Learning Resources Program of considerable scope and complexity.

Assists in the coordination of the various activities internally within a Learning Resources area and/or is responsible for the coordination of Learning Resources area externally as it serves the complex resource needs of a multi-discipline, educational mission. Works closely with faculty and advises and assists in planning for the most effective utilization of the materials and techniques available.

Assists in the administration, direction and/or supervision of the planning of learning resources activities and for the effective utilization of associate personnel and material.

May conduct special studies, research or analysis with respect to media utilization as an adjunct to instruction. Recommends plans and policies that affect Learning Resources or the utilization of resource materials in instruction.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9408
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, UNIVERSITY RELATIONS/PUBLIC AFFAIRS

DESCRIPTION

Responsible to the Director or Associate Director, University Relations, or appropriate administrator*. May function for the Director or Associate Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in the planning, administration, and coordination of university relations, which includes public relations and information and may include development programs such as promotional fundraising and alumni participation in support of university programs and activities.

Identifies and coordinates public relations strategies to promote a public identity and image consistent with the University mission and goals. Recommends policy and procedure with regard to the planning and organization of public relations activities.

May serve on university, system wide or state committees.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area(s).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9409
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, RADIO/TELEVISION STATION

DESCRIPTION

Responsible to an Assistant or Associate Vice President, Vice President, or appropriate administrator*. Responsible for planning, developing and implementing the overall programming objectives and policies of either a radio or television station.

Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Ensures compliance with the Federal Communications Commission rules and regulations.

Formulates and administers the annual operating budget.

Serves as liaison between the university/Board of Regents and other state agencies/departments and other organizations on radio or television station matters.

Represents the university/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9410
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, BROADCASTING

DESCRIPTION

Responsible to the Director, Radio/Television Station or appropriate administrator*.

Responsible for managing one or more broadcast functions and for formulating and recommending policies and procedures to effectively administer such functions.

Responsible for interpreting broadcast administrative rules and policies and for recommending new and improved programs to effectively manage broadcast administration.

Responsible for, or assists in, meeting FCC rules and regulations.

Assists university/Board of Regents administrators and interinstitutional groups in resolving specific broadcast problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area of broadcasting. Collects and analyzes data as appropriate.

Serves as liaison with faculty, news agencies, broadcast manufacturers, and suppliers. May negotiate and execute contracts with broadcast waivers.

May provide direct supervision to student interns, as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9411
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, INFORMATION/PUBLICATIONS SERVICES

DESCRIPTION

Responsible to the Director or Associate Director, Information/Publications Services or appropriate administrator*. May function for Director or Associate Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific area within information/publications services.

Responsible for assisting in policy development for the overall direction and management of the department and for assigned areas of responsibility.

Responsible for assisting in the overall direction and control of information/ publications services, which may include coordinating a program to provide information, data, and timely reports to the public, press, governmental agencies, and other institutions of higher education and/or the writing, editing, proofreading, production, graphic design and release of university and department catalogues, bulletins, programs, and related materials to ensure consistency of style and presentation.

Advises and assists in planning, directing, and reporting program activity, and planning and implementing procedures within the program, which may include the areas of editorial production, bid specifications, and the dissemination of information and publications.

Assists in ensuring that goals and objectives of the program, university, and Board of Regents are communicated and met, and provides leadership and policy direction as appropriate. Assists in projecting annual budget and advises Director/Associate Director of specific needs relative to future information/publication requirements.

May serve as liaison between department and other university departments/units and external groups and individuals.

May serve on university, system wide or state committees.

Performs related duties as required or deemed appropriate to accomplish the responsibilities and functions of assigned area(s).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9412
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, INSTITUTIONAL RESEARCH

DESCRIPTION

Responsible to the Director, Institutional Research, or appropriate administrator*. May function for the Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in planning, organizing and directing institutional research programs and for supporting all internal and external data collection. Supervises the activities of support staff performing institutional research in academic and administrative budgetary matters.

Assists in formulating policies and procedures in major areas of concern that are applicable on a university wide basis. Coordinates fiscal studies including immediate and long-range budget projections based on trends in student enrollment and planned academic programs.

Coordinates research projects in such areas as student enrollment, faculty assignments and productivity, cost data for teaching programs, and student-teacher ratios. May coordinate matters pertaining to facility priorities and allocations. Maintains liaison with users of data bases and data base management systems.

Responsible for compliance with the Public Records Act as it relates to confidentiality of data. Responsible for assisting in the coordination and release of university statistical data requested by individuals outside the university.

May represent the university on university, system wide, and state committees for research, planning, and analysis.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9413
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, INSTITUTIONAL RESEARCH

DESCRIPTION

Responsible to the Director or Associate Director, Institutional Research, or appropriate administrator*. May function for the Director or Associate Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Performs analytical studies for a variety of internal and external reports required of the University. Responsible for assisting in planning, organizing and directing institutional research programs and for supporting all internal and external data collection.

Responsible for accessing all institutional data in the preparation of reports for management as are required for collective bargaining, planning, and other related functions.

Prepares supporting statistical documentation for use in the preparation of University legislative budget requests, such as student and staff related enrollment and salary studies.

Assists in making recommendations for internal resource allocations, including the compiling and analyzing of data on enrollment (current and projected), salary data, equal opportunity and other university statistics, to provide accurate reporting for both internal and external requests.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9414
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 9/19/86

ASSISTANT UNIVERSITY REGISTRAR

DESCRIPTION

Responsible to the Associate University Registrar or University Registrar, or equivalent higher level administrator. May function for the Registrar or Associate Registrar in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in the planning, organization, and coordination of the admissions and academic record keeping functions of a state university.

Assists in the development of systems and programs for improving university registrar operations. Prepares reports and analyses for university, Board of Regents, and governmental agencies regarding student admissions and registration.

May coordinate the use of data processing services and systems between the Office of the Registrar and the administrative data center.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years directly related professional work experience; or a bachelor's degree in an appropriate area of specialization and four years directly related professional work experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9415
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, MEDICAL/HEALTH ADMINISTRATION

DESCRIPTION

Responsible to an Assistant or Associate Vice President, Vice President, or appropriate administrator*. Responsible for the formulation, development, direction, and supervision of a clinic, laboratory, health center, or similar medical/health related operation. This may include, but not be limited to, areas such as administration, personnel, budget planning, internal communication, facilities, and purchasing.

Ensures that the goals and objectives of the university are communicated and met. Provides leadership and policy direction. Develops and implements procedures to ensure the efficient operation of the area.

Develops and directs studies for program analyses and to insure proper management of available resources. May be responsible for developing and directing continuing education programs for employees, both professional and clerical.

May be responsible for representing the clinic, center or laboratory on university, System wide or statewide committees.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9416
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, MEDICAL/HEALTH ADMINISTRATION

DESCRIPTION

Responsible to a Director, or appropriate administrator* in the Medical/Health Administration area. Functions as director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific program area.

Responsible for assisting the director in providing the management, administrative direction, coordination, and control of activities within the Center, clinic, laboratory, or other medical/health facility. This may include, but not be limited to, financial budgets, cost analyses, personnel, employee relations, plant maintenance, and other special studies or projects.

Monitors and interprets policies, procedures, and actions taken by local, state, and federal agencies whose actions may affect the overall operation of the facility.

Assists in providing continuing education opportunities for staff members.

Represents the director on university, System wide or state committees.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area(s).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9417
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, MEDICAL/HEALTH ADMINISTRATION

DESCRIPTION

Responsible to an Associate Director, Director, or appropriate administrator* in the Medical/Health Administration area. May function as director in his/her absence, as required.

Responsible for the direction, coordination and administration of certain areas of the Medical/health operation, including, but not limited to, financial budgets, cost analyses, information/data processing, physical plant maintenance and security, and employee relations.

Assists the Director and Associate Director, in short and long-range planning; space and facilities analysis, budgeting, and auditing.

May be responsible for liaison activities between functional areas of the operation and other university administrators and for the formulation and interpretation of policies for these areas of responsibility. May serve on university wide and statewide committees concerned with development of standards and policies.

Performs related duties as required or deem appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND
PROFESSIONAL CLASS CODE 9418
COLLECTIVE BARGAINING STATUS Out-of-Unit
EFFECTIVE 3/2/90

ASSISTANT DIRECTOR, UNIVERSITY RESEARCH

DESCRIPTION

Responsible to a Dean, a Director, or appropriate administrator*.

Responsible for assisting in establishing policies for all phases of university research and for ensuring that such policies are implemented and carried out.

Provides executive management, administration, and supervision of all facets of research contract and grant administration throughout the university.

Establishes and maintains day-to-day operations concerned with research proposals to and projects supported by, foundations, state and federal agencies, and industrial and private sponsors. Serves as supervisory authority in matters between research sponsors and university units.

Serves as liaison between university officials and sponsoring agencies in matters relating to preparation, coordination, and supervision of sponsored research fiscal plans, operating budgets, and research personnel management.

Maintains close working relationships with schools, colleges and departments.

Represents the Dean or Director at meetings and conferences held with university officials and/or representatives of sponsoring agencies.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her areas.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9419
COLLECTIVE BARGAINING STATUS: In-Unit
EFFECTIVE: 9/19/86

COORDINATOR, RESEARCH INFORMATION

DESCRIPTION

Responsible to a Dean, an Assistant or Associate Director, a Director, or equivalent higher level administrator.

Responsible for developing, directing, and supervising the preparation and dissemination of a scholarly research-oriented interpretive publication.

Responsible for writing, editing, and publishing a quarterly bulletin on significant graduate research being conducted in all academic areas of the university. Provides information to faculty project directors, and program directors in all areas of research publication.

Develops, directs and supervises the preparation of a monthly information bulletin giving deadline dates for grant applications, grants awarded, new developments, and other news about graduate education and research in the University.

Develops and directs the preparation of an annual report summarizing significant research and graduate education activities and providing a bibliography of scholarly and creative activities.

Maintains liaison with various areas concerning graduate research programs and plans, both within and without the university community, and solicits, secures, coordinates, and develops this information for publication.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her areas.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years directly related professional work experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9421
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, STUDENT AFFAIRS

DESCRIPTION

Responsible to a Vice President or appropriate administrator*.

Responsible for planning, developing, and implementing student affairs programs.

Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Formulates and administers the annual operating budget.

Serves as liaison between the university/Board of Regents and other state agencies/departments and other organization on student affairs matters.

Represents the university/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9422
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, STUDENT AFFAIRS

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Assists in the direction of the student affairs program. Functions as the Director in his/her absence, as required.

Assists in insuring that goals and objectives for the department, university and the Board of Regents are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports.

Represents the department on university, SUS, or state committees.

Assists in the preparation and administration of the annual operating budget.

May counsel students in social, cultural, health, and psychological areas affecting student development outside the academic programs.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9427
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, STUDENT AFFAIRS

DESCRIPTION

Responsible to the Director, Student Affairs, or appropriate administrator* in Student Affairs.
Responsible for managing one or more student affairs programs and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for interpreting student affairs administrative rules and policies and for recommending new and improved programs to effectively manage student affairs administration.
Assists university/Board of Regents administrators and interinstitutional groups in resolving specific student affairs problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area(s) of student affairs. Collects and analyzes data as appropriate.

May counsel students in social, cultural, health, and psychological areas affecting student development outside the academic programs.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9428
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, STUDENT FINANCIAL AID

DESCRIPTION

Responsible to an Assistant or Associate Vice President, a Vice President, or appropriate administrator*.

Responsible for planning, developing and implementing student financial aid programs.
Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained. Provides leadership and direction in policy development.

Formulates and administers the annual operating budget.

Serves as liaison between the university/Board of Regents and other state agencies/departments and other organizations on student financial aid matters.

Represents the university/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

Directs the coordination of the application evaluation and award process to assure student eligibility for loans, scholarships, employment and/or grant programs.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9429
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, STUDENT FINANCIAL AID

DESCRIPTION

Responsible to the Director or an Associate Director, Student Financial Aid or appropriate administrator*. Responsible for development and direction of one or more student financial aid programs. May function for the Director or Associate Director in his/her absence, as required.

Develops and recommends policies relating to assigned areas of responsibility. Coordinates the development, implementation and interpretation of operating procedures. Assists in insuring that the goals and objectives for the department, university/Board of Regents, and SUS are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility.
Responsible for liaison activities among functional area(s) and other departments.

May serve on university/Board of Regents or SUS committees.

Coordinates the completion of studies and the preparation of reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9430
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, RADIO/TELEVISION STATION

DESCRIPTION

Responsible to the Director, Radio/Television Station or appropriate administrator*.
Assists in the direction of radio/television station operations. Functions as the Director in his/her absence, as required.

Assists in insuring that goals and objectives for the department, university and the Board of Regents are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.
Ensures compliance with the Federal Communications Commission rules and regulations.

Assists in the planning and finalizing of studies and reports.

Represents the department on university, SUS or other state committees.

Assists in the preparation and administration of the annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9431
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, UNIVERSITY COUNSELING CENTER

DESCRIPTION

Responsible to the Director, University Counseling Center, or appropriate administrator*. Functions for Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in the development and implementation of a psychological counseling program for university students; planning and implementing in-service experiences for the Counseling Center staff; and preparing and administering the budget for the Counseling Center.

Conducts psychological interviews with university students when psychological counseling and evaluation is indicated. Supervises in-center training experiences of graduate students in psychology and education.

May be responsible for coordinating and conducting research studies and projects.

Serves as a consultant to the university faculty and staff, particularly those individuals who are working in a counseling or advising capacity with students.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Doctorate degree in clinical or counseling psychology or a closely related field; or a master's degree in clinical psychology, mental health counseling, social work, or marriage and family therapy and six years of related experience. Must have a current clinical license in any state and be licensed eligible in the State of Florida.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9432
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, UNIVERSITY COUNSELING CENTER

DESCRIPTION

Responsible to an Assistant or Associate Vice President, a Vice President, or appropriate administrator*. Responsible for developing and implementing a psychological counseling program for university students, and for providing in-service experience for the Counseling Center staff.

Formulates and administers annual operating budgets for the functional area.
Responsible for conducting psychological interviews with university students when psychological counseling and evaluation is indicated.

May be responsible for assisting with or serving as a resource for graduate courses in the appropriate areas of psychology and education. May serve on graduate committees.

Coordinates and conducts research activities and projects.

Serves as a consultant to the university faculty and staff, particularly those individuals who are working in a counseling or advising capacity with students.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Must be licensed as a psychologist and meet requirements as established by the American Psychological Association, which includes a doctoral degree and a supervised practicum experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE 9433
COLLECTIVE BARGAINING STATUS In-Unit
EFFECTIVE 3/2/90

SPECIALIST, MUSIC

DESCRIPTION

Responsible to a Dean or Director, or appropriate higher-level administrator.

Responsible for coordinating the music needs of faculty and/or choreographers and preparing materials related to musical needs of classes in choir, orchestra, band, and/or dance.

Assists university personnel and students in ensemble sessions and repertory classes. Supervises musicians in ensemble sessions.

Accompanies technique classes by selecting, reading, improvising and composing appropriate music and performing it in such a way that it supports and enhances the areas of dance, choir, orchestra and/or band.

Composes music for faculty and student choreographers.

Provides musical resources for performance as required; provides musical resources for departmental audition sessions as required; provides musical resources for touring performance groups as required.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her areas.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years directly related professional work experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE 9434
COLLECTIVE BARGAINING STATUS: In-Unit
EFFECTIVE 10/25/93

PSYCHOLOGIST

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for providing counseling and psychotherapy for individuals, couples, and groups, regarding a wide range of personal concerns related to their goals, needs, values, attitudes, conflicts, personal and interpersonal styles, educational or career choice, academic or work functions, social relationships, developmental or emotional crises, and disabilities of a social, emotional, or physical nature.

Applies principles, methods, and procedures for understanding, predicting, and alleviating intellectual, academic, emotional, psychological, and/or behavioral disability and discomfort and to facilitate effective functioning during the life-span development process, intended to help persons acquire or alter personal- social skills, improve adaptability to changing life demands, enhance environmental-coping skills, and/or develop a variety of problem-solving and decision-making capabilities.

May participate in the educational programs of the university by offering seminars, courses, and/or supervising the clinical, academic and research experiences of students.

Conducts research related to counseling, psychopathology, psychotherapy, understanding mental health characteristics and quality of life as it relates to academic/social/emotional functioning of the college students, understanding the psychological and developmental needs of students, and program evaluation.

May develop, implement and direct clinical programs.

MINIMUM QUALIFICATIONS

A doctorate in psychology from an accredited college or university, which includes one year of supervised internship experience in professional psychology; or licensure as a psychologist by the State of Florida in accordance with Chapter 490, F.S.*

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND
PROFESSIONAL CLASS CODE 9437
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE 3/2/90

ASSISTANT DIRECTOR, ACADEMIC PROGRAMS

DESCRIPTION

Responsible to a Director or Associate Director, Academic Programs, or appropriate administrator*. May function for the Director in his/her absence.

Responsible for assisting the Director in the administration, direction and/or supervision of one or more academic program area(s), which include program review, planning, or research.

Assists the Director in ensuring that the goals and objectives of the BOR are communicated and met; provides leadership and policy direction as appropriate.

Advises and assists the Director in planning, directing and reporting academic program activity, and developing and implementing procedures for the academic program area(s). Engages in other activities and projects as assigned by the director.

May represent the Director on systemwide or state committees.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her academic program area(s).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in the appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9438
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, RESEARCH PROGRAMS AND SERVICES

DESCRIPTION

Reports to the Director or Associate Director of a research program or service, or appropriate administrator*. May function for the Director or Associate Director in his/her absence. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in providing the management, administrative direction, coordination, and control of activities of the research program or service area.

Advises and assists in planning, directing, and reporting the activities of the programs administered by the research program or service area, and assists in developing and implementing procedures for the programs in the research program or service area.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9440
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, STUDENT HEALTH SERVICES

DESCRIPTION

Responsible to the Assistant or Associate Vice President or Vice President, Health Affairs, or appropriate administrator*.

Responsible for planning, organizing and directing a university student health program.

Develops and administers all Student Health Service policies.

Consults and coordinates activities with university and public health officials to develop, evaluate and recommend student health services, and services for the general health of the university.

Coordinates the organization and administration of a student health service budget, including operating and legislative budgets, involving planning, personnel, facility management and purchasing functions.

Supervises medical personnel providing medical care for student injuries and illness.

Prepares reports as necessary for planning, directing and reporting the activities of the Student Health Service.

Performs professional medical services in diagnosing and treating student illnesses and injuries, and appraising student health conditions.

May be responsible for representing the Board of Regents or the Student Health Service on university, system wide or state committees, and attending conferences with the Board staff and other central state office staffs.

Performs related duties as required or deemed appropriate in regard to the Student Health Service.

MINIMUM QUALIFICATIONS

Licensed to practice medicine in the State of Florida plus eight years of experience in the practice of medicine, three of which must have been in an administrative capacity.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9444
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, RESEARCH PROGRAMS/SERVICES

DESCRIPTION

Responsible to the Director, Associate Director or Assistant Director, of the program/service area, or appropriate administrator*.

Responsible for coordinating activities administered by the research program or service area and in the development and implementation of procedures for the program/service area.

Responsible for assisting in the interpretation and implementation of policies and procedures as they apply to assigned areas of responsibility. May recommend changes on policy/procedures as necessary.

Coordinates special studies or projects as directed.

May serve as liaison between the program/service office and outside agencies and the general public.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9448
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, UNIVERSITY COUNSELING CENTER

DESCRIPTION

Responsible to the Director or Associate Director, University Counseling Center, or appropriate administrator*. Functions for Director or Associate Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in the development and implementation of a psychological counseling program for university students; planning and implementing in-service experiences for the Counseling Center staff; and preparing and administering the budget for the Counseling Center.

Conducts psychological interviews with university students when psychological counseling and evaluation is indicated. Assists in supervising in-center training experiences of graduate students in psychology and education.

Assists in stimulating and conducting appropriate research.

Serves as a consultant to the university faculty and staff, particularly those individuals who are working in a counseling or advising capacity with students.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Doctorate degree in clinical or counseling psychology or a closely related field; or a master's degree in clinical psychology, mental health counseling, social work, or marriage and family therapy and four years of related experience. Must have a current clinical license in any state and be licensed eligible in the State of Florida.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9449
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, CAREER DEVELOPMENT SERVICES

DESCRIPTION

Responsible to the Director, Career Development Services, or appropriate administrator*. Functions for Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in the management, coordination, and control of activities within the Career Development Services area, including career advising, career classroom instruction (formal and informal), career counseling, career planning, career-related part-time employment, cooperative education, alumni career services, educational brokering and placement services.

Assists in the development and implementation of policies, rules, and regulations governing assigned responsibilities.

Responsible for developing positive working relationships between the university and employers. Assists in the development of budget requests, accounting procedures, and fiscal controls pertinent to assigned programs.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9450
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT DIRECTOR, CAREER DEVELOPMENT SERVICES

DESCRIPTION

Responsible to the Director or Associate Director, Career Development Services, or appropriate administrator*. Functions for the Director or Associate Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in the management, coordination, and control of activities within the Career Development Services area, including career advising, career classroom instruction (formal and informal), career counseling, career planning, career-related part-time employment, cooperative education, alumni career services, educational brokering and placement services.

Assists in the development and implementation of policies, rules, and regulations governing assigned responsibilities.

Responsible for developing positive working relationships between the university and employers. Liaison between other university departments and the Career Development Services Office.

Supervises follow-up studies and prepares reports regarding the programs and activities of the Career Development Services area.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9451
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, CAREER DEVELOPMENT SERVICES

DESCRIPTION

Responsible to the Director, Career Development Services, or appropriate administrator.*

Responsible for coordinating activities in the effective implementation of a program of career development and/or placement services for undergraduate and graduate students at an institution in the State University System.

Responsible for student recruitment and advising, regarding the marketability of degrees, the use of occupational information materials, credential preparation, interviewing skills, employer contacts and information, and job search strategies.

Assists in developing and maintaining effective contact with business, industrial, and governmental employers in the arrangement, continuance and improvement of job opportunities and work assignments. Establishes and maintains contact with academic administrators and faculty concerning the application and implementation of all functions of the career development and/or job placement programs.

Serves as office liaison in gathering and disseminating career information for job openings and application procedures.

Conducts follow-up studies and prepares statistical information and reports as directed.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9454
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, INFORMATION/PUBLICATIONS SERVICES

DESCRIPTION

Responsible to a Vice President, an Assistant or Associate Vice President, or appropriate administrator*. Responsible for supervising the assigned areas of responsibility to ensure that the established goals and objectives for the department, university, and Board of Regents are communicated and met. Provides leadership and direction in policy development, and has administrative and budgetary responsibility to ensure program direction and control.

In the area of publications services, directs the preparation of authorized publications including university and department catalogues, bulletins and programs and related materials to ensure consistency of style and presentation. Prepares written specifications for bids and negotiates and administers printing contracts. Provides technical editing production advice in the preparation of administrative publications, research manuscripts, and journal publications. Reviews requests for publishing faculty manuscripts and prepares production cost analysis of proposed publications. Reviews manuscripts to determine compliance with established standards and policies.

In the area of information services, responsible for a program to provide information, data, and timely reports to the public, the press, governmental agencies, and other institutions of higher education. Acts as press officer. Supervises the planning for special events such as press luncheons, conferences, dedications, and open houses. Presents speeches to interested public and civic groups. May assist in promoting the university's legislative programs. May plan and direct programs to enhance public acceptance and participation in private support for the university.

May represent the Board of Regents or the university on System wide or State committees, attending meetings and conferences with Board staff and other central State office staffs.

Performs related duties as required or deemed appropriate to accomplish the responsibilities and functions of assigned area(s).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9455
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, INFORMATION/PUBLICATIONS SERVICES

DESCRIPTION

Responsible to the Director, Information/Publications Services, or appropriate administrator*. Functions as Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific area within information/publications services.

Responsible for assisting in policy development for the overall direction and management of the department and for assigned areas of responsibility.

Responsible for assisting in the overall direction and control of information/ publications services, which may include coordinating a program to provide information, data, and timely reports to the public, press, governmental agencies, and other institutions of higher education and/or the design and publication of university and department catalogues, bulletins, programs, and related materials to ensure consistency of style and presentation.

Advises and assists in planning, directing and reporting program activity, and planning and implementing procedures within the program, including editorial production, bid specifications, and the dissemination of information and publications.

Assists in ensuring that goals and objectives of the program, university, and Board of Regents are communicated and met, and provides leadership and policy direction as appropriate. Assists in projecting annual budget and advises appropriate administrators of specific needs relative to requests for future publication requirements.

May represent the director/university on university, System wide or State committees.

Performs related duties as required or deemed appropriate to accomplish the responsibilities and functions of assigned area(s).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9459
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

BUSINESS MANAGER

DESCRIPTION

Responsible to a Dean, Director, or appropriate administrator*.

Responsible for fiscal, personnel, purchasing and/or other administrative functions for the college, division, program or institute.

Formulates and implements fiscal policies and procedures for the program or unit. Assists in short and long range planning and research.

Coordinates and/or prepares legislative and operating budgets and reviews expenditures for budgetary control. Controls receipt and/or disbursement of funds to and from the program or unit.

Recommends investments and maintains financial portfolios. Assists in the planning, negotiation, preparation, and administration of contracts.

Prepares or supervises the preparation of required financial statements, and reports. Makes presentations regarding the financial status of the program or unit.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE 9460
COLLECTIVE BARGAINING STATUS: In-Unit
EFFECTIVE 3/2/90

PSYCHIATRIST

DESCRIPTION

Responsible to the Chief of the Mental Health Section, the Chief of Clinical Services, the Director, Student Health Service, or the Director of the Student Counseling Center, or appropriate administrator.*

Responsible for providing general psychiatric care for students with emotional, social or academic problems.

Performs individual examinations and counseling to evaluate degree of disturbance, and makes recommendations as to appropriate care.

Provides continued care for emotionally disturbed patients in the form of individual or group psychotherapy, chemotherapy or short-term hospitalization at the Student Health Service.

Acts as consultant in matters of mental health to any agency or department within the university and coordinates these matters with the Office of Student Affairs, the University Counseling Center, Department of Housing, Resident Counselors and physicians in the Student Health Service.

Participates in and promotes programs for the prevention of emotional disturbance within the university and surrounding community relating to individual continuing cases and general community mental health programs.

Conducts research into mental health problems, publishes findings and maintains ongoing educational programs for the education of the general university community.

Establishes training programs for medical students and psychiatric residents assigned to the Mental Health Service and responsible for the supervision of their development.

Prepares comprehensive records on patient evaluations, treatment and disposition.

MINIMUM QUALIFICATIONS

Licensed to practice medicine in the State of Florida plus completion of necessary internship, three years of psychiatric residency and one year of post residency in psychiatry.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE 9462
COLLECTIVE BARGAINING STATUS: In-Unit
EFFECTIVE 4/1/93

PHYSICIAN

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for providing medical care, including outpatient and/or in hospital examinations/diagnoses and treatment/therapy, and/or minor surgical procedures.

Prepares medical records and correspondence relating to patient care.

Conducts health counseling in preventative medicine, sex education, premarital and marital problems, emotional disturbances, or any other appropriate area requiring professional attention.

Conducts research and/or studies in a medical specialty area.

Provides consultative services to University administrators and department heads in matters relating to students' health limitations, needs, fitness, and ability to return to academic work. Consults with relatives of student patients when appropriate.

Conducts health seminars in assigned residence halls and/or student organizations. Maintains close liaison with residence hall counselors in matters concerning student health care. Attends, participates in and conducts staff teaching conferences.

MINIMUM QUALIFICATIONS

Licensed to practice medicine in accordance with Chapter 458, Florida Statutes* plus four years of appropriate experience. Completion of a residency program may substitute for the required experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE 9464
COLLECTIVE BARGAINING STATUS: In-Unit
EFFECTIVE 3/2/90

PHYSICIAN'S ASSISTANT

DESCRIPTION

Responsible to a university physician or appropriate administrator*.

Responsible for assisting a university physician in providing medical care including minor surgical procedures and suturing.

Initiates requests for radiological or laboratory work, evaluates results and prescribes medication or treatment.

Assists in the training of Physician's Assistant students through demonstration, supervision and evaluation of ongoing activities.

Attends medical staff meetings, staff conferences or in-service educational meetings.

May conduct health seminars.

MINIMUM QUALIFICATIONS

Must meet certification requirements as outlined in Chapter 458, Florida Statutes.

*See Definition of Terms

Administrative and Professional Class Specifications

TITLE: Assistant Athletic Director (A.D.) for Compliance

JOB CODE: 9472

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 05/05/15

DESCRIPTION

Responsible to the Chief Compliance and Ethics Officer.

Oversees the management of the Athletics Compliance Office (ACO).

Responsible for the development, implementation, and maintenance of strategies and related NCAA, Conference, UCF, and UCFAA policies and procedures, and goals and objectives concerning area of responsibility.

Responsible for a comprehensive rules education program for athletics department staff and student-athletes.

Develops and coordinates a system for disseminating information to UCF and UCFAA staff on current rules, proposals and new rules.

Designs, implements, and evaluates a comprehensive rules monitoring system to ensure compliance to related policies and procedures.

Responsible for ensuring adherence to NCAA continuing certification.

Oversees student financial aid and admissions compliance for student athletes.

Oversees the investigation and reporting of alleged violations of NCAA regulations to University Compliance and Ethics Office, Athletics Director and NCAA.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9474
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 12/21/90

COORDINATOR, INSURANCE AND RISK

DESCRIPTION

Responsible to a Director or appropriate administrator*.

Responsible for managing one or more insurance and risk or loss prevention programs and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for interpreting applicable laws, rules, and policies and for recommending new and improved programs to effectively manage insurance and risk administration.

Assists university/BOR administrators and inter-institutional groups in resolving specific insurance and risk problems and in disseminating information regarding university/SUS rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned areas of insurance and risk or loss prevention. Collects and analyzes data as appropriate.

Serves as liaison between university departments and other individuals/groups external to the university.

Investigates complaints and/or researches and responds to inquiries regarding claims.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9477
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

DIRECTOR, UNIVERSITY EQUAL OPPORTUNITY PROGRAMS

DESCRIPTION

Responsible to an Associate or Assistant Vice President, Vice President, or appropriate administrator*. Responsible for the direction, supervision, and implementation of equal opportunity/affirmative action programs to ensure that the established goals and objectives for the department, the university, and the Board of Regents are communicated and met. Provides leadership and direction in policy development. Responsible for program planning, evaluation, and implementation; planning, coordinating, and monitoring the university's AA/EO programs/plans in admissions, employment, promotion, recruitment, and separation of university employees', analyzes and interprets AA/EO goals and progress.

May serve as the chief investigator of formal and informal charges of discrimination, denial of equal employment opportunity or failure to take affirmative action.

Works with minority and women's organizations, community action groups, and community service programs to improve the university's image and develop recruitment sources for minorities and women.

Represents the university/department on appropriate committees at the university, State, local, and/or national level. Works with university committees in reviewing the implementation and goals of affirmative action plans.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her areas.

MINIMUM QUALIFICATIONS

A master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

*See Definition of Terms.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9478

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 3/2/90

SPECIALIST COMPUTER SYSTEMS CONTROL

DESCRIPTION

Responsible to a Director or appropriate administrator.

Responsible for administering the interaction of multiple computer system control programs and/or subsystems in support of the computing software and hardware elements and architecture.

Responsible for interpreting administrative rules and policies and for recommending new and improved policies and procedures required to effectively administer the computing resources.

Consults with computer applications developers and users in the design and interface of functional area applications programs and systems. Administers the problem management function for the unit.

Coordinates the development and conducts special studies to support the multiple systems control programs and/or subsystems.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and five years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9482
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, UNIVERSITY BUDGETS

DESCRIPTION

Responsible to the Director, University Budgets, or appropriate administrator*. Assists in the planning, developing, and implementing of university budgets. Functions as the Director in his/her absence, as required.

Assists in insuring that goals and objectives for the department, university and the Board of Regents are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports.

Represents the department on university, SUS or State committees.

Assists in the preparation and administration of the annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

Administrative and Professional Class Specifications

TITLE: Assistant Director, Space Utilization and Analysis

JOB CODE: 9484

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 7/3/2015

DESCRIPTION

Responsible to the Vice Provost and Chief Information Officer or other appropriate administrator.

Responsible for planning and coordinating campus-wide use of space and physical facilities.

Consults with colleges and administrative units regarding space needs, limitations, and maximization of space usage.

Develops analytical studies in support of space or physical facility changes.

Informs colleges and departments of rent expenditure costs and changes.

Reviews and prepares building space utilization reports as needed for required agency reporting and inventory tracking systems.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

JOB CODE: 9486

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 08/16/12

COORDINATOR, FACILITIES OPERATIONS

DESCRIPTION

Responsible to the Director, Facilities Operations or appropriate administrator.

Responsible for managing one or more facilities operations and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for interpreting facilities operations administrative rules and policies and for recommending new and improved programs to effectively manage facilities operations administration.

Assists university administrators and interinstitutional groups in resolving specific facilities operations problems and in disseminating information in regard to university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area of facilities operations.

Collects and analyzes data as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9487
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 7/21/86

ASSOCIATE DIRECTOR FOR CLINICAL SERVICES, STUDENT HEALTH SERVICES

DESCRIPTION

Responsible to the Director, Student Health Services, or equivalent higher level administrator. Functions as Director in his/her absence, as required. May be delegated responsibility for the overall direction and management of clinical services.

Responsible for planning, directing, and controlling the operation of a variety of medical clinics and in-patient units. Advises and assists in planning, directing and reporting clinical service activity, and develops and implements policies and procedures for clinical services. Provides clinical consultative services to medical staff as needed. Ensures clinical activities are in compliance with Student Health Services, state and federal statutes, and Board of Regents guidelines.

Ensures the quality of professional standards at levels required by hospital accrediting and licensing agencies.

Direct supervision over chiefs of all general and specialty clinics and the medical staff.

Projects organizational goals in patient care, teaching and research, and plans improvements to existing services and expansion of services in anticipation of patient needs and effective expenditure of allocated funds.

Supervises medical students, physician's assistant students, and interns and residents during the course of their rotation.

Serves on university, Systemwide, or state committees. Performs related duties as required or deemed appropriate in regard to clinical services.

MINIMUM QUALIFICATIONS

Licensed to practice medicine in the State of Florida plus four years of clinical experience as an M.D., three of which must have been in a student health service or a comparable health care agency.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9488
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, PURCHASING

DESCRIPTION

Responsible to the Director, Purchasing or appropriate administrator*.

Responsible for managing one or more purchasing functions and for formulating and recommending policies and procedures to effectively administer such functions.

Responsible for interpreting purchasing administrative rules and policies and for recommending new and improved programs to effectively manage purchasing administration.

Assists university/Board of Regents administrators and interinstitutional groups in resolving specific purchasing problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area of purchasing. Collects and analyzes data as appropriate.

Assists in the preparation of specifications, legal advertisements, formal bid invitations, and correspondence regarding purchasing matters.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

JOB CODE: 9489

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 10/24/12

COORDINATOR, LANDSCAPE DESIGN AND CONSTRUCTION

DESCRIPTION

Responsible to the Director, Landscape and Natural Resources or appropriate administrator.

Responsible for managing one or more landscape design functions and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for interpreting landscape design administrative rules and policies and for recommending new and improved programs to effectively manage facilities operations administration.

Assists university administrators and interinstitutional groups in resolving specific landscape design problems and in disseminating information in regard to university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area of landscape design.

Collects and analyzes data as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE 9490
COLLECTIVE BARGAINING STATUS: In-Unit
EFFECTIVE 3/2/90

DENTIST

DESCRIPTION

Responsible to the Assistant or Associate Director or Director, Student Health Service, or equivalent higher level administrator.

Responsible for providing general dental care to university students through the Student Health Service. Performs restorative dental work.

Performs examinations and evaluations of patients and counsels them in regard to their dental health. Makes recommendations and referrals to other dental or health resources. Attends professional staff meetings and conferences.

Counsels students in dental health care programs.

May be responsible for the development and operation of a dental program in a Student Health Service, including maintenance of complete and accurate records and charts relative to student dental care.

May be responsible for supervision of dental hygienists and dental auxiliaries in the performance of dental hygiene services and other dental work, including assisting in their training through demonstration, supervision and evaluation of performance.

May be responsible for representing the Student Health Service regarding dental matters.

MINIMUM QUALIFICATIONS Graduation from an approved school of dentistry, and licensed as a dentist by the State of Florida Board of Dentistry.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9491

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 10/31/12

ASSISTANT VICE PRESIDENT, PRESIDENT'S OFFICE

DESCRIPTION

Responsible to the President and Vice President of the university. May function for the Vice President in his or her absence.

Responsible for representing the President or Vice President at university events. Promotes the university to state, local, and appointed and elected officials.

Serves as a liaison with university administrators and local, county, state, elected officials, and business officials.

Responsible for all aspects of President's Leadership Council, Board of Governors meetings held at UCF, and most aspects of the Board of Trustees.

Responsible for ad hoc assignments as directed. May represent the university on matters relating to the Office of the President to which the position is assigned, within the university and to external agencies, both public and private.

Performs related duties as required and deemed appropriate to the accomplishment of the responsibilities and functions of the office.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

JOB CODE: 9492

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 11/21/12

ASSOCIATE DIRECTOR, RESOURCE MANAGEMENT (FACILITIES AND SAFETY)

DESCRIPTION

Responsible to the Director Resource Management or appropriate administrator.

Responsible for Central Stores, Central Receiving, Postal Services, Surplus Property, and other university-wide enterprise functions in the Facilities and Safety subdivision.

Develops, implements, and enforces policies and procedures to ensure that the university enterprise functions and activities comply with federal, state, and university laws, rules, regulations, guidelines, and policies.

Develops and implements new university-wide enterprise functions.

Insures established goals and objectives are communicated and attained.

Administers annual operating budgets.

Serves in liaison between the university and external agencies regarding enterprise functions and services.

Serves on university on committees to represent university-wide enterprise functions.

Oversees enterprise staff.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9493
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSOCIATE DIRECTOR, STUDENT FINANCIAL AID

DESCRIPTION

Responsible to the Director, Student Financial Aid or appropriate administrator*.

Assists in directing the coordination of the student financial aid function. Functions as the Director in his/her absence, as required.

Assists in insuring that goals and objectives for the department, university and the Board of Regents are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports.

Represents the department on university, SUS or State committees.

Assists in the preparation and administration of the annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

*See Definition of Terms.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9494
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 02/23/16

ASSISTANT OMBUDS

DESCRIPTION

Reports to the Ombuds Officer or appropriate administrator.

Provides guidance to individuals from the entire university community (students, faculty, staff, alumni, and parents) regarding processes, policies, and identifies and provides information to them for appropriate resources and applicable channels.

Performs initial assessments of student-related concerns brought to the Ombuds Office.

Assists in marketing efforts to educate the university community regarding the role of the Ombuds Office by providing information at events and presentations and distributing brochures.

Assists the Ombuds Officer in the collection of data and reporting for issues brought to the Ombuds Office.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE 9495
COLLECTIVE BARGAINING STATUS: In-Unit
EFFECTIVE 9/19/86

SPECIALIST, STUDENT COUNSELING

DESCRIPTION

Responsible to a Dean, a Director or Associate Director, or equivalent higher level administrator. Responsible for providing counseling services for individuals and groups regarding a wide range of personal concerns related to their goals, needs, values, attitudes, conflicts, personal and interpersonal problems, educational or career choice, academic or work functioning, social relationships, and crisis related to developmental stages and life transitions through participation in all aspects of the university counseling or mental health service.

Applies principles, methods and procedures for facilitating effective functioning during the life-span developmental process, intended to help persons acquire or alter personal-social skills, improve adaptability to changing life demands, enhance environmental-coping skills, and develop a variety of problem-solving and decision-making capabilities.

Provides professional consultation for students, faculty, staff, parents, and others regarding a variety of issues related to personal growth and adjustment, developing in service training programs, and assisting the educational institution in designing methods of coping with persistent problems of the students.

Participates in the educational programs, both graduate and undergraduate, of the departments of counselor education, psychology, psychiatry, and others by participating in or offering seminars and courses, supervising the clinical, academic and research experiences of students.

Conducts research related to counseling, student development and university life, student needs assessment, and to the evaluation of outreach programs serving student needs.

Serves on university committees and is active in regional, state, and national professional organizations.

MINIMUM QUALIFICATIONS

Must be licensable as a mental health counselor in the State of Florida. Must have a master's degree in mental health counseling, guidance, psychology, or rehabilitation counseling at a college or university accredited by an accrediting agency approved by the United States Department of Education.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9496

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 12/21/12

SPECIAL ASSISTANT TO THE PRESIDENT

DESCRIPTION

Reports to the University President.

Serves as a senior level advisor to the President.

Consults with the President and formulates recommendations regarding communications having significant impact upon the university.

Manages special projects as assigned by the President.

Conducts research for the President.

May communicate on the President's behalf to dignitaries, and senior university management, and faculty and staff.

Works with senior university management and external constituents to present and resolve problems addressed to the President.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9497
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

COORDINATOR, SPACE UTILIZATION AND ANALYSIS

DESCRIPTION

Responsible to an Associate Director or appropriate administrator*.

Responsible for managing one or more space utilization and analysis programs and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for interpreting administrative policies and procedures and for recommending new and improved programs to effectively manage space and facilities administration.

Assists university/Board of Regents/other agency administrators and interinstitutional groups in resolving specific space and facility utilization problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned area of space utilization and analysis. Collects and analyzes data as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9498
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/2/90

ASSISTANT GENERAL COUNSEL

DESCRIPTION

Responsible to the General Counsel, or higher level administrator. May assume the responsibility for the operation of the office of the General Counsel in his/her absence. May be delegated responsibility for the overall direction and management of specific areas of the legal function of the Board of Regents or a university.

Assists in the planning, organizing and directing of all legal activities involving the Board of Regents or the university.

Advises and consults with university or Board officials on legal rights and obligations and assists in the formulation of legal policy.

May represent the Board, university, or employees before courts and administrative bodies in cases involving the Board, university, or employees.

May assist in drafting proposed legislation for the Board or university.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Law degree (L.L.B or J D.) and must be a member of the Florida Bar or become a member within twelve months of employment.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9499

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 03/28/03

VICE PRESIDENT COMMUNITY RELATIONS

DESCRIPTION

Responsible to the President and oversees the division of Community Relations.

Responsible for the development of community-based programs to increase the knowledge and understanding of the university and to cultivate, maintain, and enhance the link between the university and the various publics it serves.

Responsible for the implementation of policies and procedures to enhance the community understanding of the university's role as a major metropolitan research university.

Advises the President on external opportunities as a community leader.

Represents the President and the university on external boards and to external governing entities.

Formulates policies for all community relations activities for the university and implements and coordinates them among all administrative and operational unit.

Meets with external groups and other interested groups as necessary or requested.

Works closely with and supports the appropriate functions of the Vice President of the UCF Foundation and the Vice President of University Relations.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and eight years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and ten years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9500
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 09/30/04

DIRECTOR, SMALL BUSINESS DEVELOPMENT

DESCRIPTION

Responsible to the Dean, Associate Dean, or appropriate administrator.

Directs and oversees a department providing small business and entrepreneurial development programs.

Plans, develops, and implements small business and entrepreneurial educational development programs.

Insures established goals and objectives are communicated and attained.

Provides leadership and direction in policy development.

Formulates and administers the annual operating budget.

Serves in liaison between the university and private business representatives and individuals to coordinate small business and entrepreneurial projects, programs, and initiatives.

Represents the university on committees.

Attends meetings and conferences.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9501
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 09/30/04

ASSOCIATE DIRECTOR, SMALL BUSINESS DEVELOPMENT

DESCRIPTION

Responsible to the Director or appropriate administrator.

Assists in directing and overseeing a department providing small business and entrepreneurial development programs.

Functions as the Director in his or her absence.

Assists in planning, developing, and implementing small business and entrepreneurial educational development programs.

Insures established goals and objectives are communicated and attained.

Assists in providing leadership and direction in policy development.

May assist in administering the annual operating budget.

Serves in liaison between the university and private business representatives and individuals to coordinate small business and entrepreneurial projects, programs, and initiatives.

Represents the university on committees.

Attends meetings and conferences.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9502
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 09/30/04

ASSISTANT DIRECTOR, SMALL BUSINESS DEVELOPMENT

DESCRIPTION

Responsible to the Director, Associate Director, or appropriate administrator.

Assists in directing one or more units, subunits, or programs in a department providing small business and entrepreneurial development programs.

Assists in planning, developing, and implementing small business and entrepreneurial educational development programs.

Insures established goals and objectives are communicated and attained.

Assists in providing leadership and direction in policy development.

May assist in administering the annual operating budget.

Serves in liaison between the university and private business representatives and individuals to coordinate small business and entrepreneurial projects, programs, and initiatives.

May represents the university on committees.

Attends meetings and conferences.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9503
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 12/13/04

ASSISTANT DIRECTOR FOR CLINICAL SERVICES, STUDENT HEALTH SERVICES

DESCRIPTION

Responsible to the Director, Associate Director, or appropriate administrator.

Manages a primary care patient unit or service.

Supervises physicians or physician's assistants, and other medical staff.

May supervise medical students, physician's assistant students, interns, and residents.

Provides medical consultation to medical staff.

Performs medical examinations, treatment, and minor surgical procedures. Conducts health counseling in preventative medicine, sex education, premarital and marital programs, emotional disturbances or any other area requiring professional attention.

Develops, implements, and oversees policies and procedures for the primary care unit or service. Insures clinical activities are in compliance with Student Health Services, state and federal statutes, and Board of Trustee guidelines. Insures professional medical standards are maintained at levels required by hospital accrediting and licensing agencies.

MINIMUM QUALIFICATIONS

Licensed to practice medicine in the State of Florida plus two years of clinical experience as an M.D., one year of which must have been in a student health services or comparable health care agency.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE 9504

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 03/02/05

ASSISTANT VICE PRESIDENT, COMMUNITY RELATIONS

DESCRIPTION

Responsible to the Vice President, or Associate Vice President, Community Relations or appropriate administrator. May function for either in his or her absence.

Responsible for representing the President or Vice President at community relations events. Directs community relations to promote the university to state, local, and appointed and elected officials.

Serves as a liaison with university administrators and local, county, state, elected officials, business officials, and media representatives.

May be responsible for all aspects of a specific program area or areas.

May direct departments or divisions as assigned by the Vice President and may supervise the performance of various personnel associated with programs within the assigned area or areas of responsibility.

Performs related duties as required and deemed appropriate to the accomplishment of the responsibilities and functions of the office.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9505
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 11/16/05

DIRECTOR, REAL ESTATE

DESCRIPTION

Responsible to a Vice President or appropriate administrator.

Plans, develops, and implements real estate development and acquisition programs for the university.

Oversees foundation owned properties to insure maximum profit and investment return. Supervises property management companies managing foundation real estate. Provides assistance to the university community to acquire and manage housing, office space, and retail leasing properties.

Monitors the real estate market to secure investment opportunities.

Recommends the acquisition and disposition of real estate.

Negotiates financing from banks, investment trusts, and other funding sources for real estate acquisitions.

Secures donor contributions for real estate endowments.

Represents the foundation to other divisions, the media, government agencies, funding agencies, and the local community.

Oversees real estate holdings income.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9506
COLLECTIVE BARGAINING STATUS: In-Unit
EFFECTIVE: 10/03/05

SPECIALIST, SOCIAL WORK SERVICES

DESCRIPTION

Responsible to a Director, Associate Director, Assistant Director or appropriate administrator.

Responsible for providing counseling services for individuals and groups regarding a wide range of personal concerns related to their goals, needs, values, attitudes, conflicts, personal and interpersonal styles, educational or career choice, academic or work functions, social relationships, and developmental or emotional crises, and disabilities of a social, emotional or physical nature.

Responsible for supervising one or more student social work trainees and for formulating and recommending policies and procedures to effectively administer such programs.

Responsible for assisting in the interpretation of policies and procedures.

Recommends new and improved procedures to effectively manage student social work trainee programs.

Assists administrators and groups in resolving specific program problems and in disseminating information in regard to university rules, policies, and contracts.

MINIMUM QUALIFICATIONS

Licensed as a Clinical Social Worker by the State of Florida in accordance with Chapter 491 (Florida Statutes).

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE 9507

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 12/27/05

ASSOCIATE VICE PRESIDENT, COMMUNITY RELATIONS

DESCRIPTION

Responsible to the Vice President or appropriate administrator. Functions as the Vice President in his or her absence.

Assists with the coordination, guidance, direction, and supervision in discharging the overall duties and responsibilities of the division.

Directs departments or subdivisions as assigned and supervises the performance of personnel associated with programs within the appropriate areas of responsibility.

Responsible for representing the President or Vice President at community relations events.

Serves as a liaison with university administrators and local, county, state, elected officials, business officials, and media representatives.

Performs related duties as required and deemed appropriate to the accomplishment of the responsibilities and functions of the division.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and seven years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and nine years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9508

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 4/19/06

COORDINATOR, ACADEMIC AFFAIRS PERSONNEL ADMINISTRATION

DESCRIPTION

Responsible to a Director or Associate Director, Academic Affairs Administration or appropriate administrator in the office of the Provost and Vice President for Academic Affairs.

Responsible for the review and processing of division-wide A&P, faculty, and USPS personnel requests.

Coordinates with the departments of Equal Employment and Affirmative Action, Faculty Relations, Human Resources, and Finance and Accounting.

Serves as liaison between the division and other agencies and departments.

Responsible for managing the accurate input and ongoing, timely maintenance of essential faculty positions and tenure-related records.

Collects and analyzes data and coordinates the preparation of reports essential for decision-making in the division.

Responsible for interpreting administrative rules and policies and recommending new policies, procedures, and improved programs to effectively manage administrative operations.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9509
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 4/19/06

COORDINATOR, ACADEMIC AFFAIRS FISCAL ADMINISTRATION

DESCRIPTION

Responsible to a Director or Associate Director, Academic Affairs Administration or appropriate administrator in the office of the Provost and Vice President for Academic Affairs.

Responsible for managing fiscal operations of the Academic Affairs Division, which may include areas of budget, facilities, space, and/or purchasing.

Responsible for interpreting administrative and/or fiscal rules and policies and recommending new policies, procedures, and improved programs to effectively manage administrative and fiscal operations.

Assists divisional administrators and inter-institutional groups in resolving specific administrative and/or fiscal problems and in disseminating information in regard to Board of Governors, Board of Trustees, and/or university rules, regulations, policies, and procedures.

Designs, develops, and conducts special studies in the assigned areas of administrative and/or fiscal operations. Collects and analyzes data as appropriate.

May serve as liaison between the division and other agencies and departments.

May administer operating budgets and prepare fiscal statements and reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

JOB CODE: 9510

COLLECTIVE BARGAINING STATUS: Out of Unit

EFFECTIVE DATE: 05/10/2006

ASSISTANT LICENSING ASSOCIATE

DESCRIPTION

Responsible to a Director, Associate Director, or Assistant Director, Research Programs/Services or appropriate administrator in the Office of the Research.

Coordinates the licensing (or sale) and commercialization of intellectual property developed through research at the University.

Serves as liaison between the Office of Research, departments, and external agencies.

Evaluates research developments, primarily in the form of invention disclosures, to determine potential for patentability. In parallel with determination of patentability, must assess commercial potential of the invention.

Receives, evaluates and processes requests for copyright registration.

Provides assistance to principal investigators and university administrators during negotiations and the licensing of inventions and other intellectual property.

Works with principal investigators and research administrators to coordinate the execution of confidentiality agreements.

Identifies and contacts potential commercial partners based on understanding of protected intellectual property.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

JOB CODE: 9511

COLLECTIVE BARGAINING STATUS: Out of Unit

EFFECTIVE DATE: 05/10/2006

LICENSING ASSOCIATE

DESCRIPTION

Responsible to a Director, Associate Director, or Assistant Director, Research Programs/Services or appropriate administrator in the Office of the Research.

Coordinates the licensing (or sale) and commercialization of intellectual property developed through research at the University.

Serves as liaison between the Office of Research, departments, and external agencies.

Evaluates research developments, primarily in the form of invention disclosures, to determine potential for patentability. In parallel with determination of patentability, must assess commercial potential of the invention.

Receives, evaluates and processes requests for copyright registration.

Provides assistance to principal investigators and university administrators during negotiations and the licensing of inventions and other intellectual property.

Works with principal investigators and research administrators to coordinate the execution of confidentiality agreements.

Works with principal investigators and research administrators to coordinate the transfer of research materials (incoming & outgoing), based on written material transfer agreements.

Works with research administrators (primarily ORC Contract Managers) on intellectual property provisions embodied in various types of sponsored research agreements.

Identifies and contacts potential commercial partners based on understanding of protected intellectual property.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and three years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

JOB CODE: 9512

COLLECTIVE BARGAINING STATUS: Out of Unit

EFFECTIVE DATE: 08/04/2014

SENIOR LICENSING ASSOCIATE

DESCRIPTION

Responsible to a Director, Associate Director, or Assistant Director, Research Programs/Services or appropriate administrator in the Office of the Research.

Coordinates the licensing (or sale) and commercialization of intellectual property developed through research at the University.

Serves as liaison between the Office of Research, departments, and external agencies.

Evaluates research developments, primarily in the form of invention disclosures, to determine potential for patentability. In parallel with determination of patentability, must assess commercial potential of the invention.

Receives, evaluates and processes requests for copyright registration.

Provides assistance to principal investigators and university administrators; leads negotiations and the licensing of inventions and other intellectual property.

Works with principal investigators and research administrators to coordinate the execution of confidentiality agreements.

Works with principal investigators and research administrators to coordinate the transfer of research materials (incoming & outgoing), based on written material transfer agreements.

Works with research administrators (primarily ORC Contract Managers) on intellectual property provisions embodied in various types of sponsored research agreements.

Identifies and contacts potential commercial partners based on understanding of protected intellectual property.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and three years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and five years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

Class Code: 9513

Collective Bargaining Status: Out of Unit

Effective Date: 11/22/06

ADVANCED REGISTERED NURSE PRACTITIONER

Responsible for providing medical care and treatment to patients under the oversight of a primary health care provider.

Performs physical examinations.

Identifies and evaluates illnesses and injuries.

Records physical findings and formulates prognosis based on patients' conditions.

Treats common illnesses and monitors progress.

Compiles and evaluates patient medical histories and physical findings.

Orders, interprets, and evaluates diagnostic tests to identify and assess health care problems and needs.

Interprets and evaluates laboratory results.

Initiates treatment under a primary care provider's oversight.

May diagnose and select, initiate, and modify selected therapies or treatments.

May performs minor surgical procedures.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and certification as an advanced registered nurse practitioner in accordance with Chapter 464, Florida Statutes.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE 9514

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 06/06/07

TREASURER

DESCRIPTION

Responsible to a Vice President or appropriate administrator.

Responsible for managing and developing policy relating to cash, investment, debt management, and forecasting.

Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained.

Provides leadership and direction in policy development.

Serves as liaison between the University/Board of Trustees and other state agencies/departments and other organizations on fiscal and accounting matters.

Represents the University/Board of Trustees on state committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

Administrative and Professional
Class Specifications

TITLE: Vice President and Chief of Staff
JOB CODE: 9515
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 02/15/11

DESCRIPTION

Responsible to the President of the university.

Serves as the chief advisor to the President.

Works with university leadership, external constituents, faculty, and staff to resolve problems addressed to the President.

Serves as the associate corporate secretary and liaison to the Board of Trustees.

Writes major documents and speeches for the President.

Oversees designated departments in the division of the President.

Identifies and researches issues of concern to the President and Board of Trustees.

Reviews and evaluates university and state-level policies and procedures at the request of the President.

Coordinates presidential initiatives, presidential commissions, and special assignments.

Represents the President and university to various internal and external organizations.

Participates in the university budgetary process and serves on the University Budget Committee.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and eight years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and ten years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9516

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 06/27/07

DIRECTOR, LANDSCAPING AND NATURAL RESOURCES

DESCRIPTION

Responsible to a Vice President or appropriate administrator.

Responsible for landscape architecture and master planning for the University.

Responsible for landscape design for all University construction projects.

Plans, develops, and implements all landscape designs for campus enhancements.

Oversees landscaping maintenance employees.

Responsible for the budget of all landscaping operations and maintenance.

Oversees the Arboretum natural areas to include all undevelopable University-owned lands, including the prescribed fire program, reduction of liability, and restoration of habitat.

Coordinates with the Directors of Facilities Planning and Environmental Health and Safety to develop the Lake Nona Medical Campus.

Serves as liaison with the Administration to establish a sustainable campus footprint that will reduce operating costs, and uniquely enhance the image of the University of Central Florida at the national level.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9517
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 01/23/09

DIRECTOR, ASSESSMENT FOR THE COLLEGE OF MEDICINE

DESCRIPTION

Responsible to the Dean, Associate Dean or appropriate administrator.

Oversees the assessment of accreditation standards for the College of Medicine.

Plans, develops, and implements a system to ensure the College of Medicine monitors and adheres to all assessment requirements and standards.

Consults with administrators, faculty members, committees, and external agencies to determine and maintain the best practices for assessment.

Consults with faculty course directors to identify test elements that are linked to learning outcomes for individual students, courses, and program assessments.

Conducts ongoing analyses of assessment results to advise faculty course directors and to suggest improvements in learning outcomes, curricula, and programs.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9518
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 10/5/07

ASSOCIATE DIRECTOR, RESOURCES AND FACILITIES

DESCRIPTION

Responsible to the Associate Dean or appropriate administrator.

Plans, develops, and acquires resources for the college, DSO or appropriate unit.

Serves as the principle contact for the unit to oversee all capital facility projects of the assigned unit. While the university assigns responsibility for all capital facility projects to the UCF Facilities and Planning department, this position will work closely with UCF Facilities and Planning.

Works with college and university departments and divisions to plan administrative, educational, and research space (off-site locations, teaching space in local hospitals or institutions, renovation of temporary space, and the assignment of space for college operations).

Insures that college resources and facilities are in compliance with accreditation standards.

Coordinates with internal and external agencies for security access systems.

Coordinates any installations, set-ups, and move for the college.

Assists with the annual budget for the building, equipment, professional services, utility providers, and any community development districts or other appropriate entities of the college.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9519
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 10/11/2007

DIRECTOR, CLINICAL SKILLS LAB

DESCRIPTION

Responsible to the Dean, Associate Dean or appropriate administrator in the College of Medicine.

Oversee the clinical skills lab for the College of Medicine. Develop and implement the

Clinical Assessment Program. Coordinate and create faculty development programs.

Develop clinical scenarios and appropriate evaluation instruments.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9520
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 3/17/2008

COORDINATOR, INSTITUTIONAL RESOURCES

DESCRIPTION

Responsible to the Director, Institutional Resources or appropriate administrator. Assist in the planning, developing, and implementing of academic sites and campuses.

Acquire resources needed for the college or unit such as development of new buildings, facilities planning, furnishings, and equipment needed for daily operations.

Plan, develop, and implement safety and security issues.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9521
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 04/18/08

DIRECTOR, SUSTAINABILITY AND ENERGY MANAGEMENT

DESCRIPTION

Responsible to the Associate Vice President, Vice President, or appropriate administrator.

Manage the Sustainability and Energy Management department.

Guide the university's energy management strategy.

Investigate alternative energy options.

Create an energy policy for environmental sustainability and greenhouse gas emission reduction.

Liaison with architects and engineers to ensure energy efficient building designs. Implement programs and policies to reduce energy consumption and increase energy efficiency.

Instruct, direct, and monitor the work of Sustainability and Energy Management Coordinators.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9522
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 5/6/08

DIRECTOR, EDUCATIONAL TECHNOLOGY AND SUPPORT

DESCRIPTION

Responsible to the Dean, Associate Dean or appropriate administrator in the College of Medicine.

Have overall authority for the design, implementation and integration of technology and software for the learning environment.

Supervise team of instructional designers, media production staff, classroom multimedia staff, and technology support staff.

Collaborate with experts and consults to manage the analysis, creation, and integration of resources to enhance student learning.

Recommend best practices in online pedagogy.

Provide support to the College of Medicine's faculty and staff for education technology and instruction materials.

Promote strategic use of instructional resources.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9523
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 5/6/08

DIRECTOR, KNOWLEDGE MANAGEMENT

DESCRIPTION

Responsible to the Dean, Associate Dean or appropriate administrator in the College of Medicine.

Oversee the knowledge management system for the College of Medicine (an integrated system that provides medical students, faculty, staff, and administrators access to curriculum materials and compiles and analyzes medical student assessments from examinations, quizzes, audience response systems, and clinical skills assessments).

Plan and develop a comprehensive knowledge management system for data gathering and analysis for detailed academic planning and long range policy development.

Work collaboratively with the Director of the Health Sciences Library, the Information Technology Manager, and the Director of Education Support Services in the College of Medicine.

Assist in developing training and professional development programs for the users of the knowledge management system.

Responsible for the College of Medicine internal and external data collection and reporting needs.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9524

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 06/16/08

UNIVERSITY OMBUDS OFFICER

DESCRIPTION

Reports to the Vice President and Chief of Staff or appropriate administrator.

Facilitates problem solving in an informal, impartial, and confidential manner for university students, faculty, and staff.

Conducts informal investigations of complaints if formal avenues for resolution have been exhausted.

Assists complainants with identifying the appropriate formal office for filing a complaint.

Open avenues of communication for the complainant by contacting appropriate university personnel.

Ensures the confidentiality of complainants and identified problems unless given permission to disclose by complainants and to the extent required by law.

Educates complainants in self problem solving skills when appropriate.

Clarifies university policy for complainants.

Refers complainants to formal offices for notification of wrongdoing or to resolve problems by established policies and procedures.

Interprets university policies and make recommendations for policy improvements when needs are identified.

Recommends changes or improvements to university policies, regulations, or procedures that are outdated, unclear, or ineffective.

Abides by the code of ethics and the standards of practice of the International Ombudsman Association (IOA).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9526

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 07/24/2008

ASSOCIATE DIRECTOR UCF FOUNDATION HUMAN RESOURCES

DESCRIPTION

Responsible to the Vice President of the UCF Foundation or an appropriate administrator.

Serves as the designee of the Vice President to approve all human resources actions.

Collaborate with the Vice President on division-wide personnel related budgets to ensure efficient/effective cost administration.

Responsible for position management for the UCF Foundation and Alumni Relations.

Oversees the UCF Foundation human resources budget.

Develops recruitment plans.

Consults with department heads and hiring managers in the planning, approval, and implementation of staffing and recruitment strategies.

Responsible for ensuring compliance with all university, federal and state labor laws affecting human resources activities at the UCF Foundation and Alumni Relations.

Oversees the UCF Board of Director's Committee on Recruitment and Retention.

Serves as liaison with college and university foundations throughout the nation.

Responsible for the submission of annual reports, assessments reports, and surveys on behalf of the UCF Foundation.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9527
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 08/13/08

ASSISTANT CHIEF OF STAFF AND DIRECTOR OF THE PRESIDENT'S LEADERSHIP
COUNCIL

DESCRIPTION

Reports to the Vice President and Chief of Staff or appropriate administrator.
Keeps a full record of all meetings of the Board, the Board Executive Committee, and the Board Committee.

Keeps the President and Board members informed of key issues by collecting, analyzing, and summarizing information.

Assists in planning and directing the activities of the Board and Board committees.

Assists with the development and implementation of an orientation program for new Board members.

Assists with the development and monitoring of the budget and expenditures related to all Board activities.

Keeps current with laws involving higher education.

Drafts and edits speeches for Presidential events and commencement programs.

Serves and chairs university committees.

Directs the President's Leadership Council (PLC) composed of top student leaders who serve as ambassadors for the President and the University.

Ensures the established goals and objectives for the PLC are communicated and obtained.

Provides leadership and directs PLC policy development.

Formulates and administers the PLC annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9528

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 09/04/08

DIRECTOR, ANALYSIS, ACCREDITATION AND PLANNING SUPPORT SERVICES FOR THE
COLLEGE OF MEDICINE

DESCRIPTION

Responsible to the Dean, Associate Dean or appropriate administrator in the College of Medicine.

Coordinate college-wide planning processes for strategic planning, accreditation, and analysis of activities for all units within the college.

Conduct institutional research studies related to student, faculty, and organizational performance.

Participating in the development of a system to identify, create, and distribute knowledge across the campus.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9529

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 09/04/08

DIRECTOR, FACULTY DEVELOPMENT (COLLEGE OF MEDICINE)

DESCRIPTION

Responsible to the Dean, Associate Dean or appropriate administrator in the College of Medicine.

Plan, develop and implement faculty development programs and tools.

Develop and implement innovative pedagogies, instructional technology, and assessment programs.

Identify, design, promote and deliver workshops, seminars, and individualized instruction in teaching geared towards active learning and the assessment thereof.

Conduct faculty observations, provide constructive feedback, and analyze their progress.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9530

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 06/23/08

COORDINATOR, LEGAL AFFAIRS (COLLEGE OF MEDICINE)

DESCRIPTION

Report to the Associate General Counsel of the College of Medicine.

Work with the college's General Counsel on compliance with HIPPA, Medicare Inspector General, real estate, faculty practice and other regulatory requirements.

Assist with general research and monitoring new developments relating to government relations, regulatory and legal issues, strategic planning for affiliations and clinical activities.

Assist with review and development of various policies and procedures for the college and faculty practice plan.

Assist in the development and management of a self-insurance program.

Assist in development and implementation of documentation and record keeping systems for the college and faculty practice plan.

Coordinate with regulatory agencies involved in establishing and operating clinical services.

Assist with the college's faculty practice plan contracts.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9531

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 12/10/2008

ASSOCIATE VICE PRESIDENT ACADEMIC AFFAIRS

DESCRIPTION

Responsible to the Provost and Executive Vice President or appropriate administrator.

Provides direct assistance in the formulation, development, and implementation of university policies and procedures affecting Academic Affairs programs and services.

Responsible for all aspects of a specific program area (or areas) reporting to Academic Affairs at the university.

Assists with the coordination, guidance, direction, and supervision of the overall duties and responsibilities of the Academic Affairs area.

Directs departments or divisions (as assigned) and supervises the performance of various personnel associated with programs within the appropriate areas of responsibility.

Represents the university on matters relating to Academic Affairs areas(s) to which the position is assigned, within the university and to external agencies.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and seven years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and nine years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE 9532

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 06/07/10

ASSISTANT DIRECTOR, SUSTAINABILITY AND ENERGY MANAGEMENT

DESCRIPTION

Responsible to the Director, or Associate Director, Sustainability and Energy Management.

May function as the Director or Associate Director in his/her absence, as required.

Assists in the management of the Sustainability and Energy Management Department.

Assists in investigating alternative energy options and developing energy efficiency projects.

Develops and recommends strategies and policies to the Director or Associate Director to achieve university sustainability and energy goals.

May supervise sustainability and energy management staff.

Recommends operating budgetary needs for assigned areas of responsibility.

Responsible for managing one or more sustainability and energy management functions/projects.

Assists in ensuring that goals and objectives for the department and University are communicated and achieved.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

Serves on university committees and participate in workgroups in which Sustainability & Energy Management leadership is needed or required.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9533
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 01/09/09

ASSOCIATE DIRECTOR, ACADEMIC AFFAIRS ADMINISTRATION

DESCRIPTION

Responsible to a Director, Academic Affairs Administration, Assistant or Associate Vice President, Vice Provost or appropriate administrator in the office of the Provost and Vice President for Academic Affairs.

Assists in the direction of administrative and/or fiscal operations of the Academic Affairs Division, which may include the areas of budget, facilities and/or space, purchasing, and/or personnel. Functions as the Director in his/her absence, as required.

Assists in insuring that goals and objectives for the division, the university, the Board of Trustees and the Board of

Governors are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports.

Serves as liaison between the division and other agencies and departments.

Represents the division on university, state, or other committees.

Assists in the preparation and administration of the division's annual operating budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9534
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 01/21/09

ASSISTANT DEAN, GRADUATE STUDIES

DESCRIPTION

Responsible to the Vice Provost and Dean of Graduate Studies. Responsible for the development and direction of graduate studies student services serving all university colleges.

May function for the Vice Provost and Dean of Graduate Studies in his/her absence, as required.

Develops and recommends policies relating to university graduate studies programs and services.

Oversees the development, implementation, and interpretation of operating procedures.
Assists in insuring that the goals and objectives for the college, university, and Board of Trustees are communicated and achieved.

Responsible for liaison activities among the graduate program and services areas and the university colleges.

May serve on university committees.

Coordinates the completion of studies and the preparation of reports.

May recommend operating budgetary needs for the assigned areas of graduate studies and services.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9535
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 04/22/09

ASSISTANT DIRECTOR, DENTAL SERVICES CLINIC

DESCRIPTION

Responsible to the Director, Associate Director, or appropriate administrator.

Manages dental service business and fiscal operations.

Monitors and forecasts clinic fees and collections to ensure optimum revenue growth.

Oversees billing and insurance claims processing.

Monitors and maintains the operating budget for dental clinic services.

Develops and implements policies and procedures for dental clinic service operations.

Supervises administrative and support staff clinic employees.

Ensures service standard are met and adhered to for university accreditation purposes.

Ensures business procedures are in place to maintain optimum and efficient dental services to all dental patients.

Resolves technical and mechanical breakdown of computers, equipment, and instruments in the dental services clinic.

Serves on committees with other healthcare administrators and managers.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND
PROFESSIONAL CLASS CODE 9536
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE 08/08/09

COORDINATOR, ACADEMIC ADVISING SERVICES I

DESCRIPTION

Responsible for general and specialized advising.

Communicates and disseminates information to students, university community, community colleges or any external area in the advising process.

Assists in project management in the areas of existing projects/programs within the College or advising unit and the campus community.

Participates in on-campus or recruiting activities which take place outside the campus community either alone or within a group setting.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND
PROFESSIONAL CLASS CODE 9537
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE 08/08/09

COORDINATOR, ACADEMIC ADVISING SERVICES II

DESCRIPTION

Responsible for providing general and specialized advising in multiple programs or population areas.

Provides management of academic support, particularly in the areas of training, troubleshooting, mentoring and policies and procedures.

Under direction of Assistant Director or higher level administrator, assists in developing and implementing advising unit goals and strategies.

Leads one or more of the following college-wide functions within the Office of Academic Advising: SASS; Orientation; Graduation; and/or Student Retention Programs

Supervises project management in the development and recommendations of new and existing projects and/or programs within the College or advising unit and involving the campus community.

Supervises student assistants and/or peer advisors within the advising or record keeping function of a student service office.

Serves as primary liaison between academic advisors and central academic departments and college program offices.

Responsible for liaison and communication activities with the University Community, Community Colleges, students, parents, and faculty in the recommendation of policies or procedures while maintaining FERPA and University rules and regulations of student privacy.

Performs collection and data mining of information on students, university community, community colleges or any external area.

Provides initiative in the planning of on-campus and local recruiting activities outside the campus community.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and one year of related experience; or a bachelor's degree in an appropriate area of specialization and three years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9538

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 08/13/09

COORDINATOR, VICTIM SERVICES

DESCRIPTION

Responsible to the Director or appropriate administrator.

Responsible for development, direction, planning, and implementing victim/witness support and related prevention, awareness and education services.

Provides leadership and direction in policy development.

Responsible for the administration, interpretation, development, compliance, implementation of rules, policies, procedures and guidelines for the application of statutes and legislation in related areas.

Develops and recommends policies relating to assigned areas of responsibility.

Responsible for the development, interpretation, implementation, management reports and compliance procedures for State and National grants.

Responsible for liaison activities between University, SUS victim/witness care and support programs and other departments, local, state and national organizations and agencies.

Represents the department and University on committees.

Directs the assigned area of responsibility(s) to insure established goals and objectives are communicated and attained.

Recommends and administers operating budget for assigned area of responsibility.

Assists university administrators and inter-institutional groups in resolving specific victim/witness problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Designs, develops, and conducts special studies in related areas.

Collects and analyzes data.

Coordinates the completion of studies and the preparation of reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9539

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 10/20/09

COORDINATOR, LAND MANAGEMENT PROGRAMS

DESCRIPTION

Responsible to the Director or appropriate administrator.

Responsible for the development and planning of land management programs.

Develop, implement, and maintain environmental policies and procedures for UCF natural lands and wildlife.

Oversee the prescribed burn and fire program.

Ensure land use compliance for the university (such as wetland delineations, gopher tortoise surveys, and federal and state listed species management).

Develop and support campus partnerships to promote best practices in land management.

Work with environmental consultants.

Oversee the Geographic Information Systems (GIS) mapping system and Global Positioning System (GPS) equipment.

Maintain partnerships with UCF departments to maintain campus recreational areas.

Coordinate compliance with the permit coordinators at the Florida Fish and Wildlife Conservation Commission and other agencies.

Work with UCF faculty to introduce environmental topics into UCF curricula.

Prepare and maintain UCF natural lands printed material.

Manage the UCF natural lands operating budget and write grants to support operational expenses.

Support sustainability initiatives such as green roofs, vegetation monitoring, urban habitats, and vegetated walls.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9540

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 10/12/09

PRACTICE ADMINISTRATOR

DESCRIPTION

Reports to the Director, Business and Clinical Initiatives or Associate Dean, College of Medicine, or appropriate administrator.

Responsible for overseeing the daily business and financial operations for one operating unit of Pegasus Health Clinic/College of Medicine.

Oversees and establishes Pegasus Health Clinic/College of Medicine operating policies and procedures.

Manages the billing and collection department and processes.

Responsible for the overall operational effectiveness of the Pegasus Health Clinic/College of Medicine.

Provides leadership to employees in developing, planning and implementing the Pegasus Health Clinic/College of Medicine business plan.

Recommends, develops, and implements improvements for the Pegasus Health Clinic/College of Medicine.

Ensures compliance with regulatory agencies.

Manages all managed care relationships.

Represents the Pegasus Health Clinic/College of Medicine in its relationships with other health organizations, government agencies, and third-party payers.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9541

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 1/7/2010

SENIOR CYTOTECHNOLOGIST

DESCRIPTION

Reports to the Assistant Dean and Professor of Medicine/Pathology and the Chair, Department of Medicine, or appropriate administrator.

Performs all highly complex testing and laboratory procedures related to quality screening, interpreting, and resulting of cervical (gynecological) and non-gynecological specimens in the cytology lab at the Pegasus Health Clinic/College of Medicine.

Responsible for quality control procedures and compliance, specimen preparation, and results reporting.

Performs records and reviews QC for screening and/or interpretative errors.

Records all procedures in computer system and verifies clinical data for accuracy.

Assists in the training of clinical rotation students.

Practices and ensures compliance with standard health and safety precautions and follows established clinical laboratory safety guidelines of the University of Central Florida, College of Medicine.

Responsible for maintaining familiarity with hazardous communication program and MSD sheets.

MINIMUM QUALIFICATIONS

Bachelor's degree in an appropriate area of specialization with 36 hours in academic science; ASCP certification; and three years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9542

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 01/19/2010

SENIOR MOLECULAR TECHNOLOGIST

DESCRIPTION

Reports to the Director of Molecular Diagnostics Lab, Pegasus Health, or appropriate administrator.

Independently performs a variety of molecular laboratory tests in the Molecular Diagnostics Lab at the Pegasus Health Clinic/College of Medicine.

Participates in training laboratory personnel; assists laboratory management in the coordination of daily laboratory operations and workflow; and assists with the coordination of new test validation and QA/QC activities.

Demonstrates a working knowledge of the theoretical and operational aspects of the molecular laboratory tests.

Assists in evaluation and purchase of new laboratory equipment.

Participates in Pegasus Health continuous quality improvement programs.

Assists with maintaining compliance with all accreditations and regulations applicable to the laboratory including the American College of Medical Genetics (ACMG), State of Florida Laboratory Accreditation Boards, CLIA (Clinical Laboratory Improvement Amendments), College of American Pathology (CAP), HIPAA, and the University of Central Florida, College of Medicine.

Assists with oversight of daily lab operations, maintains daily QC logs and instrument maintenance scheduling and documentation.

Complies with all standard health and safety precautions, including safety and infection control practices and established clinical laboratory safety guidelines of the University of Central Florida, College of Medicine.

MINIMUM QUALIFICATIONS

Bachelor of Science degree in Molecular Biology, Medical Technology, or Molecular Genetics and three to five years of appropriate experience in a clinical Molecular Genetics laboratory.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9543

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 08/10/10

DIRECTOR, ANATOMICAL FACILITIES

DESCRIPTION

Responsible to the Dean, Associate Dean or appropriate administrator in the College of Medicine.

Responsible for the anatomy laboratory needs for educational experiences for all medical education modules and physician training courses that requiring anatomical specimens.

Responsible for receiving and embalming human bodies donated for use in medical education and research.

Acts as funeral director for the body donation program. Obtains accurate records from funeral homes.

Responsible for maintaining records and complying with the rules and regulations according to the Anatomical Board of the State of Florida regarding anatomical specimens. Provides reports to the Anatomical Board. Assist faculty in preparing weekly projections.

Supervise students in the anatomy laboratory. Supervise use and care of all monitors, computers, video cameras, ultrasonography units in the anatomy laboratory. Coordinate CT scanning and prep of cadavers used in the for HB-2 module's anatomy lab. Coordinate and support volunteer faculty scheduling and participation in the anatomy laboratory.

Monitor condition of the anatomy laboratory and coordinate the care and maintenance of the laboratory with housekeeping, the physical plant, and environmental safety staff. Maintain appropriate storage and use of anatomical lab chemicals. Coordinate anatomy and medical imaging component of the anatomy lab sessions.

Work with potential body donors and their families related to the process of willing their remains to the anatomy program and assist them with any questions they may have about the process. Work with faculty who are responsible for the College of Medicine Willed Body program.

Work with local mortuary businesses to assist in acquisition, transportation, and removal of willed-bodies used in the anatomy laboratory.

MINIMUM QUALIFICATIONS

Licensed to embalm in the state of Florida and a bachelor's degree and at least one year of experience in a program authorized to receive bodies for medical education and research.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9544

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 09/22/10

CHIEF COMPLIANCE AND ETHICS OFFICER

DESCRIPTION

Formally reports to the President, Vice President, or appropriate university administrator.

Conducts compliance reviews to ensure adherence to university standards.

Oversees and effectively manages the University Office of Compliance and Ethics.

Is responsible for compliance with university, state, and federal conflict of interest requirements and the standards of ethical behavior for employees and students.

Oversees the efforts of existing compliance programs at the university, which include, but are not limited to athletics, research, information technology, and medicine.

Advises all levels of university personnel in compliance and ethical business practices.

Investigates, assesses, and reports incidents of conflict of interest and questionable business practices and recommends courses of action.

Maintains current knowledge of laws, legislation, and regulations regarding compliance and ethical business practices and behavior.

Serves as liaison with internal and external personnel regarding compliance and ethical issues and incidents.

Drafts and proposes new compliance and ethical business practices policies and procedures on behalf of the university president and UCF Board of Trustees.

MINIMUM QUALIFICATIONS

Master's or doctorate in an appropriate area of specialization and three years of appropriate experience or bachelor's degree in an appropriate area of specialization and five years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9545

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 12/13/10

DIRECTOR, EMERGENCY MANAGEMENT

DESCRIPTION

Responsible to the Associate Vice President, Vice President, or appropriate administrator.

Plan, direct, and monitor all University hazard disaster planning, preparedness, responses, mitigations, and recovery programs.

Direct and oversee all emergency management arrangements during major special events.

Interact with all levels of the University's management in the course of maintaining emergency preparedness.

Work with University police and external authorities to identify hazard or threat conditions.

Assume leadership in emergency situations to coordinate responses by the University and local, public, state, and national safety offices, fire rescue operations, and emergency medical services.

Serve as the University's liaison to external regulatory agencies such as the Department of Homeland Security.

Assess the University's susceptibility to natural and man-made disasters including hurricane, fires, hazardous materials incidents, bomb threats, nuclear, chemical or biological terrorism, and civil disorders.

Oversee the University's Comprehensive Emergency Management and Continuity of Operations Plans and emergency management educational and training programs.

Make recommendations for improving emergency and security plans, measures, and procedures for the entire campus.

Actively participate in federal, state, and local task forces, working groups, and committees regarding critical infrastructure, exercises, training, planning, and campus security.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9546

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 12/21/10

EXECUTIVE SPEECHWRITER

DESCRIPTION

Responsible to the University President and the Vice President and Chief of Staff.

Functions for the Vice President and Chief of Staff in his or her absence as requested.

Assists the Vice President and Chief of Staff in determining communication strategies for the President and Provost that best reflect the mission, vision, goals, and strategic directions of the university.

Promotes and protects the reputation of the University of Central Florida, the President, the Provost, and the university's key partners.

Writes the President's and Provost's speeches for events such as building dedications, professional conferences, university assemblies, and other public presentations to local, regional, and national professional, business, and governmental groups.

Accompanies the President as requested when speeches are delivered and to determine the content and appropriate style for subsequent speeches and publications.

Responsible for editing letters, reports, and other texts from the President and Provost, as well as editing minutes, news articles, and other communications from the Offices of the President and Provost.

Responsible for producing texts from the President and the Provost to appear online, in local magazines and newspapers as well as in national publications.

Has frequent contact with a variety of public constituencies.

Works with educational, business, political, military, and other organizational representatives planning events where the President or Provost speak.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
Class Code: 9547
Collective Bargaining Status: Out-of-Unit
Effective: 10/21/2013 (updated)

ASSISTANT DIRECTOR, PRESIDENT'S OFFICE

DESCRIPTION

Responsible to the Vice President and Chief of Staff.

Serves as the Responsible Fiscal Officer (RFO) for President's Office and as division-wide liaison to offices such as Finance and Accounting, Human Resources, Purchasing, and Academic Affairs.

Oversees, monitors, and reviews financial activities of functional units within the President's Division.

Manages division-wide, human resources activities.

Analyzes, reports, and interprets activities of all units within the President's division.

Serves as the President's division representative on university-wide committees.

Conducts executive-level employment searches on behalf of the President's division.

Writes the University Annual Report and Division Annual Report.

Assists with day-to-day projects, initiatives, and activities that require vice presidential action.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9548

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 06/16/2011

ASSISTANT DIRECTOR LANDSCAPE AND NATURAL RESOURCES

DESCRIPTION

Responsible to the Director or appropriate administrator.

Assists in the direction of the Landscape and Natural Resources Department under the oversight of the Director.

Oversees the natural resources and land management program including the identification of conservation strategies, economic analysis, documentation, and fund raising.

Develops and implements a five year department strategic plan.

Works closely with the Landscape Superintendent to coordinate overall department activities.

Assists in the direction of the overall program including staff communication, priority setting, the execution of plans, and the tracking of projects.

Researches, develops, and evaluates department strategies procedures and policies.

Assists in communicating and achieving the vision, mission, and goals of the department and university.

Develops and manages departmental budgets including cost control, operating funds, special projects expenditures, and ensures sound fiscal policies and internal control.

Supervises management and support staff.

Develops educational and research programs.

Is responsible for department compliance requirements and the preparation of reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE 9549
COLLECTIVE BARGAINING STATUS Out-of-Unit
EFFECTIVE 7/8/11

ASSOCIATE DIRECTOR EDUCATIONAL TECHNOLOGY AND SUPPORT

DESCRIPTION

Responsible to a Dean or an Associate Dean or appropriate administrator.

Develops and integrates creative, innovative, and effective instructional and multimedia resources to enhance student learning.

Supervises instructional designers, media production, and digital media employees who create course content for classroom and online instruction.

Responsible for the support to faculty and students with their curriculum development and curriculum management needs.

Designs, implements, and integrates learning systems and software for live classes and web delivery.

Collaborates and consults with faculty and administrators to improving learning systems as well as to identify systems to meet unmet instructional needs.

Identifies and recommends new instructional strategies and instructional technologies.

Maintains close working relationships with curriculum committees, curriculum coordinators, and faculty.

Consults with faculty content experts to develop curriculum materials and resources.

Maintains close working relationships with technical staff to coordinate the design and use of educational technologies used in classrooms and laboratories.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9550

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 07/12/11

ASSISTANT DIRECTOR, FACULTY DEVELOPMENT (COLLEGE OF MEDICINE)

DESCRIPTION

Responsible to the Director of Faculty Development or appropriate administrator in the College of Medicine.

Assist in the implement and coordination of ongoing faculty development programs including classroom observations, Practice of Medicine preceptor orientations, and online webinar series.

Identify, develop, and promote programs focused on library resources and medical informatics.

Develop and coordinate college-wide faculty orientations.

In collaboration with the Director, identify, study, and present innovative faculty development initiatives at local, state, regional and national professional associations, conferences, and committees.

Develop and implement a faculty recognition program.

Coordinate continuing medical education credit for major faculty development programs.

Assist in the development of new programs designed to strengthen the use of innovative pedagogical methods, instructional technology, and effective assessment strategies in the curriculum.

Participate in programs designed to promote faculty scholarship of teaching, learning, and engagement.

Engage in identifying current trends and developments in adult learning in the medical environment.

Develop web-based resources tailored to the specific needs of the faculty involved in the educational program (clinical teaching, active learning, and pedagogical approaches).

Support additional faculty development programs such as the Resident as Teacher series and faculty mentoring as needed.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9551

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 09/09/11

ASSISTANT DIRECTOR, LANDSCAPE OPERATIONS

DESCRIPTION

Responsible to the Director of Landscape and Natural Resources.

Plans, prioritizes, assign, supervises, and reviews landscape maintenance operations, including arbor care, turf management, irrigation and hardscape.

Plans, directs, reviews, and evaluates landscape maintenance staff and their work.

Makes decisions and recommendations on personnel actions within the department.

Directs the study of department organization, workforce needs, operations and services and recommends way to improve economy, efficiency, and quality in these areas.

Establishes schedules and methods for providing university landscape maintenance services, identifies resource needs, reviews needs with appropriate management staff, and allocates resources accordingly.

Develops and evaluates procedures and policies and develops, implements, and interprets operational procedures.

Ensures storm water and landscape compliance requirements and prepares reports.

Answers questions and provides information to the University community regarding landscape maintenance operations and investigates complaints and recommends corrective actions.

Coordinates with contractors providing landscape contract services.

Supports the planning and development of new and existing facilities by developing maintenance requirements, reviewing landscape design and irrigation plans, and overseeing and reviewing landscape construction and installation.

Maintains effective working relationships with staff in other university departments, direct service organizations, and outside agencies.

Assists in communicating and achieving the vision, mission, and goals of the department and university.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9552

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 6/6/2012

Clinical Laboratory Supervisor

DESCRIPTION

Reports jointly to the Director of Clinical Operations and Medical Director or appropriate healthcare administrator.

Manages the technical procedures of the clinical laboratory in a healthcare setting.

Supervises and trains the medical laboratory staff.

Coordinates staffing and laboratory coverage.

Performs routine laboratory tests in a healthcare setting.

Maintain detailed records of tests performed and laboratory results.

Manages the annual clinical laboratory budget.

Responsible for the assembly of all quality assurance and quality control records.

Responsible for maintaining all laboratory records and coordinating regulatory standards.

MINIMUM QUALIFICATIONS

Bachelor of Science degree and four (4) years of appropriate experience in a clinical laboratory setting; Florida Board of Clinical Laboratory Personnel Supervisor's license (64B3-5.002); and MT-ASCP certification.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9553

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 10/07/11

DIRECTOR COMPLIANCE AND RISK MANAGEMENT

DESCRIPTION

Reports to the Chief Compliance and Ethics Officer, Vice President, or appropriate university administrator.

Performs research to identify regulatory requirements.

Serves as a regulatory resource for university faculty, and staff and provides guidance when requested.

Assesses and makes recommendations for planning, implementing, monitoring, and reporting on the enterprise-wide risk management program and coordinates a risk management advisory committee.

Conducts enterprise risk management assessments.

Establishes an enterprise-wide view of gaps in acceptable risk levels and improves risk response strategies.

Identifies risks through a practical, but comprehensive evaluation process and performs the necessary analysis to determine the best remediation.

Assists in the development of policies and produces for the general operation of the compliance, ethics, and risk management program.

Conducts compliance reviews and develops recommendations for corrective action.

Collaborates with other departments to review and resolve compliance and risk management issues.

Assists with research and development of materials for educational programs and training related to all aspects of compliance and risk management.

MINIMUM QUALIFICATIONS

Master's or doctorate in an appropriate area of specialization and 3 years of appropriate experience or a bachelor's degree in an appropriate area of specialization and 5 years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

JOB CODE: 9554

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 12/14/11

COORDINATOR, EMERGENCY MANAGEMENT

DESCRIPTION

Responsible to the Director, Emergency Management, or appropriate administrator.

Supports the Director with daily operational duties, projects, and preparedness activities.

Coordinates training opportunities, public education, and website material.

Coordinates, schedules, and maintains all emergency management training programs.

Maintains training records for individuals with critical roles in responding to and recovering from emergencies for the University.

Ensures designated employees are trained for each Emergency Support Function at all times and maintains training records of the employees with these critical roles and responsibilities.

Develops and manages the UCF emergency management exercises program (includes budgeting, planning, and coordination with external agencies).

Ensures that all University's Homeland Security Exercises and Evaluation Programs are HSEEP compliant.

Assists in developing and finalizing emergency exercise scenarios and logistics.

Manages University Emergency Support Functions during all exercises and actual emergencies.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9561

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 02/03/10

COORDINATOR, INSTITUTIONAL RESEARCH

DESCRIPTION

Responsible to the Director of Institutional Research.

Responsible for the design, development, implementation, documentation, and dissemination of official data for institutional reporting.

Responsible for the generation, editing, completion, and submission of state mandated reports regarding student, faculty, and staff to the Board of Governors Information Resource Management office.

Serve as a liaison with Board of Governors staff.

Recommend procedure, policy or rule changes as related to Institutional Research data generation and dissemination.

Coordinate the collection and reporting of official data to other external surveys, state and federal agencies.

Create and maintain documentation of various data sources, processes, and policies.

Design, develop, and conduct special studies in the assigned area of institutional research.

Collect and analyze data as needed to support Institutional Research.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE 9563

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 05/26/10

ASSISTANT VICE PRESIDENT, INSTITUTIONAL KNOWLEDGE MANAGEMENT

DESCRIPTION

Responsible to the Vice President, or Associate Vice President, or appropriate administrator.

Serves as the Institutional Data Administrator for the university.

Directs the authorization, development, and release of university data to state and federal reporting entities, university administrators, faculty, staff, and the public.

Ensures and enforces compliance with the Public Records Act for the university as it relates to confidentiality of data.

Manages and provides leadership to Institutional Knowledge Management employees.

Evaluates and authorizes approval for access to all University data systems.

Coordinates and mediates resolution of access or data element disputes.

Develops special studies and provides detailed briefings and data to the Board of Trustees, President, Provost, Deans and Vice Presidents, and other university administrators.

Serves on university committees and participate in workgroups in which institutional knowledge management leadership is needed or required.

Makes recommendations, formulates policies, and collaborates with university personnel to develop new knowledge management processes and procedures that meet the university needs and facilitate the utilization of business intelligence for evaluation and decision-making purposes.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9564

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 07/26/10

DIRECTOR, ENTERPRISE DECISION SUPPORT

DESCRIPTION

Responsible to the Assistant Vice President, Institutional Knowledge Management or appropriate administrator.

Provide leadership to the Enterprise Decision Support office and serve as the primary university representative for the SAS University Data Warehouse, the SAS Pegasus Mine Information Portal, the Reporting Database System, and other decision-support and reporting applications.

Direct and conduct the continued development of the university data warehouse and businesses intelligence applications.

Oversee the development of methods for appropriate data collection, presentation, and reporting.

Collaborate with university personnel to develop new or customized data systems.

Oversee the design, programming, integration, and modification of databases and server infrastructures which support Enterprise Decision Support applications.

Serve as the liaison between key personnel in enterprise Decision Support and information technology administrators and developers to facilitate decision-support solutions and applications.

Serve on university committees and participate in workgroups when Enterprise Decision Support representation is needed.

Develop and administer policies and procedures for Enterprise Decision Support that are guided by and in support of the University and Division Strategic Plans.

Supervise, hire, train, and evaluate technical staff in Enterprise Decision Support.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9565
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 4/3/12

SENIOR ASSOCIATE CONTROLLER

DESCRIPTION

Responsible to the Controller or appropriate administrator*.

Functions as the Controller in his/her absence, as required.

Assists the Controller or appropriate administrator in planning, developing, and implementing the fiscal and accounting functions* of the university.

Directs the fiscal and accounting functions* of assigned areas of responsibility to insure that established goals and objectives are communicated and achieved.

Formulates and administers the annual operating budget for assigned areas Finance and Accounting.

Assist in the administration and interpretation of laws, regulations, policies, and procedures.

Assists in the planning and finalizing of financial studies and reports.

Represents the department and university on internal and external committees, attends meetings and conferences as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and five years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and seven years of appropriate experience.

For some positions assigned to this class special qualifications may be added to the minimum, such as possession of a State of Florida CPA certificate.

*See Definition of Terms

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9566
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 04/10/2012

ASSISTANT DIRECTOR, STATISTICAL RESEARCH

DESCRIPTION

Responsible to the Director or Associate Director, Statistical Research, Analysis Support or Assessment, or an appropriate administrator.

May function for the Director or Associate Director in his/her absence, as required.

May be delegated responsibility for the overall direction and management of a specific functional area.

Provides analysis, assessment, and consultation to research and instructional faculty and administrators.

Assists in the design, implementation, and integration of analyses, studies, and assessments in the areas of student performance and progress, academic program evaluation, research studies, or administrative process efficiency studies.

May supervise statisticians and assessment staff.

Assists in ensuring that the goals and objectives of a college and university are communicated and met.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

JOB CODE: 9567

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 05/11/12

DIRECTOR, FACILITIES OPERATIONS

DESCRIPTION

Responsible to a Vice President or appropriate administrator.

Responsible for the management and direction of facilities operations for the university which includes maintenance, the work control center, heating ventilation and air conditioning (HVAC), chilled water production, postal services, central receiving, central stores, housekeeping and recycling services, and surplus property.

Ensure and maintain operational standards and compliance for facilities operation services for the university.

Direct facilities operations, services, and personnel at the university level.

Interact with all levels of the university's management regarding the efficiency of facilities operation services.

Propose recommendations for improving facilities operation services for the entire campus.

Implement programs and policies regarding facilities operations.

Responsible for the facilities operation budget.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

JOB CODE: 9568

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 05/15/2012

ASSISTANT DIRECTOR, CONTRACTS AND REAL ESTATE

DESCRIPTION

Responsible to the Director of Resource Management or an appropriate administrator in Facilities and Safety.

Serve as the Facilities and Safety liaison with University General Counsel regarding all facets of contract administration. Consult with General Counsel as needed and implement their legal opinions. Advise management of all aspects of legal and policy issues related to contract administration.

Create, within limits, contracts, agreements, and bid documents for Facilities and Safety contracts. Provide expertise and guidance regarding the submission of contracts to departmental administrators. Assist in the planning and drafting of contract bid documents. Assist with contract negotiation.

Ensure compliance with contractual terms and conditions of Facilities and Safety contracts with Federal, State, and University laws, rules regulations, guidelines and policies.

Ensure that bid, proposal and negotiation information is developed to maximize benefit to the University. Identify contract risks and make recommendations to mitigate or eliminate risks.

Review contract language and monitor contract compliance. Research expanding and changing Federal, State and University laws and requirements and identify their effect on bids, agreements, and contracts.

Develop, recommend, and implement policies and procedures relative to contracts, professional services, and facilities support activities.

Monitor all UCF leasing activities including lease negotiations. Coordinate and execute lease documents. Ensure compliance with the Cleary Act and any other federal statutes. Create, negotiate, execute, and manage all aspects of commercial lease agreements to which the university is a party as lessee or lessor.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

JOB CODE: 9569

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 06/26/2012

LEAD DENTIST CLINIC MANAGER

DESCRIPTION

Responsible to the Director of the Student Health Center or an appropriate administrator.

Perform routine general dentistry procedures.

Provide urgent, restorative, preventative, and cosmetic dental care.

Plan and direct clinic functions to ensure effective dental care and attainment of revenue goals.

Initiate and facilitate performance improvements in the dental clinic.

Evaluate products, equipment, and supplies.

Ensure that the clinic meets applicable accreditation and regulatory requirements.

Establish clinic goals and provide a framework for dental staff to deliver services.

Ensure compliance with infection control standards established by the UCF Health Services, AAAHC, and official regulatory and governmental agencies.

Manage dentists and dental staff to achieve the mission and goals of the Dental Center and supports UCF Health Services.

Provide educational opportunities for staff, patients, and students, and allocate resource for staff education in support of a learning environment.

Manage patient flow, triages, and assign patients to appropriate care.

Provide patients with needed information about diagnostic procedures, treatments, and costs as indicated.

MINIMUM QUALIFICATIONS

Graduation from an approved school of dentistry, licensed as a dentist by the State of Florida Board of Dentistry, and two years of experience practicing dentistry.

CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL
CLASS CODE: 9570
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 7/3/12

ASSISTANT DIRECTOR, ACADEMIC AFFAIRS FISCAL ADMINISTRATION

DESCRIPTION

Responsible to a Director or Associate Director, Academic Affairs Administration or appropriate administrator in the office of the Provost and Vice President for Academic Affairs.

Assists in the development and direction of fiscal operations of the Academic Affairs Division.

May function for the Director or Associate Director of Academic Affairs Administration in his/her absence, as required.

Develops and recommends fiscal rules and policies. Develops and implements training programs and/or other information materials and reports to facilitate communication of university and other fiscal rules and policies.

Coordinates the development, implementation and interpretation of operating procedures to effectively manage administrative and fiscal operations.

Assists in insuring that budget-related goals and objectives for the division, university/Board of Trustees, and Board of Governors are communicated and achieved.

Recommends operating budgetary needs for the division.

Responsible for liaison activities among the division and administrative areas and/or other agencies.

May serve on university/Board of Trustees or Board of Governors committees.

Coordinates the completion of studies and preparation of reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

JOB CODE: 9571

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 08/03/12

MEDICAL TECHNOLOGIST I

DESCRIPTION

Performs routine tests for use in treatment and diagnosis of disease using standard techniques and equipment.

Process, performs, and reports all laboratory tests.

Maintains detailed records.

Calibrates and performs routine maintenance on equipment to ensure proper functioning.

Performs quality control procedures.

Reviews and reports data.

MINIMUM QUALIFICATIONS

Bachelor's degree, two years of training and experience inclusive of molecular testing, and American Society for Clinical Pathology (ASCP) or American Medical Technologists (AMT) certification.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

JOB CODE: 9572

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 08/03/12

MEDICAL TECHNOLOGIST II

DESCRIPTION

Performs review results on all testing in the laboratory to include waived, non-waived (moderate and high complexity testing).

Performs routine tests for use in treatment and diagnosis of disease using standard techniques and equipment.

Process, performs, and reports all laboratory tests

Maintains detailed records

Calibrates and performs routine maintenance on equipment to ensure proper functioning

Performs quality control procedures.

Reviews and reports data

MINIMUM QUALIFICATIONS

Bachelor's degree, American Medical Technologists State Supervisor's License, two years of training and experience inclusive of molecular testing, and American Society for Clinical Pathology (ASCP) or American Medical Technologists (AMT) certification.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9573

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 08/28/12

DIRECTOR RESOURCES AND FACILITIES

DESCRIPTION

Responsible to the Associate Dean or appropriate administrator.

Plans, develops, and coordinates the College's building construction projects and manages corresponding activities with UCF Facilities Planning, Information Technology and Resources, Environmental Health and Safety, and Campus Police.

Serves as the primary college negotiator and liaison to property management companies.

Manages security, safety, and risk management functions for the College.

Responsible for annual inventory of space and all capital assets of the College.

Responsible for the procurement and management of off-site leased locations.

Manages parking and transportation services for the College and its off-campus locations.

Conducts on-going analyses of space utilization for the College.

Serves as the primary contact with landlords, vendors, architects, public agencies, and contractors on behalf of the College.

Oversees the selection, procurement, installation, and maintenance of administrative, educational, instructional, and scientific/medical equipment, and negotiates prices, terms, and conditions.

Manages the college's master space plan.

Maintains knowledge of regulatory requirements for College buildings and equipment and ensures compliance with regulatory and accreditation requirements.

Develops handbooks for security, safety, first aid, and fire exit procedures for the College.

Develops and administers the annual operating budget for the buildings, equipment, professional services, and various service providers associated with the College and its off-campus properties.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

JOB CODE: 9574

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 09/14/12

CLERKSHIP COORDINATOR

DESCRIPTION

Responsible to the Associate Dean for Faculty & Academic Affairs or appropriate administrator in the College of Medicine.

Responsible for coordinating the clerkship program in the College of Medicine.

Develop, distribute and maintain the clerkship rotation and clinical site schedules.

Facilitate clerkship and clinical site orientations.

Serves as a liaison between UCF COM and affiliated clinical sites and volunteer and affiliated clerkship faculty.

Assist faculty and student with access to online evaluation and advising systems.

Coordinate the collection, tracking, and reporting of evaluations and grades for clerkship programs.

Assist in preparation of Liaison Committee on Medical Education (LCME) accreditation.

Collects and analyzes data as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

JOB CODE: 9575

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 09/14/12

MODULE COORDINATOR

DESCRIPTION

Responsible to the Associate Dean for Faculty & Academic Affairs or appropriate administrator in the College of Medicine.

Responsible for coordinating one or more curriculum modules in the College of Medicine.

Monitor the module activities including scheduling; syllabi; lectures; and small group learning activities.

Manage the learning management system and the collection and tracking of curriculum and faculty evaluation data.

Serves as a liaison between UCF COM and volunteer and affiliated module faculty.

Proctor student examinations for the National Board of Medical Examiners (NBME) examinations and train others to do so.

Assist in preparation of Liaison Committee on Medical Education (LCME) accreditation.

Collects and analyzes data as appropriate.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

JOB CODE: 9576

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 09/18/12

DIRECTOR, RESOURCE MANAGEMENT (FACILITIES AND SAFETY)

DESCRIPTION

Responsible to the Associate Vice President or appropriate administrator.

Responsible for Real Estate, Contracts, Administrative functions (auditing, fiscal management, and human resources), and enterprise resources in the Facilities and Safety subdivision.

Oversees real estate functions for the University for university-owned and university-leased property.

Formulates university policies and procedures for real estate acquisitions and disposition of real property by purchase, lease, gift, exchange, sale, easement, or user agreement.

Monitors all university leasing activities.

Oversees contracting functions for the subdivision of Facilities and Safety to maximize benefits to the university to reduce, mitigate, and eliminate contract risks.

Oversees all auditing activities in the Facilities and Safety subdivision.

Develops, implements, and enforces policies and procedures to ensure that the subdivision of Facilities and Safety complies with Federal, state, and university laws, rules, regulations, guidelines, and policies.

Oversees administrative functions for the Facilities and Safety subdivision (human resources, accounting, and information technology services).

Manages enterprise units such as the Surplus Store and the Postal Store.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9577

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 02/13/13

DIRECTOR COMPLIANCE AND ETHICS

DESCRIPTION

Reports to the Chief Compliance and Ethics Officer, Vice President, or appropriate university administrator.

Responsible for assessing and making recommendations to the chief compliance and ethics officer on the planning, implementing, monitoring, and reporting of the institutional compliance and ethics program.

Identifies lapses in ethical behavior, as well as gaps in awareness and compliance with the university's core values and develops.

Assists in the development of policies and procedures for the general operation of the compliance and ethics program and a university code of ethics and code of conduct.

Conducts assessments of the university's conflict of interest policies and procedures and implements appropriate changes for improvement.

Recommends and leads implementation of updates in accordance with regulatory changes. Develops, enhances, and delivers the conflict of interest training for university employees.

Serves as a regulatory resource for the university faculty and staff and provides guidance when requested.

Collaborates with other departments or individuals to review and resolve compliance and ethics issues through appropriate existing channels.

Assists the chief compliance and ethics officer in developing annual work and assessment plans.

MINIMUM QUALIFICATIONS

Master's or doctorate in an appropriate area of specialization and 3 years of appropriate experience or a bachelor's degree in an appropriate area of specialization and 5 years of appropriate experience.

Administrative and Professional
Class Specifications

TITLE: Director, Academic Affairs Fiscal Administration

CLASS CODE: 9578

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 09/16/13

DESCRIPTION

Responsible to an Associate Vice President, Academic Affairs or appropriate administrator in the office of the Provost and Executive Vice President.

Directs the fiscal operations of the Academic Affairs Division.

Directs the development, distribution and submission of fiscal reports and analyses relating to decision making and strategic planning throughout the division and university.

Serves as liaison between the division and university administrative areas to oversee, collect, organize and report E&G expenditures and related data.

Provides fiscal and budgetary guidance and/or support to chief academic administrators in the division, as needed.

Supervises budget staff for the division.

Serves as liaison between the division and university administrative areas and/or other agencies.

May represent the Associate Vice President and division on university/Board of Trustees or Board of Governors committees.

Directs special projects as assigned by the Associate Vice President.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9579

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 10/18/2013

DIRECTOR, DIVERSITY AND INCLUSION

DESCRIPTION

Reports to the Vice President and Chief of Staff, or appropriate university administrator.

Responsible for designing, planning, coordinating, and reporting on university programs in support of the university's goal of diversity and inclusion.

Works with the university community to encourage and support the university's goal of inclusion and diversity.

Sponsors, supports, and assess curricular and extra-curricular university courses, programs, and training that promote the goal of inclusion and diversity.

Establishes and facilitates advisory bodies internal and external to the university to design, implement, support, and assess strategies of the university and the office to achieve the goal of inclusion and diversity.

Creates, sustains, and assess effective communication between the office and the university's internal and external communities that will encourage and support the goal of inclusion and diversity.

Designs and implements annual Institutional Effectiveness plans.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

Administrative and Professional
Class Specifications

TITLE: Assistant Director, Administrative Services

JOB CODE: 9580

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 10/25/13

DESCRIPTION

Responsible to a Dean, Director, or appropriate administrator*.

Responsible for assisting in the management, direction and coordination of an administrative unit or program.

Provides guidance and direction to staff in administrative services and programs.

Assists in the management and oversight of operating budgets.

Assists in developing administrative and fiscal rules and policies and for recommending new and improved programs to effectively manage administrative and fiscal administration.

Assists university/Board of Regents administrators and inter-institutional groups in resolving specific administrative and fiscal problems and in disseminating information in regard to SUS/university rules, policies, and contracts.

Directs special projects in the assigned areas of administrative and fiscal operations.

Collects and analyzes data as appropriate.

Serves as a liaison between the department/unit and other agencies and departments.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

*See Definition of Terms.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9581

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 11/20/13

COORDINATOR UNIVERSITY COMPLIANCE

DESCRIPTION

Reports to the Chief Compliance Officer or Director or appropriate administrator.

Responsible for supporting the development and operation of an integrated and comprehensive compliance and ethics program

Performs compliance research and policy review.

Performs regulatory research and compliance based policy and procedures analyses and identifies gaps.

Proposes improvements with the guidance of the Chief Compliance Officer or Director.

Participates in investigations.

Plans and conducts compliance reviews for risk areas.

Follows up with department management to ensure corrective actions are implemented.

Develops website content.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Administrative and Professional
Class Specifications

TITLE: Project Manager
JOB CODE: 9582
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 03/13/2014

DESCRIPTION

Responsible to a Director or appropriate administrator.

Manages the formal phase processes of construction or administrative (not information technology positions) projects for UCF (the planning, execution, monitoring, controlling, and closing of projects).

Determines the scope and requirements of the projects (performs financial analyses to determine costs and budgets, performs staffing analyses to determine personnel for the project, and prepares a schedule of work efforts and deliverables).

Plans the completion of projects (coordinates a project team, works with stakeholders to determine and monitor expectations).

Monitors, assesses, and measures all project activities during project progression against pre-determined project scope (cost and staffing).

Monitors, measures, negotiates, and enforces projects requirements by university staff and external contractors.

Provides continuous project completion feedback (positive and negative) to university senior management.

Prepares project reports at each phase of completion.

Works directly with senior management, contractors, and university attorneys regarding the non-adherence to formal project planning requirements and deliverables.

Manages the closing of projects (both contractual and work completion phases).

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

For positions assigned to this classification, special qualifications may be added to the minimum qualifications, such as possession of a Project Management certification.

Administrative and Professional
Class Specifications

TITLE: Assistant Director Physical Security
JOB CODE: 9583
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 03/27/14

DESCRIPTION

Responsible to the Director of Emergency Management or appropriate administrator.

Oversees physical security of the university including access control, security cameras, and other security systems.

Develops, implements, and follows through on security initiatives to improve processes, and develop a comprehensive University wide security program.

Oversees all security cameras and access control systems the University utilizes.

Contributes towards physical security design, developing and publishing written physical security design standards.

Provides technical expertise in implementing physical security standards and technologies to aid in the protection of personnel and assets owned by UCF.

Provides advice and assistance in determining security system specifications, developing plans, identifying system integrators, coordinating installation, managing maintenance services, and evaluating and assessing developing security technology and functionality in the context of University requirements.

Ensures understanding and adherence to detailed Physical Security design specifications and standards as well as interpreting architectural drawing and blue prints for the purpose of applying, reviewing and approving University security design standards.

Develops and reviews Scopes of Work, Project Bidding Packages and Project Budgets.

Manages the security integration vendor to ensure completion of the security system integration.

Coordinates the final test and acceptance of site security systems.

Ensures physical security systems adherence to University policies and are optimally integrated.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9584

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 12/10/2008

ASSISTANT DIRECTOR, UNIVERSITY EQUAL OPPORTUNITY PROGRAMS

DESCRIPTION

Responsible to the Director or Associate Director, University Equal Opportunity Programs, or appropriate administrator*.

May function for the Director or Associate Director in his/her absence. May be delegated responsibility for the overall direction and management of a specific functional area.

Responsible for assisting in providing the management, administrative direction, coordination and control of activities of the EOP area, which may include the areas of admissions, employment, promotion, recruitment, and separation of university employees.

Assists in program planning, implementation and evaluation; makes recommendations for the establishment or improvement of program functions.

Coordinates special projects and studies. Compiles reports and statistics to assist in analyzing the university's progress toward AA/EO goals.

May serve as liaison between department and other university departments/units and/or external groups and organizations.

Performs related duties as required or deemed appropriate to the accomplishments of the responsibilities and functions of his/her area.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9585

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 8/12/2014

ASSISTANT DEAN –
ACADEMIC SUPPORT SERVICES OR ADMINISTRATIVE SERVICES

The primary duties of this position are for general administrative support of the operations of the college, not in direct support of the faculty mission. Therefore, there is a demarcation between this A&P Assistant Dean classification as delineated by the primary purposes of the positions, and within the specification for each.

DESCRIPTION

Responsible to the Dean of a College.

Assists in establishing strategic initiatives and priorities in the development, implementation, and interpretation of operating procedures, which may include such duties as budgeting, marketing, admissions, student services, records, human resources, and/or graduation processes.

Plans, develops, and directs proposals that support strategic plans for the college. Represents the dean and college on substantive matters of impact related to leadership of the college, strategic direction and decision-making.

Typically serves as a resource and referral source for students, faculty, and staff seeking various types of assistance.

Develops and recommends policies.

Implements procedures to ensure compliance with university and external agencies' policies, regulations and laws and communicates them to the college.

Assists in ensuring that the goals and objectives for the college, university, and Board of Trustees are communicated and achieved.

Formulates and administers the annual operating budget for the college and/or recommends budgetary needs for the assigned area(s) of responsibility.

May serve on college and/or university committees.

Functions at an appropriate professional and performance level as determined by the Office of Academic Affairs.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and eight years of appropriate leadership experience.

UNIVERSITY OF CENTRAL FLORIDA
CLASS SPECIFICATION
ADMINISTRATIVE AND PROFESSIONAL

CLASS CODE: 9586

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 6/27/2014

EXECUTIVE DIRECTOR – HUMAN RESOURCES

DESCRIPTION

Responsible to the Associate Vice President and Chief of Human Resources Officer.

Supports the Associate Vice President by ensuring continuity and integration of services in day-to-day operations. Maintains and nurtures effective partnerships within HR and with campus administrators and HR liaisons to achieve strategic initiatives and vision.

Promotes a customer-centered HR philosophy by utilizing performance metrics to evaluate key processes and initiate changes in order to ensure efficient customer service and accountability.

Coordinates the workflow between various HR areas to ensure processes and work is done efficiently, timely and accurately.

Provides effective leadership in the development of comprehensive short-term and long-range strategic plans for centralized human resources functions and initiatives to enhance operations, programs, and services.

Serves as a business partner and provides guidance, advice, and assistance in managing the organization's workforce.

Serves as a member of the management bargaining team. Contributes to the development of a labor relations strategy; helps coordinate administration, provide interpretation, and ensure adherence to collective bargaining contracts.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and eight years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and ten years of appropriate experience.

Administrative and Professional
Class Specifications

TITLE: Associate Director Landscape and Natural Resources
JOB CODE: 9587
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 11/13/2014

DESCRIPTION

Responsible to the Director or appropriate administrator.

Provides leadership over the direction of the Landscape and Natural Resources Department under the oversight of the Director.

Provides direction of the overall program including staff communication, priority setting, the execution of plans, and the tracking of projects.

Oversees the natural resources and land management program including the identification of conservation strategies, economic analysis, documentation, and fund raising.

Develops and implements a five year department strategic plan.

Oversees and works closely with Landscape Superintendents to coordinate overall department activities.

Researches, develops, and evaluates department strategies procedures and policies.

Communicates and achieving the vision, mission, and goals of the department and university.

Develops and manages departmental budgets including cost control, operating funds, special projects expenditures, and ensures sound fiscal policies and internal control.

Develops educational and research programs.

Ensures department compliance requirements and the preparation of reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

Administrative and Professional
Class Specifications

TITLE: Assistant Chef
JOB CODE: 9588
COLLECTIVE BARGAINING STATUS:
EFFECTIVE: 01/09/15

DESCRIPTION

Assist instructors in training and advising UCF undergraduate students in kitchen basics and execution of catered events (internal and external) on the Rosen campus.

Support instructors in the basic training and advising UCF undergraduate students and food and beverage employees in Rosen College food and beverage laboratories. This includes class records, presentations, and training of students in food preparation procedures.

May serve as lead employee over all food and beverage operations staff.

Coordinate the basic planning, training, and execution of class events on the Rosen Campus. This includes the basic training of food and beverage employees and students in event set-up, food prep, service, breakdown, and cleanup.

Maintain equipment and food and beverage related records; maintain professional and effective communications and working relationships with faculty, staff and visitors.

Maintain for areas of responsibility checklists and daily walkthroughs; maintain high sanitary standards; ensure all responsible areas are neat, clean, organized, functional, and inventoried.

Maintain purchasing, receiving, storage, and inventory (FIFO, First in, First out) practices and assist in the pick-up and delivery of food and beverage products and supplies.

Other food and beverage operational activities.

Additional duties as assigned per needs of supervisors.

MINIMUM QUALIFICATIONS

Bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

Administrative and Professional Class Specifications

TITLE: Associate Chef
JOB CODE: 9589
COLLECTIVE BARGAINING STATUS:
EFFECTIVE: 01/09/15

DESCRIPTION

Support instructors in the intermediate level training and advising of UCF undergraduate students in kitchen basics and execution of catered events (internal and external) on the Rosen campus.

Support instructors in the intermediate training and advising UCF undergraduate students and food and beverage employees in Rosen College food and beverage laboratories. This includes class records, presentations, and training of students in food preparation procedures.

May serve as lead employee over all food and beverage operations staff and assistant chef.

Oversee the intermediate level planning, training, and execution of class events on the Rosen Campus. This includes the intermediate level training of food and beverage employees and students in event set-up, food prep, service, breakdown, and cleanup.

Supervise equipment and food and beverage related records; maintain professional and effective communications and working relationships with faculty, staff and visitors.

Supervise responsibility checklists and daily walkthroughs; ensures high sanitary standards; ensure all responsible areas are neat, clean, organized, functional, and inventoried.

Supervise purchasing, receiving, storage, and inventory (FIFO, First in, First out) practices and the pick-up and delivery of food and beverage products and supplies.

Other food and beverage operational activities.

Additional duties as assigned per needs of supervisors.

MINIMUM QUALIFICATIONS

Bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

Administrative and Professional
Class Specifications

TITLE: Senior Chef
JOB CODE: 9590
COLLECTIVE BARGAINING STATUS:
EFFECTIVE: 01/09/15

DESCRIPTION

Support instructors in advanced and more complex level training and advising of UCF undergraduate students in kitchen basics and execution of catered events (internal and external) on the Rosen campus.

Support instructors in advanced and more complex training, advising, and supervision of UCF undergraduate students and food and beverage employees in Rosen College food and beverage laboratories. This includes class records, presentations, and training of students in food preparation procedures.

May serve as lead employee over all food and beverage operations staff and assistant and associate chefs.

Supervise the planning, training, and execution of advanced and more complex class events on the Rosen Campus. This includes the advanced and more complex training and supervision of food and beverage employees and students in event set-up, food prep, service, breakdown, and cleanup.

Supervise the maintenance equipment and food and beverage related records; ensures professional and effective communications and working relationships with faculty, staff and visitors.

Supervise areas of responsibility checklists and daily walkthroughs; ensures high sanitary standards; ensure all responsible areas are neat, clean, organized, functional, and inventoried.

Supervise purchasing, receiving, storage, and inventory (FIFO, First in, First out) practices and the pick-up and delivery of food and beverage products and supplies.

Other food and beverage operational activities.

Additional duties as assigned per needs of supervisors.

MINIMUM QUALIFICATIONS

Bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

Administrative and Professional
Class Specifications

TITLE: Associate Director Sustainability and Energy Management

JOB CODE: 9591

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 01/12/15

DESCRIPTION

Responsible to the Director or appropriate administrator.

Provides leadership over the direction of the Sustainability and Energy Management under the oversight of the Director.

Assists in the direction and management of the campus utility infrastructure, energy procurement and production plant units within the Energy Management Department.

Plans, assigns, and directs the operations and maintenance of all university commodities and plant generation and distribution that include chilled water, power, natural gas, water, waste-water, utility partner tariffs, agreements and procurement of all regulated and deregulated utilities, customer billing as well as other related public infrastructure.

Manages staff for improvement and development, training, assigning, reviewing, evaluating work performance.

Provides direction of the overall program including staff communication, priority setting, the execution of plans, and the tracking of projects.

Communicates and achieving the vision, mission, and goals of the department and university.

Develops and manages departmental budgets including cost control, operating funds, special projects expenditures, and ensures sound fiscal policies and internal control.

Ensures university compliance requirements and the preparation of reports.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

Administrative and Professional Class Specifications

TITLE: Director, Finance and Accounting
JOB CODE: 9592
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 04/23/15

DESCRIPTION

Responsible to the Associate Provost and Associate Vice President.

Responsible for the planning, organization, management and control of assigned university fiscal activities.

Provides strategic leadership and effective management for the university wide Financial Reporting, Accounts Receivable/Payable, and Student Accounts activities.

Establishes university policies and procedures for financial operations. Ensures policies are efficiently implemented and effective, and ensures compliance and throughout the university.

Oversees the planning and finalizing of financial studies and reports.

Ensures integrity of financial records and quality of financial data.

Optimizes financial systems to pursue institutional effectiveness in processes and systems.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

Administrative and Professional Class Specifications

TITLE: Director, Athletics Compliance
JOB CODE: 9593
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 05/05/15

DESCRIPTION

Reports to the Assistant Athletics Director (A.D.) for Compliance or appropriate administrator in University Compliance, Ethics, and Risk.

Responsible for maintaining institutional compliance with NCAA, Conference and University rules and will report any violations of those rules.

Ensures proper dissemination of NCAA, Conference, and University rules, interpretations, legislative updates to coaches, University staff, student-athletes, and representatives of the University's athletics interests.

Assists in the investigation of possible violations of NCAA regulations.

Assists with response to internal audits and external reviews of the compliance program.

Oversees the administration and coordination of compliance duties in the areas of eligibility (initial / continuing), admissions, financial aid, and rules monitoring to ensure adherence to University, conference and NCAA regulations.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

Administrative and Professional Class Specifications

TITLE: Associate Director, Athletics Compliance
JOB CODE: 9594
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 05/05/15

DESCRIPTION

Responsible for the daily management of initial and continuing eligibility for student athletes.

Coordinates student-athlete academic evaluations, admissions, and endorsements with Admissions and the Registrar's offices.

Serves a point person relative to the area of transfers; and coordinate NCAA transfer assessment for potential incoming student-athletes as well as tracers / permission to contact documentation.

Serves as a liaison to various NCAA, University and Conference departments, including Admissions, Registrar's office, NCAA Eligibility Center, International Student Services, and Drug Free Sport.

Directs compliance-related projects and perform other administrative duties as assigned by the Director for Compliance.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Administrative and Professional Class Specifications

TITLE: Assistant Director, Athletics Compliance
JOB CODE: 9595
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 05/05/15

DESCRIPTION

Responsible for monitoring rules for the review and approval of appropriate documentation, in the area of recruiting, with emphasis on contacts, evaluations, recruiting logs, official and unofficial visits, recruiting and travel expenses, complimentary ticket approvals, telephone and text monitoring, scouting, and recruiting sites.

Monitors rules for the review and approval of appropriate documentation, in the areas of playing and practice seasons, with emphasis on hour restrictions, student-athlete player and guest approvals, student-athlete awards, playing season declarations, student-athlete participation, occasional meals, pass gates (NCAA / player guest), and game day operations.

Completes compliance-related projects and performs other administrative duties as assigned.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Administrative and Professional Class Specifications

TITLE: Director, Budget Initiatives
JOB CODE: 9596
COLLECTIVE BARGAINING STATUS: Out-of-Unit
EFFECTIVE: 04/23/15

DESCRIPTION

Responsible to the Associate Provost and Associate Vice President.

Responsible for the planning, organization, and innovative progression of all budget automation, planning and reporting, and other budget initiatives that improve the quality of the university's internal financial management information.

Provides strategic leadership and effective management across the university to support a comprehensive budget planning and reporting process.

Serves as the liaison between all parties involved in the design, development, and implementation of an enterprise budget system including technology implementation. Coordinates associated training of department budget and finance leaders.

Establishes university policies and procedures for budget and planning operations. Ensures balanced controls and provides timely financial reporting, accountability, and customer service.

Oversees continued reporting practices for accuracy and completeness. Responsible for the review and quality control of reports to State agencies.

Provides oversight of employee position accounting as it relates to the budgeting function.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

Administrative and Professional Class Specifications

TITLE: Associate Athletic Director (A.D.) for Compliance

JOB CODE: 9597

COLLECTIVE BARGAINING STATUS: Out-of-Unit

EFFECTIVE: 08/17/15

DESCRIPTION

Responsible to the Chief Compliance and Ethics Officer.

Oversees the management of the Athletics Compliance Office (ACO).

Responsible for the development, implementation, and maintenance of strategies and related NCAA, Conference, UCF, and UCFAA policies and procedures, and goals and objectives concerning area of responsibility.

Responsible for a comprehensive rules education program for athletics department staff and student-athletes.

Develops and coordinates a system for disseminating information to UCF and UCFAA staff on current rules, proposals and new rules.

Designs, implements, and evaluates a comprehensive rules monitoring system to ensure compliance to related policies and procedures.

Responsible for ensuring adherence to NCAA continuing certification.

Oversees student financial aid and admissions compliance for student athletes.

Oversees the investigation and reporting of alleged violations of NCAA regulations to University Compliance and Ethics Office, Athletics Director and NCAA.

MINIMUM QUALIFICATIONS

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.