



Job Catalog

Job Family Group

[Business & Administration](#)

[Campus Services](#)

[Faculty](#)

[Research, Scientific & Engineering](#)

[Student Athletics](#)

[Student Services](#)

Business & Administration

Business & Administration contains a wide range of positions that support ongoing University operations, strategic planning, and analysis. These positions support business, financial, and physical operations, provide capital planning and safety services, and cultivate relationships with alumni, friends, and donors.

Job Families

[Business Operations](#)

[Campus Operations](#)

[Communication & Marketing](#)

[Facilities Management](#)

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[Human Resources](#)

[Information Technology](#)

[Law Enforcement & Safety](#)

[Legal & Compliance Services](#)

[Purchasing & Stores](#)

[University Advancement](#)

[Volunteers](#)

Campus Services

Campus Services contains positions that provide enrichment to members of the University community and the community at large. Positions within Campus Services are responsible for libraries, museums, galleries and the performing arts. These positions help foster the University's community relationships through the arts, storytelling, and celebration of knowledge and creativity.

Job Families

[Libraries & Museums](#)

[Performing Arts](#)

Faculty

Faculty contains those positions that provide education and guidance for students during their enrollment with the University and those that provide leadership, service, and strategic direction to the University. Positions within Faculty include all tenure track, non-tenure track and part-time faculty. These positions provide the instruction, research, guidance, and ingenuity needed to inspire, mentor and grow the University's students and honor the University's history and foster its future as a leading public urban research university.

Job Families

[Administrative Faculty](#)

[Library Faculty](#)

[Research Faculty](#)

[Teaching Faculty](#)

Research, Scientific & Engineering

Research, Scientific & Engineering contains those positions that support the administration, operation, and execution of the University's applied research efforts. These positions honor the University's history and foster its future as a leading public urban research university.

Job Families

[Postdoctoral Research](#)

[Research Administration](#)

[Research, Scientific & Engineering Services](#)

Student Athletics

Student Athletics positions support intercollegiate student athletic programs and events. These positions are responsible for the management and operations of the department and the development and support of student athletes. The positions help promote the University and its athletic programs to campus, alumni, and the larger community. Comply with NCAA, Conference and University regulations and policies.

Job Families

[Athletics Administration & Operations](#)

[Coaching](#)

Student Services

Student Services contains positions that support and oversee the student life cycle during the academic experience and beyond graduation. These positions are responsible for the development, implementation and evaluation of a range of academic administrative processes, support programs and services that support and enhance student academic success and well-being. They provide assistance to students and their families in the transition to and navigation of college life. These positions foster the University's commitment to being a diverse and inclusive university of opportunity for all types of learners and have a significant impact on the student experience and outcomes.

Job Families

[Academic Support](#)

[Health, Wellness & Recreation Services](#)

[Student Enrollment Services](#)

[Student Life](#)

Business & Administration: Business Operations

Business Operations categories support the day-to-day operations and effective and efficient use of resources to accomplish the University's strategic mission. Positions are responsible for a wide range of administrative functions.

Job Categories

Business Intelligence & Analytics

Business Intelligence & Analytics is responsible for the design, analysis and maintenance of business intelligence solutions. These positions formulate and apply mathematical modeling and other optimizing methods to develop and interpret information that assists stakeholders with evaluation, research, assessment, problem-solving, strategic planning, administrative decisions and policy formulation. Responsible for administering and processing voluntary and mandatory survey results.

Business Operations Support

Business Operations Support positions are responsible for administrative support, coordination and execution of day-to-day activities and various cross-functional business operations of an administrative or academic, program, department or unit. May propose or formulate policy and oversee the preparation and management of grant and contract proposals. May manage vendor relationships, institutional relationships, or community organization and other relationships.

Business & Administration: Campus Operations

Campus Operations job family is comprised of areas that provide campus related support, ensuring day-to-day campus activity and special events are managed effectively in support of the university and surrounding community. Campus Operations includes event services, parking services, printing services, food and mailing/delivery services.

Job Categories

Event Services

Employee positions that design and coordinate activity in support of campus events. Event Services assists with all aspects of conferences, student organization meetings, special, and executive events. Coordinates with internal and external event staff to determine and meet objectives and requirements for each occasion. When necessary, works with external vendors to arrange services and/or equipment not provided by the university. May provide event marketing and support services during special events.

Food Services

Employee positions that Prepare, store, cook, and serve a variety of foods for the university community and visitors in accordance with the Food and Drug Administration (FDA) regulations for safe food handling.

Mailing & Delivery Services

Mailing & Delivery Services is responsible for all activities associated with the delivery and distribution of mail and deliveries for the campus community on campus, in between campuses, and at other locations. These services include processing mail and packages, distribution and delivery, enforcing US Postal regulations, heavy materials and special deliveries such as supplies, surplus property, and bulk mailings for print services.

Parking Services

Parking Services is responsible for the management, operation, maintenance of all parking facilities and transportation services on campus and during special events. Ensures compliance with federal and state transportation regulations and university policies associated with parking and vehicle use.

Printing Services

Printing Services is responsible for print production and reproduction services including printing, duplication, bindery and pre-press operations. Coordinates work with internal customers. Ensures proper operation and maintenance of all equipment. Coordinates project deadlines, dates and parameters. Coordinates daily operations and maintenance of satellite printing offices and self-service copy machines.

Business & Administration: Communication & Marketing

Communication and Marketing job family is comprised of areas responsible for communications and marketing planning, strategy, management, and services to support effective communication between the university and current and potential students, employees, alumni, and the public. Responsible for the establishment of a recognizable brand for the University and relationship building with stakeholders.

Job Categories

Communications & Marketing

Communications and Marketing positions are responsible for the internal and external marketing and communications on behalf of the University. Advance University messaging through professionally crafted communications developed for various modalities and audiences. May plan, direct, or coordinate marketing policies and programs; activities designed to create or maintain a favorable public image or raise issue awareness of University initiatives; revise or edit written material; review proposals and drafts for possible publication.

Media Services

Employee positions providing administration and services supporting various media platforms and technology. This specialty covers the strategic and operational management and implementation of activities related to the conception, design, creation, development, and production of media—video, audio, graphics, multimedia, and other forms of digital media; as well as media distribution which includes broadcast, online, and any other platforms or events used to support or distribute digital media - for diverse audiences, including internal and external stakeholders. Functions may include conceptualizing, developing, designing, producing, editing, and directing media projects; or the operation, maintenance and/or oversight of media facilities, production, and distribution-related activities.

Technical Communication

Employee positions that are responsible for the editorial and technical writing of communications, publications, and materials for academics. May assist in layout work.

University Press

University Press positions support the publication of peer-reviewed trade and scholarly books, plus the communications and events supporting the promotion and dissemination of these books, for the UA community and the international scholarly community aligned with selected areas of UA's scholarly distinction. University Press positions also support providing publishing services to the campus and regional community.

Business & Administration: Facilities Management

Facilities Management job family is comprised of areas that provide services, planning, oversight, and campus-wide operational and maintenance support for all campus facilities, infrastructure, equipment, and grounds in accordance with University standards, code and professional requirements.

Job Categories

Building Services, Grounds, Special Services & Recycling

Building Services, Grounds, Special Services and Recycling employees perform a variety of tasks to maintain the operations, cleanliness, sanitation and appearance of facilities and the surrounding grounds. Develop and operate refuse waste reduction and recycling programs. Deliver and receive heavy materials and supplies. Maintain, diagnose, and repair University vehicles and equipment. Maintain pools, fitness and other related equipment.

Energy Operations

Energy Operations is responsible for the operations and management of the university's energy systems, heating and cooling and maintaining compliance with applicable codes and regulations. Scope of responsibility varies within this category and may include the following areas of specialization: computerized energy management systems, mechanical systems and equipment; power generating and heating plants and associated systems to provide hot and cold water to the buildings on campus; University high voltage distribution system; air conditioning, refrigeration and heating equipment; water treatment plant machines, and related equipment; control of energy consumption and emissions.

Facilities Planning & Administration

Facilities Planning & Administration positions are responsible for the direction, management and execution of services related to the planning and administration of facilities and grounds. This category includes positions that are responsible for development, planning and implementation of the capital improvements, oversight of overall activities performed in the continuing maintenance, repair and operation of campus facilities and grounds, construction projects and space planning.

Maintenance & Operations

Maintenance & Operations positions are responsible for the daily operations, upkeep, and general and skilled repairs, replacement of parts and structural components, and other activities needed to preserve an asset so that it continues to provide acceptable services and achieves its expected life. Scope of responsibility varies within this category and includes the following areas: general maintenance; plumbing; carpentry, electrical and painting.

Business & Administration: Finance

Finance job family is comprised of areas that plan, administer, analyze, and manage the University's financial activities or resources in accordance with applicable regulations and policies. Provides stewardship and strategic direction to ensure the stability and sustainability of the University's financial operations.

Job Categories

Accounting

Accounting properly identifies, records, measures, classifies, summarizes, verifies, and interprets the University's financial transactions, assets, liabilities, income and expenses in accordance with accounting principles, policies and regulations. Creates, maintains and analyzes general ledger accounts, tax forms, financial statements and supporting schedules, financial and operational reports and financial controls. Maintains compliance with reporting and filing requirements. Serves as liaison to financial and operational leadership. Functions may include payroll, taxation, accounts payable, accounts receivable, and financial reporting.

Budget

Budget compiles and reviews budgets and budget assumptions for the University. Creates the long-range analysis and planning for financial forecast, taking into consideration historical expenditures, actual performance and estimates of expense and income determined by statistical analyses. This includes defining the set of assumptions used to estimate the volumes which drive the net revenue and expenses. Provides analysis for strategic fiscal decisions. Performs record-keeping and reporting functions and establishes budgetary control mechanisms in accordance with applicable policies and regulations.

Financial Operations

Financial operations positions are primarily responsible for the management, accountability, analyzing, and forecasting of financial expenditures, income and targets for a unit, division or program. May include financial services such as management and operation of systems, reporting and controls, developing and administering policy and procedure, budgeting and expense monitoring, and responsibility for billing and receivables. May include other aspects of business operations.

Internal Audit

Internal Audit supports the design, assessment, and effectuation of internal controls for compliance with institutional policies and external regulations. Performs operational and financial audits, special investigations and consultations to management to mitigate risk. Reports findings and recommendations to leadership and the board and university foundation.

Treasury

Treasury is responsible for management of assets and liabilities for future growth. Manages cash and liquidity of investments. Oversees short and intermediate term investments. Ensures assets are allocated optimally in accordance with applicable regulations and policies. Provides banking and cash management services including depositing checks and cash, acceptance of payment cards and receipt of electronic funds.

Business & Administration: Human Resources

Human Resources job family is comprised of areas that support the strategic and operational management and ensures compliance with external regulations of the University's human resources function. Responsible for the development and execution of strategies, plans, and policies to promote a productive and inclusive workforce in accordance with university policy, practices, and objectives for the wellbeing of the employees and in support of the University's strategic goals, culture, and leadership development to elevate the talent and skills of the organization.

Job Categories

Human Resources

Human Resources supports the management of the University's human resources and develops and executes strategies and plans to promote a productive and inclusive workforce in accordance with university policy, practices, objectives and external regulations. Human Resources supports the wellbeing of employees, the University's strategic goals, culture, and leadership development to elevate the talent and skills of the organization. Human Resources functions may include talent acquisition and management, compensation and benefits, employee and labor relations, human resources records and services, equal opportunity and affirmative action, learning and organizational development.

Business & Administration: Information Technology

Information Technology job family is comprised of areas responsible for the acquisition, design, implementation, operation and maintenance of the University's information technology solutions for the campus community.

Job Categories

Application Development

These positions use specialized software to store and organize data. May be responsible for developing, installing and maintaining specified or assigned applications, improving system performance, and troubleshooting issues. May work with departments, programs or units to evaluate needs, system capacity and resources to design and deploy appropriate applications.

Computer Systems Analysis

These positions conduct a comprehensive review of the University's computer systems to identify procedures and design improvements that would increase their efficiency. May consult with departments, programs or units to determine needs, research technologies, analyze costs and benefits of new technologies or upgrades, design ways to add functionality to existing systems, oversee installation, configuration, customization and testing of new systems, or create documentation or provide training on the system.

Database Administration

These positions store and organize data and protect data from unauthorized access using specialized software. Responsible for designing, maintaining and creating databases, securing data, updating permissions, protecting data from loss, and making data available to authorized users. Work with programs, departments and units to determine user needs and to test, monitor and provide support for database operation.

Information Technology Security

These positions plan and implement security measures to keep computer networks and systems safe from malware, unauthorized access, damage, and data breaches. They are responsible for increasing the security, reliability, and resiliency of the data and information assets of the University. Positions may monitor networks for security breaches and respond to or investigate areas of concern, conduct security testing, install security software and patches, prepare reports, research latest standards and threats, and create disaster recovery plans. May be responsible for

the development and implementation of policies, procedures, standards, and guidelines to ensure the security of the University technology environments.

Network & Systems

These positions are responsible for network-related tasks or hardware, servers and computer systems. They oversee and maintain the day-to-day operation of the University's computer networks to ensure workstations are working efficiently and stay connected to the central computer network. Positions may organize, install and support local area networks (LANS), wide area networks (WANS), network segments, intranets, and other data and telecommunications communication systems, determine needs and install network hardware and software, monitor, upgrade and repair network hardware or technology, document, evaluate and optimize network or system performance, add network users and assign security positions, and diagnose and resolve network problems.

Project Support

These positions are responsible for planning, organizing, and successfully executing information technology goals and projects. Serve as a resource and liaison for programs, departments and units. May be responsible for documenting project progress, milestones and deliverables, organizing and allocating tasks to efficiently accomplish goals, communicating with stakeholders on project progress, risks and delay, assisting with risk management and mitigation efforts, and gathering, analyzing and reporting on various project metrics. Includes the development and delivery of administrative systems training.

Technical Support

These positions provide first level troubleshooting, maintenance, installation and repairs of computer hardware and diagnosing software issues. Responsible for analyzing, diagnosing and determining the cause of computer problems, documenting computer problems, guiding users through problem-solving steps, setting up or repairing equipment and related devices, installing and training users on new programs or equipment. May provide support for ongoing technology projects or serve as primary point of contact for support needs.

Business & Administration: Law Enforcement & Safety

Law Enforcement and Safety job family is comprised of areas responsible for the implementation of programs to maintain a safe, healthy, and secure campus by enforcing university rules and local, state, and federal laws. Protects university students, employees, and facilities on campus and collaborates with local law enforcement for the provision of security and safety in the surrounding metropolitan area.

Job Categories

Environmental Health & Safety

Environmental Health and Safety Employee positions are responsible for creating, overseeing, managing, and directing health and safety programs and services to provide a safe working and learning environment. Enforce, and maintain compliance with, all applicable health and safety laws and regulations such as: fire codes, hazardous materials regulations, and environmental and occupational regulations. Train and educate the Campus community regarding emergency preparedness plans. Work with University community and city, county and state emergency management agencies. Cooperate with the campus community in responding to health and safety concerns or emergencies.

Locking Systems

Employee positions responsible for the administration and services related to physical security of institutional assets. Install and maintain all forms of architectural hardware, electronic access controls, and security systems. Plan and implement inspection and preventative maintenance on all facilities, equipment and systems. Maintain policies and procedures related to architectural hardware, access controls and keys.

University Police

Employee positions are responsible for the safety and security of campus and operations of the University police department including dispatch services. Maintain order and protect life and property by supporting and enforcing local, state, or federal laws and ordinances. Include sworn officers empowered to protect university students, employees, visitors, and facilities on campus and collaborate with local law enforcement for the provision of security and safety in the surrounding metropolitan area. Provide community training and services that support campus wellbeing.

Business & Administration: Legal & Compliance Services

Legal and Compliance job family is comprised of areas that ensure the University staff, faculty, leadership and students adhere to internal rules and controls and legal and regulatory requirements, create, maintain and submit required reports and documentation, and provide legal counsel to the university to mitigate risk and provide resolution as issues arise.

Job Categories

Compliance and Risk Management Services

Compliance & Risk Management ensures the University's compliance with regulatory standards and identifies and rates key risks across UA to support decision making. This category works with policies, standards, and procedures to implement internal controls to ensure university-wide compliance. Stays abreast of pending and newly passed regulatory change. Proactively identifies, assesses, prioritizes and mitigates risk. A wide range of compliance and risk functions are covered by this group including, but not limited to, intellectual property management, student immigration, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Title IX, and The Bayh-Dole Act.

General Counsel

General Counsel positions provide legal representation and support for the University. Provide legal opinions, guidance, research and interpretation to faculty, staff and leaders within the organization to mitigate risk and to advise on potential courses of action. Prepare, review and approve legal opinions, contracts, regulatory applications and filings, policies and procedures, regulations, bylaws, and other legal documents. May develop legal strategies and gather evidence to defend the University against legal claims and charges. May seek, review or direct the services of outside counsel. The category may also support the Board of Trustees by fulfilling administrative duties such as keeping meeting minutes, maintaining electronic systems, providing reports, acting as gatekeepers, and keeping schedules. Includes working with and making contacts of a highly sensitive nature.

Business & Administration: Purchasing & Stores

Purchasing and Stores job family includes areas responsible for all aspects of the procurement of goods and services for the University including the bidding process, shipping and receiving, procurement agreements, organizing surplus auctions, and inventory management.

Job Categories

Purchasing

Purchasing positions facilitate the procurement of goods and services for the University. Provide support and management of the Procurement Card program. Oversee the process of Travel Expense reports for accuracy, compliance and efficient turn-around time. Provide reports and compliance information as needed. Maintain purchasing policy and procedure for the campus community.

Stores

Stores positions receive, store, and issue chemicals, materials, equipment, and other items from stockroom or storage for the campus community. Manage, coordinate and oversee the storeroom inventory process and stockroom operations. These positions may identify and determine disposition of unused University surplus property.

Business & Administration: University Advancement

University Advancement job family includes areas that drive the outreach and development of support for the University's mission and programs including engaging alumni, business, government and community relations.

Job Categories

Alumni Relations

Alumni Relations positions are responsible for the strategy, planning and execution of alumni events, volunteer activities and partnerships with alumni clubs and societies. Engage and support alumni governance bodies including boards and councils. Develop, conduct and promote alumni programs and services to constituents to enhance involvement opportunities across the alumni network.

Development

Development positions are focused on the development and management of financial gifts, endowments and other funding in support of University programs. Organize activities to raise funds or otherwise solicit and gather monetary donations or other gifts for the University. Cultivate relationships by engaging with donors and friends of the University. Raise awareness of the University's work, goals, and financial needs.

External Relations

External Relations positions engage with government agencies and representatives, external community organizations, industries, foundations to build relationships, and programs to further the University strategy and mission.

Business & Administration: Volunteers

Volunteer job family is comprised of individuals who freely offer their time, labor and expertise to provide services to the University on an as needed basis without pay. Individuals in this category are not employees.

Job Categories

Volunteer

Volunteer job category is comprised of individuals who freely offer their time, labor and expertise to provide services to the University on an as needed basis without pay. Individuals in this category are not employees.

Campus Services: Libraries & Museums

Libraries and Museums job family is comprised of areas that plan, develop, implement, support and sustain library, museum, and gallery strategy, collections and operations, and ensure that University collections are accessible and enhance the campus and community. These positions also support academic research, service, and instruction.

Job Categories

Libraries

Employee positions responsible for library programs, administration, and day-to-day operation and services. Positions in the libraries may administer, preserve and maintain libraries or collections of information, for access through reference or borrowing with various types of informational materials, such as books, periodicals, recordings, films, and databases. Positions may be responsible for acquiring, classifying, cataloging, and circulating library materials and University records, and responsible for user services such as locating and organizing information, providing instruction on how to access information, and setting up and operating a library's media equipment. May develop and implement policies related to the acquisition, maintenance and disposal of University records and items of historical significance. Record, catalog and index objects and records. May be responsible for digitization of objects.

Museums

Employee positions responsible for museum, gallery and archive programs, administration, and day-to-day operation and services. Positions may acquire, preserve, restore, maintain, or prepare objects in museums, gallery, or archival collections for storage, research, or exhibit. May be responsible for digitization of objects. These positions also sponsor educational programs and community events.

Campus Services: Performing Arts

Performing Arts job family includes areas that support and execute the theater, dance, music and other artistic programs by students, external talent and production companies to enrich and engage students and others in the performing arts community.

Job Categories

Performing Arts

Employee positions that provide administration and support of the visual and performing arts to prepare individuals for artistic media or performing disciplines for performance events. This category also encompasses positions involved with design fabrication or the presentation and/or production of performing arts.

Faculty: Administrative Faculty

Administrative Faculty is comprised of faculty members who provide leadership and support, and direct administrative activities and operations in support of units, departments, schools, colleges, or divisions.

Job Categories

Faculty, Administrative

Provide leadership, direction and organizational support to a unit/department/school/program.
Develop departmental strategy and implement plans and objectives for the area of responsibility.
Oversee daily operations, including staffing needs, employee training, and budgeting.
Responsible for effectiveness and efficiency of area of responsibility. May handle student issues and concerns.

Faculty: Library Faculty

Library Faculty is comprised of faculty members enlisted to collaborate with students, faculty, staff and external scholars to support academic research and instruction.

Job Categories

Faculty, Library (NTT)

The Library Faculty will perform functions including collection development, providing access to information, instruction, and departmental administration. They will demonstrate research/scholarly activity through the official publication or formal presentation of research, participation in professional development activities, participation in formal activities that lead to skill and knowledge development. They perform a full range of services including service through committees, activities, and organizations. Not eligible for tenure.

Faculty, Library (TT)

The Library Faculty will perform functions including collection development, providing access to information, instruction, and departmental administration. They will demonstrate research/scholarly activity through the official publication or formal presentation of research, participation in professional development activities, participation in formal activities that lead to skill and knowledge development. They perform a full range of services including service through committees, activities, and organizations. Eligible for tenure.

Faculty: Research Faculty

On a temporary basis, the Research Faculty is a full-time faculty member with credentials in an academic discipline. The primary purpose of such a position is to conduct research. Research Faculty may teach in a classroom, laboratory or other instructional setting in support of the University's degree, certificate, and/or licensure programs. Not eligible for tenure.

Job Categories

Faculty, Research (NTT)

On a temporary basis, the Research Faculty is a full-time faculty member with credentials in an academic discipline. The primary purpose of such a position is to conduct research. Research Faculty may teach in a classroom, laboratory or other instructional setting in support of the University's degree, certificate, and/or licensure programs. Not eligible for tenure.

Faculty: Teaching Faculty

Teaching Faculty is comprised of faculty members that provide teaching, educational instruction, advising, guidance and support to all enrolled students and postgraduate students.

Job Categories

Faculty, Clinical Law (NTT)

The Clinical Law Faculty is a full-time non-tenure track (NTT) faculty member with practical experience in law. The primary purpose of such a position is to share real-world knowledge with students in a classroom or experiential setting in support of degree, certificate, and/or licensure programs.

Faculty, Instruction (NTT)

Faculty of Instruction is a full-time non-tenure track (NTT) faculty member with credentials in an academic discipline. The primary purpose of such a position is to teach in a classroom, laboratory or other instructional setting in support of the University's degree, certificate, and/or licensure programs.

Faculty, Lecturer (Adjunct)

On a part-time basis, fulfill teaching responsibilities of assigned courses for an appointed term. Must have credentials and experience that meet the minimum requirements for the position including relevant service in or outside of the University. Not eligible for tenure.

Faculty, Legal Writing (NTT)

Legal Writing Faculty is a full-time non-tenure track (NTT) faculty member with practical experience in legal writing. The primary purpose of such a position is to teach in a classroom or other instructional setting.

Faculty, Practice (NTT)

The Faculty of Practice is a full-time non-tenure track (NTT) faculty member with practical experience in industry, business, medicine, government, law, and/or other professional fields. The primary purpose of such a position is to share real-world knowledge with students in a classroom or experiential setting in support of degree, certificate, and/or licensure programs.

Faculty, Teaching (TT)

The tenured/tenure track teaching faculty generally have a full range of responsibilities, including teaching, research, scholarship and other creative professional work, and service to the unit, the university and the public.

Faculty, Teaching Law (TT)

The tenured/tenure track teaching faculty generally have a full range of responsibilities, including teaching, research, scholarship and other creative professional work, and service to the unit, the university and the public.

Faculty, Visiting Teaching (NTT)

On a temporary basis the Visiting Teaching Faculty is a full-time faculty member with credentials in an academic discipline. The primary purpose of such a position is to teach in a classroom, laboratory or other instructional setting in support of the University's degree, certificate, and/or licensure programs.

Research, Scientific & Engineering: Postdoctoral Research

Postdoctoral Research is comprised of researchers working alongside a faculty member for research training and experience to develop professional and academic skills through research performed for the University.

Job Categories

Postdoctoral Research

Postdoctoral positions work alongside faculty members to plan, design and execute research activities, equipment maintenance and ensure compliance with safety requirements, policies and procedures. May perform instruction of courses.

Research, Scientific & Engineering: Research Administration

Research Administration job family is comprised of areas that collaborate with faculty and staff members to develop, implement and provide operational, financial, administrative, training and support for the University's research programs, centers and activities.

Job Categories

Research Administration

Employee positions providing support and administration of research related funding and activity. Research Administration job category is comprised of areas that collaborate with faculty and staff members to develop, implement and provide operational, financial, administrative and training support for the University's research programs, centers and activities.

Research, Scientific & Engineering: Research, Scientific & Engineering Services

Research, Scientific and Engineering Services job family includes areas that provide operational and research support for laboratories and execution of research activities.

Job Categories

Laboratory Operations

Employee positions responsible for the administration and execution of scientific studies and/or research. Coordinate operational activities in a research laboratory, including setup, maintenance, and oversight of precision equipment, providing support services to researchers and technicians. Ensure the safety, efficiency, effectiveness, and quality control of the laboratory, vivarium, and research activities to maintain compliance with applicable regulations and standards. Coordinate the ordering, inventory, storage, and maintenance of supplies, lab ware, and instruments essential to the operation of the lab.

Laboratory Research

Employee positions responsible for planning, designing and/or executing research, designing and producing new materials, and intellectual property. May work on projects, grants or in established laboratories. Responsible for compliance with applicable University policies, grant requirements and state and federal laws.

Student Athletics: Athletics Administration & Operations

Athletics Administration and Operations job family is comprised of areas that provide operational and administrative support, professional guidance, management, and strategic planning for University intercollegiate athletic programs, events and students. Comply with NCAA, Conference and University regulations and policies.

Job Categories

Athletic Facilities, Operations & Events

Athletic Facilities Operations & Events includes overseeing and coordinating the University's intercollegiate athletics programs. This group is responsible for daily business operations, ticket operations and sales, athletic events, facilities and equipment management, and adherence with NCAA, conference and University rules and regulations.

Athletic Program Operations

Athletics Program Operations coordinate administrative and non-coaching operational needs associated with an athletic program/sport. Functions may include but are not limited to supporting financial plans and budget(s) in accordance with University budgetary guidelines; assisting with student athlete recruiting and retention; coordinating team schedules, events and travel; adherence to established safety policies and procedures and formulation and/or adaptation of new policies when appropriate; adherence with NCAA, conference and University rules and regulations.

Athletics Administration

Responsibilities of this specialty include strategic management, leadership and operational oversight of all aspects of the University intercollegiate athletics programs. Responsibilities will vary but may include managing business relationships and/or processes; working with internal and external constituencies; managing and administering budgets; ensuring adherence with federal, state, NCAA, conference and University rules and regulations; interacting with the media; representing the department on committees and at various institutional, conference and national events; fundraising; recruiting, supervision and evaluation of personnel, and ensuring program equity.

Student Athletics: Coaching

Coaching job family is comprised of professional activities and programs that support and lead the administration of an intercollegiate athletic program. Responsible for the development and support of student-athletes through coaching, mentoring and training. Athletics roles must adhere to University, NCAA and conference rules and external regulations.

Job Categories

Athletics Program Coach

Athletics Program Coach is responsible for the recruitment, development and training of an intercollegiate athletic team or program. Duties include coaching, mentoring, and supporting the overall success and wellbeing of the University's student athletes. Responsible for compliance with applicable state, federal, NCAA, conference and University rules, regulations, and policies.

Athletics Strength & Conditioning

Athletics Strength & Conditioning works with athletic coaches and trainers to establish training goals for the University's athletic teams and student athletes. Provides physical and conditioning expertise through the development, implementation and evaluation of strength and conditioning programs to help teams function at their best performance levels. Monitor and support student athletes' well-being.

eSports

eSports is responsible for coordinating, coaching and supporting the administration of the eSports program in compliance with applicable external regulations and University policies and practices.

Student Services: Academic Support

Academic Support job family is comprised of job categories that provide a range of academic support services for the University community as they navigate the educational cycle. Programs and services support, enrich, augment and advise the student academic experience and outcomes.

Job Categories

Academic Program Services

Academic Program Services is responsible for specialized instruction or support for designated educational programs. These roles provide a range of student services for a specific program such as the development of operational strategies, program recruitment, admissions, advisement and mentoring, retention, clinical or field placement, career development, and instruction. Positions in academic program services may be responsible for program development, coordinating day to day operations, program specific advising, coordinating training for other professional staff, and coordinating with credentialing agencies. May be involved with grants processes. Works with faculty to provide advice and coordination.

Art Program Support

Art Program Support assists art programs in instruction, content or activities. This category includes a variety of roles from multiple art endeavors that provide visual and performing art services, such as accompaniment for classes and live performances to individuals who coordinate art program labs, supervise and provide instruction to students, develop and maintain safety and security protocols. Update and service all lab equipment.

Continuing & Professional Education

Continuing & Professional Education positions are responsible for the development and operation of programs connecting corporate and individuals in the surrounding communities with UA quality instruction and training that furthers the knowledge and skills of learners in a wide variety of subjects and skill levels. These positions may design or conduct work-related training, academic programs, curriculum, and events on and off campus to improve individual skills or organizational performance utilizing traditional in-person learning or advanced technology. They are responsible for the development of ongoing training programming. Continuing & professional education is responsible for external business engagement sales and promotion activities to acquire new clients and maintain rapport with existing clients.

Electronic Learning Services

Electronic Learning Services manages, plans, designs, and analyzes operations of online or distance education courses, training modules, instructional systems and networks. Collaborates with subject matter experts, instructors, and faculty to develop or enhance content and utilize best-practice mechanisms to deliver content to learners. Create or document development standards, templates, and story boards. Liaise with internal and external technical resources, e-learning content vendors and technical and business resources. May involve developing educational programs for community engagement to increase awareness of the university's electronic learning services.

Student Laboratory Services

Student Laboratory Services provides laboratory support to faculty and students in conducting teaching, research and experiments. Support may include routine or non-routine classroom laboratory operations such as inventory control, ordering supplies, maintenance, data interpretation, development and performance of technical protocols and procedures. These positions may design, construct, and upkeep equipment and space. All activities promote and enforce compliance with safety regulations.

Student Success, Advising & Enrichment

Student Success, Advising and Enrichment focuses on programs and services that support attainment of educational goals and enhance students' academic and life skills. Includes advising students on university policies, procedures, program and degree requirements and a range of other academic matters. Provides referrals to appropriate units for financial, mental health and other services. Examples of programs developed and administered include first year experience, learning centers, skills workshops, tutoring services, new student orientation and other learning experiences for the general, international, and other identified populations.

Testing Services

Employee positions providing standardized testing procedures and proctoring of a wide variety of exams, including but not limited to: on-campus make up exams; computer and paper/pencil correspondence exams; placement exams; and credit by exam testing for students. Assist in the provision of exam accommodations granted through the Office of Accessibility. Maintain computer testing software and computer testing labs.

Student Services: Health, Wellness & Recreation Services

Health, Wellness and Recreation Services job family includes areas that provide health, wellness, student support, and recreation programs, activities, and services that promote student life on campus. This job family also contains clinics and programming that serve students and the community while serving as an educational setting for clinicians in training.

Job Categories

Audiology & Speech

Audiology & Speech is responsible for a full range of clinical speech, language, and hearing services with the aim of minimizing or eliminating the impact of disorders/differences and improving outcomes and quality of life. These positions provide education, training, and supervision to undergraduate and graduate students enrolled in the clinical training program and provide diagnostic, management, and treatment services to patients with language, speech, and/or hearing disorders and differences.

Counseling & Testing

Counseling & Testing provides confidential personal, career, educational and group counseling for students, as well as test proctoring, administration and interpretation services, to enhance the quality of life and academic experience. These positions also provide individual, couple, family, and group counseling to the Greater Akron community. May provide education, training, and supervision of prospective behavioral health practitioners through clinical, advanced practicum and doctoral internships.

Recreation & Wellness

Recreation and Wellness is responsible for the design, administration, promotion and provision of an array of recreational and well-being programs, services and facilities for the university community aimed at enhancing quality of life. Plans and conducts recreational programs such as club sports, outdoor adventure and other programming aimed at nurturing an active lifestyle. Conducts evaluations and assessments to assist members with setting and achieving fitness and nutritional goals. Serves as a resource to employees, students and/or the community in health education, promotion and health screening programs. Supports the development of specialized student employees such as coaches and instructors. Attends to legal liabilities and risk management in all services. Plans, implements, evaluates and conducts research related to health and wellness programming.

Student Health Services

Student Health Services positions are responsible for the support of students' health and wellbeing throughout their enrollment. Health Services provides evaluation and treatment of uncomplicated illness and injury, well visits, and medical testing and referrals to outside care when needed. Provides student education on healthy & safe lifestyle practices. Assures program compliance with state and federal laws, regulations, internal and external standards, policies and practices.

Student Services: Student Enrollment Services

Student Enrollment Services job family includes areas responsible for providing services and professional guidance in support of student enrollment at the University. This job family provides services to students from recruiting programs, through graduation and beyond and includes admissions, financial aid, records and registrar's functions.

Job Categories

Student Enrollment Services

Student Enrollment Services is responsible for the enrollment life-cycle of a student encompassing admissions, financial aid, registration, and records. This specialty covers the strategic and operational management for activities and services related to the successful recruitment, enrollment and transition of students through the institution; student financial aid counseling, award verification and determination; supporting the creation, maintenance and retention of academic records including, but not limited to, registrations, transcripts, schedules, course descriptions and curriculum records. These positions provide customer service, counseling and coordination to prospects, students, alumni, families, external organizations and collaborate with other student support offices; may develop, implement and administer plans, programs and events for general and targeted student groups in support of organizational goals for recruitment and retention; ensure compliance with applicable regulations and policies; and provides data services internally and externally in compliance with policies and regulations.

Student Services: Student Life

Student Life promotes and provides co-curricular opportunities, services and resources that have development outcomes that are purposeful and holistic and prepare students to live healthy, productive and fulfilling lives throughout their time at the University. Student Life professionals deliver the programs, services, facilities and administrative functions that foster the co-curricular environment of a college or university and enhance the educational experiences of its students toward their self-exploration, learning and development.

Job Categories

Career Services

Career Services provides career advising and counseling, professional development, experiential learning and other programs providing real-world experiences that enhance learning, demonstrate capabilities, and guide students and alumni to post-graduation success. Positions' responsibilities may include discussing career exploration, development, and opportunities; planning events including recruiting visits, career fairs and networking events; assisting with on-campus and external employment searches; engaging participants on topics such as career development, job search skills and workplace etiquette. Positions may also coordinate and oversee internships, externships, co-op programs or applied learning programs for course credit. Perform outreach and develop internal and external relationships to expand career and experiential learning opportunities. Utilize, support, and at times directly manage career-related technologies, databases, technologies designed for data collection, and the methods and processes for reporting career outcomes.

Residence Life & Housing

Residence Life & Housing supports, educates and enriches student experiences by providing quality housing services and student programming, and services for the students living on campus, to create an engaged and involved student community. The residence hall system fosters community development, leadership development, engagement in the campus community, student retention and student success, and enhances student safety and wellness. Enforces residential policies and procedures, manages and provides crisis response.

Student Accessibility

Student Accessibility ensures an accessible and inclusive experience for students with disabilities through identifying and coordinating accommodations designed to promote student success. Collaborates with students, faculty, and staff to coordinate and provide support services, resources and technology that enable full access and the opportunity for full participation in all

University programs and activities. Maintains university compliance with Section 504 of the Rehabilitation Act of 1973, the ADA and other applicable laws. Positions may require specialized training.

Student Advocacy

Student Advocacy is responsible for supporting integrity, accountability, respect, advocacy, learning and personal growth of the student body. Student Advocacy includes positions that provide assistance to students in navigating the University's structure and resources; provide assistance in resolving, personal and academic issues; and empower students to overcome obstacles to their growth both inside and outside the classroom.

Student Conduct

Student Conduct investigates and adjudicates allegations of violations of the student code of conduct, including implementing and monitoring sanctions resulting from Title IX violations. Responsible for implementing the policies and procedures surrounding the student conduct process, investigating alleged code violations, advising students on their rights, and engaging in education and outreach activities to the larger University community. Stays abreast of relevant best practices and applicable legal developments regarding student rights and legislative and regulatory requirements. Responds to emergent issues. Assesses risk of substantial harm. Recommends and implements interim actions in response to student behavior or threats.

Student Life Programs

Student Life Programs create, enhance, promote, and execute programming, education, prevention outreach and policies of the University to provide a safe, healthy, welcoming and inclusive experience for students. These programs foster a sense of community and allow students to learn and explore diverse opportunities and interests through campus wide events, celebrations and community service projects. Includes programs such as fraternity and sororities, registered student organizations, student government, study abroad, leadership training, civic engagement and undergraduate student government.