



Classification: Administrative Family
Administrative 1 to Administrative 5

Bargaining Unit: AESES

Revision Date: September, 2021

OVERVIEW

The primary role of positions within the Administrative family is to manage and coordinate administrative operations of a program, faculty, unit, or department of the University. Administrative positions are typically broad in scope, and involve incorporating a wide variety of responsibilities or providing service and guidance on a unit or department's areas of operation. As such, independent judgement and the ability to interpret regulations and policies and advise on administrative matters are required in this family.

Most positions are expected to work under minimal supervision and operate under increasing levels of independence and complexity as they progress upward in the classification series. This may include the application of knowledge and experience in the development of work methods and procedures, modifying existing procedures, and determining solutions to complex issues or problems.

Included in this family is the application of theoretical knowledge in a progressively more complex fashion when moving through the Administrative 1 to Administrative 5 classifications.

Positions may also be required to supervise other employees.

NOTE

The duties listed in each are intended to illustrate the characteristics of each classification level and should not be interpreted as a description of any one individual position within the classification level. Positions may be required to perform job duties of similar kind not specifically listed.