



TITLE AND TOTAL COMPENSATION PROJECT

Job Groups and Sub-Groups

Job Group and **Sub-Group** descriptions explain work with similar responsibilities and using similar skills, knowledge, and expertise. Job groups and sub-groups show commonalities within the groupings, however, are not comprehensive of all duties performed. Jobs within a particular job group and sub-group may not perform all duties described.

Academic Services and Student Experience

Promote student success and engagement. Create a welcoming and inclusive community for people from every background. Create and implement policies, procedures, programs, and services. Engage with students, faculty, and staff.

SUB-GROUPS

Academic Advising: Promote and cultivate holistic academic, professional and personal success of all students. Guide student academic and professional decision-making using information and rapport. Interpret and analyze curriculum and academic policy for students, faculty and staff. Make student referrals as needed. Monitor student performance and degree progress. Engage students through individual, group and electronic formats. Maintain student advising records.

Academic and Student Experience Services: Build interdepartmental and cross-unit collaborative relationships with faculty, staff, students, alumni, and external stakeholders to optimize student development. This sub-group includes jobs with primary duties that are so diverse they span multiple sub-families. This sub-group is used only when one specific sub-group is not primary.

Academic and Student Registration and Records: Manage and provide academic, curricular, and enrollment services to implement and manage academic and student records. Implement and enforce professional standards related to academic and student records. Ensure compliance with instructional standards and legal regulations.

Academic Skills Development: Plan, manage, and implement programs to enhance student skills for academic success. Work directly with students. Functional areas include learning style assessment, time management, test-taking strategies, tutoring programs, supplemental instruction, and coordination with and referrals to other support resources to enhance overall student well-being.

<p>Admissions and Recruitment: Manage, develop, and implement programs for prospective student outreach, recruitment, and admissions. Provide information about admission requirements and policies. Process applications and evaluate applicants for admission to the institution.</p>
<p>Career Services and Student Professional Development: Manage, plan, develop, and implement thoughtfully-designed career development programs, courses, events, and experiential learning opportunities. Develop and facilitate employer and community relationships and job opportunities. Provide career counseling and advising across a continuum of developmental stages including self-awareness, exploration, goal setting, preparation, employment, and advanced education.</p>
<p>Financial Aid: Manage and provide strategic planning, compliance, coordination, outreach, advising on financial resources and support to students. Manage institutional and government funds, determine and verify financial need, and provide information to students and families. Other activities include disbursement, budget planning, loans, accounting and reporting, and management of work study and student job centers. May manage scholarship programs at an institution.</p>
<p>Recreation and Wellness: Administer and provide health and wellness initiatives, recreational programs, and facilities to the institution to support student development and learning. Use a combination of education, training, experience, and proficiency in aquatics, fitness, golf, instructional programs, intramural sports, outdoor recreation, and sport clubs.</p>
<p>Residential Life: Manage, develop, implement, and oversee programs, services, activities, policies, and processes related to residential life at the institution. Support the well-being, personal development, and academic success of students by promoting safe, inclusive, engaged community living.</p>
<p>Student Life and Student Program Management: Manage, develop, plan, and implement the institution's programs, services, activities, policies, and processes for student life. Oversee and provide student orientation, health services, student conduct, leadership development, student organization advising, study abroad, veteran services, public service, student union, and other areas that support student experience and wellness.</p>

<p>Administration</p> <p>Ensure the achievement of the institution's mission and goals at all levels, from senior leadership to entry-level support. Lead, plan, direct, implement, analyze, and support business, operational, and educational functions across the institution.</p>
<p>SUB-GROUPS</p>
<p>Administrative Services: Manage, provide and support the institution's business and operational services and strategic leadership. Develop, implement and administer programs and policies. Provide internal and external customer service, including executive and administrative support. Perform cross-functional activities in budget, finance, information technology, facilities, human resources, student and academic services, and other areas.</p>
<p>Analysis and Reporting: Manage, provide, and support strategic planning, decision-making, and reporting related to the performance, policies, procedures, and systems for the institution, students,</p>

staff, faculty, and programs. Research, analyze, assess, report, and present information. Coordinate with external agencies. Distribute findings.

Project Management and Quality Improvement: Plan, analyze, manage, and track projects and quality improvement efforts for processes, procedures, and systems. Provide management consulting to improve organizational results.

Note: Currently under review to consider project managers specific to other areas such as teaching and research.

Advancement

Engage donors through communication, solicitations, and fundraising campaigns. Build and steward meaningful relationships with alumni, the business community, prospective donors, foundations, and the public.

SUB-GROUPS

Advancement Services: Build interdepartmental and cross-unit collaborative relationships with faculty, staff, students, alumni, and external stakeholders to optimize advancement efforts. This sub-group includes jobs with primary duties that are so diverse they span multiple sub-families. This sub-group is used only when one specific sub-group is not primary.

Alumni Relations: Provide and manage alumni relations programs to foster loyalty and engage alumni in the vision, mission and goals of the institution. Build and maintain relationships with alumni. Recognize alumni contributions. Partner with alumni boards. Identify and develop relationships with alumni, and respond to alumni requests. Develop, conduct, and promote meaningful alumni engagement through effective marketing and communication strategies and quality events, programs, and services.

Corporate and Foundation Relations: Identify, develop, and maintain mutually beneficial corporate and foundation relationships, often with the goal of soliciting investments, grants, or gifts. Work closely with faculty and other stakeholders to identify needs and resources to advance both the institution and company/foundation goals. Ensure appropriate stewardship of investments.

Development: Manage, design, develop, and implement fundraising strategies to secure private philanthropic support for the institution from individuals, corporations, and foundations. Develop marketing materials and fundraising plans. Organize programs and events. Identify and cultivate relationships with new and prospective donors. Maintain and develop ongoing relationships to advance giving.

Animal Care Services

Provide a range of services in animal health care, research, operations, education and outreach.

SUB-GROUPS

Clinical Animal Care: Manage and provide animal care programs for clinical animals in areas of animal husbandry, behavioral management, necropsy, and veterinary medical care. Manage and provide general animal health and disease management.

Teaching and Research Animal Care: Manage and provide animal care, compliance, and regulatory monitoring programs for university-owned animals. Perform duties in areas of animal husbandry, behavioral management, breeding, health and disease surveillance, necropsy, veterinary medical care, training, and vivarium support.

Arts

Provide services related to the creation of art and arts productions. Develop, design, program, and produce performances and screenings of artistic material. Manage theatres, studios and other creative spaces.

SUB-GROUPS

Arts: Realize an artistic vision through conceptualization, creation, direction, or performance. Facilitate other artists in creation through collaboration, demonstration, and direction.

Arts Programming and Arts Venue Management: Manage operations, venues, budget, and programming for the arts. Provide strategic planning for arts services and programs. Ensure coordination of all functions to support artists and the arts patron experience.

Stagecraft and Technical Arts: Use knowledge of specialized equipment and processes unique to arts to provide technical, design, fabrication, and set-up services for performing arts and events. Perform or coordinate activities related to performance and art production, including lighting, sound, costume crafting, and set design. Maintain specialized equipment.

Athletics

Specialize in professional activities, programs, and services related to leadership, coaching, athletic operations support, and athletic equipment.

SUB-GROUPS

Athletic Operations: Perform logistical and operational duties for intercollegiate athletic programs, including planning, scheduling, budget administration, travel, and recruiting. Provide comprehensive support to student athletes, coaches, and staff at practices, home or away venues, and competitions. Provide film and statistical analysis.

Coaching: Develop and maintain a competitive intercollegiate sport program. Direct, instruct, and teach student athletes in fundamentals of sport technique and strategy. Manage all aspects of recruiting, sport practices, and competitions. Plan practices and execute competition plans and strategies.

Equipment Management: Support the Athletic Department through planning, acquisition and management of apparel and sports equipment. Maintain inventory and assure compliance with National Collegiate Athletic Association (NCAA) apparel and equipment regulations.

Strength and Conditioning: Develop and maintain comprehensive strength and conditioning program for intercollegiate student athletes. Instruct student athletes and teach techniques to safely maximize physical capabilities and athletic performance.

Clinical Faculty

Manage or provide patient care in hospitals, clinics, pharmacies, and associated teaching clinical practices. May be responsible for the supervision of the clinical training of students.

Communications and Marketing

Strategize, plan, and provide creative services and consultation for effective communication and exchange of information between the institution and its many stakeholders, partners, employees, and the public. Build relationships, engage audiences, develop messages, and create and deliver all forms of media to multiple internal and external constituencies. Convey a consistent and recognizable brand to ensure continuity of communication, increased recognition, and an enhanced positive image.

SUB-GROUPS

Communications: Share the story of the institution with the media, public, employees, and governmental agencies to create, enhance, and sustain relationships with internal and external constituencies. Manage and perform strategic planning. Implement messaging. Manage issues, crisis communications, and continuous news coverage efforts.

Communications and Marketing Services: Build interdepartmental and cross-unit collaborative relationships with faculty, staff, students, alumni, and external stakeholders to optimize Communications and Marketing Services. This sub-group includes jobs with primary duties that are so diverse they span multiple sub-families. This sub-group used only when one specific sub-group is not primary.

Marketing: Plan, develop, direct, implement, and evaluate marketing programs and strategy. Manage and provide expertise on advertising media, informational campaigns, business strategy, brand management, outreach, market research, and consumer insights. Promote activities, events, products, and services to engage audiences to take action.

Multimedia and Design: Develop and direct the design and delivery of creative multimedia and visual designs such as photography, videography, audio production, multimedia editing, graphic design, motion graphics, social media, web design and content management. Oversee or produce content strategy, layout and concept design, user experience, and design architecture in digital and print formats.

Publications and Publishing: Manage, prepare and distribute information via printed and electronic publications. Work in all stages of production from file submission through delivery.

Sports Information: Provide data, statistical collection, and analysis for athletic programs, teams, coaches, and student athletes. Share the story of athletic programs, teams, coaches, and student athletes with the media, public, employees, and governmental agencies to create, enhance, and sustain relationships with internal and external constituencies. Implement messaging. Manage issues, crisis communications, and continuous news coverage efforts.

Writing and Editing: Manage, conceive, research, write, and edit publications, articles, proposals, speeches, promotional material, news, and digital content. Manage, coordinate and provide specialized support for writing and editing efforts such as proofreading, citation checking, or quality control of content.

Compliance, Legal, and Protection

Consult and provide guidance to establish a proactive culture regarding compliance with legal, institutional, and regulatory requirements and protection from legal liability, property loss, illness or injury. Provide protective, health, and safety services, programs, and policies to promote safe and healthy workplaces.

SUB-GROUPS

Athletics Compliance: Consult and provide guidance on compliance with Conference and institutional rules and regulations regarding athletics.

Emergency Management and Preparedness: Work with the institution, community, and government agencies to plan and prepare for disasters and critical incidents or events. Respond to disasters through activation and key staffing of Emergency Operations Centers. Manage and provide Continuity of Operations Planning, Joint Information Centers, and other emergency management centers to bring situations under control and return to normalcy. Work with government agencies to meet requirements when the federal government designates a disaster area.

Health and Safety: Manage, develop, implement, and monitor environmental safety programs and policies for the institution. Ensure compliance with federal, state, and local environmental, health, and safety regulations regarding environmental issues, clinical and research laboratories, facilities, and equipment. Promote compliance with safety practices and regulations to achieve healthy workplaces. Handle chemical, radiation, fire and life, occupational blood borne, and microbiological exposure safety.

Institutional Audit and Compliance: Manage, monitor, consult, and provide direct and indirect guidance on institutional compliance with laws and policies. Conduct in-depth auditing to ensure compliance with laws, policies, and good business practices. Report findings and make recommendations for improvement. Oversee compliance areas responsible for investigation, training, reporting, data tracking, and developing and implementing programs and policies. Work collaboratively with institutional compliance partners to meet legal and policy requirements and minimize institutional risk.

Legal: Manage and provide legal advice and counsel or perform paralegal work in research and legal data collection. Research and provide interpretation and application of law.

Protective Services: Manage and provide security, protection, and preservation of the general welfare of the campus community. Prevent crime, maintain security and order, and provide law enforcement services and management. Provide ongoing community education programs, community policing, and problem-oriented policing. Answer emergency and non-emergency calls. Dispatch police and security services. Monitor campus property and buildings, respond to alarms, and assist people at the institution. Provide protection during events, incidents, and emergencies. Manage access control systems. Monitor and manage alarm and video systems, networks, and operations.

Research Compliance: Staff, administer or manage research oversight and compliance activities related to research activities involving human subjects, animal use and care, conflict of interest, biosafety, stem cells, clinical trials, and export control. Review research protocols and ensure compliance with federal, state, and university-mandated laws, regulations, and policies.

Risk Management: Protect the institution from loss. Develop, implement and coordinate activities designed to promote loss prevention and accountability. Respond to losses. Investigate and resolve claims. Administer property, liability, workers' compensation, and other specialized insurance and risk management programs.

Dining, Events, Hospitality Services, and Sales

Provide food and beverage operations, event planning and services, retail and guest services, and sales to ensure a positive experience.

SUB-GROUPS

Dining and Catering Services: Manage and perform all areas of food and culinary preparation. Serve and present food and beverages. Set up dining and serving areas. Set up equipment and tableware. Maintain health code standards.

Guest Services and Sales: Provide front-line customer service (including members and participants) and guest services. Greet and communicate with customers. Conduct tours, facilitate point-of-sale purchases, and provide guest services.

Operational Management Services: Unique operational elements related to business operations within the Job Group.

Planning and Conference/Event Management: Manage logistics to ensure successful event experiences. Plan, organize, and manage conferences and events. Perform scheduling, event planning, conference management, and registration management duties. Oversee and execute room set-up.

Equity, Diversity, and Inclusion

Support the mission of the Institution by working to create a diverse, inclusive, and excellent learning and work environment for all students, faculty, staff, alumni and other institutional partners. Ensure compliance with Equal Employment Opportunity and Affirmative Action laws and regulations.

SUB-GROUPS

Accessibility Services: Manage, plan, develop, and implement programs, processes, and policies to ensure the accessibility of education and employment for students, faculty, staff, alumni, and other partners.

Equal Opportunity and Affirmative Action: Plan, promote, develop, manage, and implement Equal Employment Opportunity and Affirmative Action policies and programs. Assess organizational compliance with all legal requirements. Investigate and address noncompliance.

Equity, Diversity, and Inclusivity Services: Develop, manage, implement, and communicate equity, diversity, and inclusivity policies and programs for students and employees. Provide resources and training to promote a culture of equity, diversity and inclusion. This sub-group includes jobs with primary duties that are so diverse they span multiple sub-families. This sub-group used only when one specific sub-group is not primary.

Executive Leadership

Provide leadership and oversight in support of the institution's mission. Provide strategic direction for major institutional functions.

Facilities and Capital Planning

Provide services related to the sustainable and safe operation, maintenance, planning, new construction, and renovation of the institution's facilities, grounds, and equipment in alignment with institutional priorities to ensure a positive customer experience.

SUB-GROUPS

Agricultural Operations: Manage, organize, coordinate, and perform activities that support the institution's agricultural operations, including nurseries, farms, and agricultural research stations.

Architecture and Engineering Services: Manage and perform services related to planning, construction, renovation, architectural design, interior design, landscape design, building code compliance, campus master planning, and engineering.

Custodial Services: Manage and perform activities related to cleaning and maintaining sanitary and healthy working and living environments. Maintain overall campus appearance. Perform seasonal and daily cleaning, snow removal, and other custodial services.

Distribution and Inventory Management: Manage and perform activities to prepare, pick up, and deliver mail and packages for distribution. Perform inventory records management and tracking. Store and distribute equipment, materials, and supplies.

Facilities Project Management: Provide specialized oversight of the coordination, design, communication, and delivery of construction and other facilities-related projects. Oversee project scope, estimates, budget, schedule, close out, and quality assurance.

Grounds Operations: Organize, coordinate, and perform activities that support campus landscaping, gardening, and grounds maintenance, including tree pruning, snow removal, and minor sidewalk and road repairs.

Operations and General Maintenance: Perform a broad range of duties essential to efficient, effective, and safe operation of facilities and services within and across the institution.

Real Estate Management: Manage and maintain space inventory, allocation, assignment, and commercial real estate and leasing.

Skilled Trades and Specialized Crafts: Perform skilled trades as defined by the State of Wisconsin and specialized crafts. Build automation and mechanical systems. Operate power plants.

Sustainability: Develop and operate sustainability programs such as energy utilization, recycling and reuse services, and green design initiatives.

Transportation: Perform services related to campus vehicles, transportation of university property and personnel, and forecasting vehicle parking patterns.

Faculty

Defined by [Wis. Stat. 36.09\(4\)](#), [Chapter UWS 1.04](#), [Chapter UWS 3.01](#)

Finance

Provide services related to the collection, disbursement, procurement, budget planning, accounting, financial analysis, reporting, and all aspects of financial functions. Ensure compliance with university policies, and state and federal regulations.

SUB-GROUPS

Accounting, Financial Operations, and Reporting: Manage and perform accounting and financial operations. Ensure compliance with policies, procedures, rules and regulations. Maintain and strengthen internal controls. Analyze, monitor, prepare, process and reconcile financial information and transactions. Develop financial systems, policies and procedures. Manage and provide collection services.

Bursar: Manage and oversee services, financial transactions, and processes related to student accounts and student loans in compliance with federal, state, institutional regulations and policies. The management of student accounts includes invoicing, applying payments and financial aid disbursements, maintaining tuition remissions, issuing refunds, collecting on past-due accounts and providing support for students, parents, external organizations and institutional departments.

Financial Planning and Budgeting: Manage and perform financial planning and budgeting. Develop, analyze, implement, monitor, and maintain budgets. Develop budgeting and forecasting systems, policies, procedures, and allocation methodologies.

Procurement: Oversee acquisition of goods and services, including equipment acquisition and negotiation of complex contract terms and conditions involved with purchase of products and services. Responsible for market analysis, development of competitive solicitations, including request for bids and proposals, and management of the supply chain. Use strategic sourcing methods. Develop procurement systems, policies and procedures. Monitor and report expenditures with third-party suppliers.

Trust Funds: Provide administrative support to investment functions.

Health and Wellness Services

Provide, support, and advance healthcare, health education, public health, and health promotion to the institution and surrounding community.

SUB-GROUPS

Community and Employee Health, Education, and Wellness: Manage, provide, coordinate, and support health education and community outreach. Provide employee health education and wellness programs. Plan, implement, facilitate, and evaluate health education programs to prevent illness and promote health and wellness. Perform interventions at the individual, organizational, community, and policy level.

Health Professional Education Programs: Provide and support education and training programs for health services professionals, including providers and health professionals in training. Provide support for health services accreditation and continuing education programs. Coordinate workshops, training, simulation technology, mentoring, instructional materials, journal clubs, grand rounds, seminars, case conference, and other educational resources and programs.

Health Services Administration: Perform, manage, or lead activities to ensure that health services, medical care, medical and health professions education, and research programs are delivered effectively, efficiently, and securely. Support, plan, organize, direct, evaluate, and improve health care operations, clinical education programs, research programs, and health information systems. Perform healthcare administration, healthcare regulatory compliance, patient relations, and operational services.

Health Services Professional: Provide healthcare services within a particular discipline. Test, interpret, evaluate, diagnose, manage, treat, or prevent conditions and diseases. Establish plans of care. Obtain and process specimens. Perform clinical laboratory analysis and imaging. Provide clinical services. Prepare or dispense medications. Provide counseling in a clinical, research, or public health and safety setting. Teach students in a clinical setting.

Public Health Laboratory Sciences: Perform, develop, evaluate, prepare, and manage testing services within public health laboratories. Testing services include human, animal, and plant diagnostics; surveillance; screening; emergency preparedness; occupational health; environmental monitoring; and forensic science.

Human Resources

Design and implement human resources programs to attract, develop, engage, and retain a diverse workforce. Provide leadership, consultation, and support for employees and supervisors concerning human resources practices, strategies, and policies. Ensure compliance with institutional policies, and local, state, and federal laws.

SUB-GROUPS

Employee Services: Develop, manage, and implement services that support employees and promote workplace success and well-being. Provide services related to employee assistance and counseling, and workplace interpretation and translation. Provide consultation to leadership or management on available resources and compliance issues.

HR Generalist: Develop, manage, implement and administer a combination of human resources functions. Provide consultation, support, and policy interpretation to employees, supervisors, and leadership. Job duties are representative of multiple areas within the human resources field and do not fall within another Human Resources sub-group.

HR Specialist: Recommend, develop, manage, implement, and administer human resources services in a specialized area. Serve as subject matter experts that provide consultation, policy interpretation, and support to employees, supervisors, and human resources representatives in an area of expertise. Job duties are representative of an area within the human resources field and do not fall within another Human Resources sub-group.

Organizational Development: Develop, manage, implement, and coordinate training programs to increase organizational effectiveness. Design and deliver training and development programs that encourage employee growth and enhance leadership skills, staff performance, and experience in the workplace. Work collaboratively to identify needs, design curriculum, and foster a culture of continuous improvement.

Payroll and Benefits: Develop, manage, implement, and coordinate payroll and benefits policies and procedures. Process, audit, and resolve payroll and benefits issues. Provide training, consultation, and guidance to employees, supervisors, and departments on pay policies and benefit programs.

Information Technology

Plan, develop, deliver, support, and maintain the institution's information technology services and solutions.

SUB-GROUPS

Application and Web Development: Manage, create, develop, and maintain software, applications, and web interfaces.

Audiovisual Technology: Manage, acquire, design, install, operate, maintain, and support audiovisual hardware, software, and systems.

Business and Systems Analysis: Manage and facilitate the strategic application of IT in support of the mission of the institution. Ensure project requirements properly capture and convey the needs of users. Advise and guide stakeholders to recommend solutions, make informed decisions, and plan for implementation and integration.

Cybersecurity: Manage, assess, protect, monitor, and maintain access and security for data, systems, and networks.

IT Data Administration: Manage, develop, implement, and administer data systems, procedures, and practices to ensure appropriate access, integrity, and preservation of electronic information.

IT Project Management: Utilize structured methodologies and tools for IT project organization, management, tracking, and communication to achieve project goals.

IT Multifunctional Services: This sub-group includes information technology jobs with primary duties that are so diverse they span multiple sub-families. This sub-group is to be used only when one specific sub-group is not primary.

IT System & Application Administration: Focus on the acquisition, design, implementation, testing, troubleshooting, interconnection, and ongoing operations of systems for applications, applications hosting, software, computing and storage.

IT User Support: Manage and provide information technology customer service. Support and administer end-user computing hardware, software, systems, and processes.

Network Administration: Analyze, design, develop, implement, test, troubleshoot, maintain, and oversee ongoing operations of communication and networking infrastructure and systems.

User Experience: Utilize user-centered research methodologies and strategies to architect the design and facilitate the development of usable, effective, accessible IT applications, systems, and services.

Libraries, Archives, and Museums

Engage with academic colleagues, students, outside scholars, and other institutions in making resources and associated services accessible for academic research and learning, as well as general interest and appreciation. Acquire, develop, research, preserve, organize, interpret, exhibit, support, promote, and facilitate use of collections, information resources, and associated services.

SUB-GROUPS

Libraries and Archives: Research, Learning, and User Support: Manage or provide user, disciplinary, and educational support for research, teaching, learning, and the discovery and use of collections. Select, curate, perform outreach efforts, borrow, lend, facilitate interlibrary loan, and provide stacks services and circulation services for collections. Engage in user experience and assessment and evaluate space needs. Develop appropriate services and resources tailored to current and emerging needs, support for digital scholarship efforts, scholarly communications, and information literacy support.

Libraries and Archives: Resource Management and Data Services: Acquire, license, catalogue, create metadata for, encode, organize, appraise, preserve, reformat, and manage collections, data, and other physical and digital information resources. Work with institutional repositories, data curation and support, digital preservation strategies, and integration of electronic and digital resources. Provide related consultative services to the campus community.

Libraries, Archives, and Museums: Multi-Functional Support: This sub-group includes jobs with primary duties that are so diverse they span multiple sub-families. This sub-group used only when one specific sub-group is not primary.

Museums: Museum and Departmental Collection Services: Manage, develop, and facilitate the use of museum, gallery, teaching, and research collections to enhance academic teaching and research, as well as general public education and interest. Manage physical and digital collections. Digitize, research, conserve, preserve, interpret, teach, and provide outreach related to collections. Manage, coordinate, design, and develop exhibitions.

Outreach and Community Engagement

Design, promote, administer, and support outreach activities, community engagement, and culturally relevant research based educational programming for individuals, families, organizations, and communities. Develop, deliver, administer, and evaluate programs in support of the Wisconsin Idea. Develop partnerships and build strong relationships utilizing interdisciplinary skills. May include implementing education, research, service learning, and other initiatives to build capacity in community settings.

SUB-GROUPS

Engagement and Outreach: Design, promote, administer, and support outreach activities, community engagement, and educational programming. Develop partnerships and build strong relationships utilizing interdisciplinary skills. May also include implementing education, research, service learning, and other initiatives to build capacity in community settings.

Youth Programming: Design, promote, administer, coordinate, and support pre-college and youth development programs. Research and assess educational needs and interests for targeted youth segments. May also deliver content, programs, materials, technology, and learning approaches accordingly. This includes educational and athletic programming.

Public Broadcasting

Develop and manage content; plan, coordinate and administer programs, processes, and facilitates radio and television, including programming, scheduling, training, editing and related activities. Produce, report, and host news and talk programs.

SUB-GROUPS

Broadcast Engineering: Remote engineering production, TV production, transmitter maintenance, and general engineering. Also may include captioning and accessibility services and adherence to FCC regulations for captioning in broadcast, online delivery and streaming devices.

Broadcast Operations: Manage, operate, and maintain broadcasting technology.

Broadcast Technology: Operate control board, digital editing systems and audio equipment. Install, support, service, maintain, repair, and build broadcast equipment including computer-based automation systems and sound equipment.

Digital, Online, Social Media Production: Write, edit and post news, story, talk show, music, or other program content for website and other digital platforms. Integrate images, audio, video, and links to other content. Create presentations using content.

Hosting: Identify, research, prepare, develop and produce radio or television programs. Produce features, news reports, shows and interviews. May operate equipment.

Multi-media, Video Promotion Production: Research, pitch, and book program ideas that reflect insightful programming style, balance coverage, and a variety of perspectives. Serve as producer and direct programs. Create content for program and on web and social media sites. Schedule, collaborate and communicate with guests, venues, and host, and prepare materials, screen and direct broadcast. Manage daily production including scripting, preproduction, studio and location camera work, post-production editing, and delivery of final products.

Production: Deliver, produce, and direct production of TV and Radio programs.

Reporting: Research, prepare, and report on content for public radio or television that is balanced, issue-oriented, analytical for daily news/information programs and segments/broadcasts. Select sources; conduct and tape interviews; write scripts, billboards and host introductory copy; and edit and dub tapes. May complete field and on-camera reports.

Research

Lead, perform, and provide services for the development, facilitation, implementation, training, evaluation, and management of research and clinical trials.

SUB-GROUPS

Clinical Trials: Establish, perform, support, monitor, or manage clinical trials of human subjects, usually involving pharmaceutical or device intervention within the health sciences. Facilitate, support, analyze, and provide quality control for clinical trial data. Develop protocol and budgets. Provide fiscal support and liaise with sponsors. Ensure regulatory compliance and perform other functions necessary to conduct human subject research.

Client-based Research Services: Use specialized expertise to manage or provide product development and solutions for clients in their research and experimental programs and projects. Design, develop, analyze, optimize, collect, troubleshoot, repair, interpret, engineer, manufacture, fabricate, perform quality control and analysis, test, provide guidance, give expert consultation, or train based on the specific needs of client programs or projects.

Data Analysis Services: Performs complex data analysis. Interprets results from multiple sources using a variety of techniques including data aggregation and complex data mining. Designs, develops and implements research tools and business tools for internal and external use. Prepares and manages large datasets, implements data models and develops databases.

Research: Manage or conduct academic or community research. Identify, design, perform, and manage research experiments, investigations, scholarly studies, and evaluations. Develop data and information collection instruments, protocols, and procedures. Collect, analyze, and manage data and information. Prepare, publish, and present research results. Write or contribute to grant applications and reports. Identify and engage in research collaborations. Monitor and adhere to research compliance.

Sponsored Programs, Grants, and Contracts

Manage administration of grants, contracts, and other sponsored programs, which include pre- and post-award activities, compliance with sponsor requirements, and sponsored program management.

SUB-GROUPS

Sponsored Programs, Grants, and Contracts Administration (Multi-functional): Manage or perform activities related to multiple areas of sponsored projects administration including, but not limited to pre-award and post-award activities. Duties are multi-dimensional in nature, but not always to the exclusion of specialty skills, and typically include various cross-functional duties and responsibility. Manage or perform analytical and financial activities associated with cost studies, forecasting, planning, and managing research portfolios. Plan, direct, and implement a variety of research administrative functions, processes, and systems. This sub-group includes jobs with primary duties that are so diverse they span multiple sub-families. This sub-group used only when one specific sub-group is not primary.

Sponsored Programs, Grants, and Contracts Administration (Post-award): Manage or provide post-award administration of sponsored programs. Establish awards in the institution's system, monitor expenditures, ensure compliance with federal, university, and sponsor guidelines, oversee sub-award activities, administer cost-share and effort reporting requirements, prepare invoices, manage receivables, coordinate audits, and submit financial reports.

Sponsored Programs, Grants, and Contracts Administration (Pre-award): Manage or provide pre-award administration of sponsored programs. Identify grant opportunities, facilitate proposal development, contribute to non-technical components of proposals, process proposals, develop budgets, negotiate grants and contracts, ensure compliance with laws, regulations, policies, and terms and conditions. Issue sub-awards and sub-contracts.

Teaching and Learning

Design, develop, and deliver curriculum. Apply and implement tools and technology that directly or indirectly support the institution's educational mission.

SUB-GROUPS

Academic or Instructional Technology and Instructional Design: Manage or provide technology and design consultation to enable effective delivery of instructional material. Structure and organize content in a pedagogically sound manner. Implement instructional technologies in the service of learning. Plan, develop, and deliver instructional materials, professional development, and resources that support individual instructors, courses, and groups. Support program-level or cross-unit curricular transformation, leadership, policy, or strategy.

Continuing Education: Design, promote, administer and support programs that foster ongoing adult learning and educational competencies. Research and assess educational needs and interests for targeted audiences. May also deliver content, programs, materials, technology and learning approaches accordingly.

Curriculum Development, Management and Assessment of For-credit Courses: Manage, create, and develop teaching content of for-credit courses, including assessment instruments that measure students' acquisition of critical skills and knowledge. Supervise and manage teaching and delivery of content, and those who perform these roles. Assess efficacy of curricular content and the performance of those who teach and deliver content.

Early Childhood Education: Manage or provide developmentally appropriate early care and education; provide support to families on child education; provide model training experiences for teachers; may develop research environment and oversee, perform and report on research conducted within the program.

Instructional Facilitation and Management of For-credit Courses: Manage or provide support services to for-credit instruction. Provide materials to faculty and instructional academic staff in an instructional setting. Assist faculty and instructional academic staff members in student assessment and grading. Instruct students in the proper design and use of equipment in an instructional setting. Manage an instructional program of an academic department or unit. Provide technology and design consultation to enable effective delivery of instructional material. Structure and organize content in a pedagogically sound manner. Implement instructional technologies in the service of learning. Plan, develop, and deliver instructional materials, professional development, and resources that support individual instructors, courses, and groups. Support program-level or cross-unit curricular transformation, leadership, policy, and strategy.

Teaching and Instruction of For-credit Courses: Manage or provide direct instruction in support of credit-seeking student learning, from design to delivery. Primary focus is on teaching, creating learner-centered and equitable learning environments, and iterative evolution of those activities. Assess student learning and conduct course evaluation related to the instructional activities and outcomes in those contexts.

Last updated 1/23/19

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