



| <b>Academic Affairs</b>   |   |
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| Definition: Support faculty, staff and students in the delivery of academic programs and contribute resources and expertise to support academic research and development. |   |
| Academic Program Management   | These jobs manage existing and ongoing academic programs, initiatives, and processes as well as process improvements.   |
| Faculty Services  | These jobs assist faculty in the appointment and promotions process and other topics relevant to faculty life at the University.  |
| General Academic Affairs  | These jobs contain a broad cross-section of academic affairs duties and responsibilities. Employees may provide professional administrative expertise by coordinating, researching, recommending, and implementing overall initiatives regarding academic programs. |
| Instructional Technology  | These jobs plan, organize, and develop training curricula, materials, and programs to meet specific training needs. These jobs analyze learning needs and partner with subject matter experts to provide input for course content.                                  |
| Library Services  | These jobs oversee library operations and archival collections and services including, but not limited to, collection development and sourcing, acquisition, cataloging, circulation, display, and archiving.   |

| <b>Athletic Affairs</b>   |   |
|---|---|
| Definition: Administer athletic programs and operations and oversee coaching, strength and conditioning, student athlete care, and facility and event management. |   |
| Athletic Media  | These jobs use a wide range of media to strengthen and sustain a positive brand image of the athletics department. These jobs plan media campaigns and various public relations initiatives. Develop and release content via appropriate forms of media releases. |



| <b>Athletic Affairs</b>   |  |
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| Definition: Administer athletic programs and operations and oversee coaching, strength and conditioning, student athlete care, and facility and event management. |  |
| Athletic Operations   | These jobs manage the operation of athletics programs, sports, or athletics departments. This includes resource management, program coordination, athlete and coach support, and compliance. |
| Team Sports   | These jobs coordinate, manage, and support the University Athletics programs. Oversee team management, athlete development and experience, and sports facilities management.                 |

| <b>External Affairs/Development</b>   |  |
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| Definition: Create relationships and establish strong external partnerships for the University. |  |
| Advancement Services  | These jobs develop and maintain relationships with donors and process major gifts/donations.   |
| Alumni Relations  | These jobs focus on maintaining and enhancing relationships with alumni to foster a sense of community and support for the organization. This includes recruiting, training, and managing volunteers to assist with alumni activities and initiatives. These jobs are also responsible for organizing alumni events. |
| Donor Relations   | These jobs are responsible for fostering and maintaining strong relationships with donors. These roles combine the efforts of engaging donors, acknowledging their support, and demonstrating the impact of their gifts.   |
| Extension   | These jobs develop, deliver, enhance, and support educational programs in communities throughout the State of Georgia that extend beyond the University's traditional degree programs.   |
| External & Community Relations  | These jobs provide direct service and support to clients, partners, and alumni of the University along with the community, local, state, and federal governments.  |



## External Affairs/Development

Definition: Create relationships and establish strong external partnerships for the University.

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| Fundraising          | These jobs are responsible for executing activities aimed at soliciting funds to support an organization's mission and operations. This role involves engaging with potential donors and developing/implementing fundraising strategies. Fundraisers may work in a frontline capacity, directly interacting with donors through face-to-face meetings, events, and outreach efforts, or in a direct marketing capacity, creating and managing campaigns to attract donations through various channels such as email, social media, and direct mail. |
| Prospect Development | These jobs involve identifying, researching, and managing potential donors (prospects). It includes wealth and affinity research, recommending and implementing prospecting strategies, and managing donor portfolios to support major gift development efforts. The focus is on the strategic management of potential donors rather than direct solicitation.  |

## Fiscal Affairs

Definition: Provide diversified accounting and financial services that focus on measuring the financial performance of the University. This function also oversees auditing and budgeting.

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| Accounting | These jobs maintain accounts and records in various general and/or cost accounting functions; collect and analyze financial data; and prepare reports and recommendations for internal and external reporting and decision-making purposes. May complete work related to developing, implementing, and monitoring accounting systems, policies and procedures. These jobs review, verify and approve transactions and journal entries and prepare balance sheets, profit and loss statements, and other accounting statements. |
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### Fiscal Affairs

Definition: Provide diversified accounting and financial services that focus on measuring the financial performance of the University. This function also oversees auditing and budgeting.

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| Business Services              | These jobs measure the financial performance of the institutions and/or provides financial support to sustain business operations. Supports financial planning, management of financial risks, and record-keeping.   |
| Financial Analysis & Budgeting | These jobs analyze profit-and-loss income statements and prepares findings reports to make recommendations to management. Conduct ad hoc financial and/or budget analysis for institutional, college, division, and/or departmental decision-making purposes. Generate forecasts and analyze trends to assist with financial planning. Compare the institution's, college's, division's, and/or department's actual performance to budget, targets, and other metrics. |
| Grants                         | These jobs manage and provide oversight of funding awarded through grants.   |
| Payroll                        | These jobs develop, implement, administer, and maintain pay plans and programs for University staff and faculty.   |
| Procurement                    | These jobs obtain materials, parts, components, systems, and equipment. May negotiate contracts and coordinate purchasing activities with applicable departments to maintain inventories at planned levels.  |
| Treasury                       | These jobs execute funding, cash, liquidity, treasury, and financial risk management operations, including the design and implementation of processes, policies, and procedures.   |



## General Administration

Definition: Provide administrative support to maximize the efficiencies and ensure the correct functioning of facilities, offices and/or business services assigned to a unit, department, or the Institution overall.

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| Administrative Operations | These jobs plan, oversee, and administer a variety of general business and/or management functions that contribute to the effective operation of the University. Provide administrative expertise by coordinating, researching, delivering, recommending, and implementing initiatives, policies, and programs.                                       |
| Administrative Support    | These jobs provide administrative support for various department or individuals, including senior executives. Coordinate meetings and travel arrangements, order supplies and equipment, prepare correspondence, monitor telephones, manage visitors, present materials, and file documents.  |
| Audit                     | These jobs conduct internal audits and risk assessments of Institution's financial and operational practices. Prepares audit plans and conducts internal audits/reviews. Establishes audit criteria to ensure compliance with legislatively mandated compliance initiatives. Reports audit results to management and makes recommendations as needed. |
| Customer Service          | These jobs handle calls, webchats, and emails from stakeholders including students, parents, staff, and faculty. Answer inquiries about services, upcoming appointments, etc. Responsible for maintaining communication records. Write internal and external non-technical documentation.   |

## Health Services

Definition: Provide healthcare services that support the well-being of employees, students, community members, and animals. Services focus on physical and mental healthcare, health education, wellness programs, and health promotion.

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| Clinical     | These jobs assess, plan, implement and evaluate the clinical needs of a designated group of patients and/or provide clinical care within the scope of practice. |
| Non-Clinical | These jobs assist and support with health services and provide non-clinical care.   |



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| Veterinary Services (Clinical)     | These jobs maintain veterinary records and establish, implement, and execute veterinary medical protocols for a designated group of animals. |
| Veterinary Services (Non-Clinical) | These jobs maintain veterinary records and establish, implement, and execute veterinary medical protocols for a designated group of animals. |

### Information Technology

Definition: Design, develop, manage, modify, test and implement IT solutions through new and existing applications, architectures, networks and infrastructures; and manage data and ensure its security.

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| Applications/Systems Development | These jobs support information technology and communication systems; provide technical, programming and development support; and oversee network communications.   |
| Database Administration          | These jobs design, develop, and implement database applications to accommodate a variety of user needs. Ensure effective and efficient operation of computer database. Ensure databases run properly and remain current, readily accessible, and timely. Formulate and design new data applications.   |
| IT Operations and Systems        | These jobs manage the operation of IT systems. Oversee hardware, software, facilities and service components that support the development, testing, monitoring, and delivery of IT services. These jobs identify and analyze business needs, conduct requirements gathering, and define scope and objectives for enterprise/business systems integrated with IT development and infrastructure |
| IT Security                      | These jobs protect computer system hardware, software, and information from damage. Analyze security systems and applications and recommend and develop security measures to protect information.  |



### Information Technology

Definition: Design, develop, manage, modify, test and implement IT solutions through new and existing applications, architectures, networks and infrastructures; and manage data and ensure its security.

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| IT Technical Support   | These jobs support customers with technical systems issues. Determine solutions and help customers fix problems. Provide technical feedback changes. May be called to assist in complex technical solutions requiring changes to core functionality, code, and systems. |
| Network Administration | These jobs manage network operations and lead technical teams through the design, implementation, operation and technical management of enterprise-wide networks and network services.  |

### Human Resources

Definition: Oversee talent attraction, retention, and rewards throughout the employee lifecycle. This includes compensation, benefits, recruitment, staffing, employee communication, payroll, and employment development along with HR operations.

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| Benefits           | These jobs plan, design, evaluate and administer employee benefit programs, including retirement, insurance, paid time off, wellness and other health and welfare plans.   |
| Compensation       | These jobs implement staff compensation, including incentives and recognition. Participate in compensation surveys and assist with the development and maintenance of compensation philosophies and strategies. Conduct job evaluations and confirm a position's salary range assignment and exemption status. Stay updated on recent legislation and trends impacting pay programs. |
| Employee Relations | These jobs develop, plan, and implement employee relations policies and programs. May counsel employees and address equal employment opportunity and labor relations issues. May assist with workplace accommodations, employee orientation and complaint investigations.  |



### Human Resources

Definition: Oversee talent attraction, retention, and rewards throughout the employee lifecycle. This includes compensation, benefits, recruitment, staffing, employee communication, payroll, and employment development along with HR operations.

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| General HR             | These jobs design, implement, and monitor one or more human resource programs, policies, or procedures that do not fall into one of the other HR job functions.                              |
| HRIS                   | These jobs process the organization's human resource information using computer systems and applications. Research, analyze, design and maintain   |
| Learning & Development | These jobs support the creation and implementation of training and learning programs for university employees.   |
| Talent Acquisition     | These jobs source, assess, and drive the selection of talent to support university needs. Develop recruiting strategies based on workforce needs. Recruit, screen, and interview applicants. |

### Legal & Compliance

Definition: Make sure the institution complies with all applicable legal and regulatory obligations; protect the assets and interests of the University through risk mitigation measures; keep accurate records and document activities.

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| Compliance & Ethics | These jobs are responsible for general compliance and ethics support. Monitor and audit risk-related activities within the organization to ensure adherence to compliance policies and procedures to mitigate risk.   |
| General Legal       | These jobs provide a full range of legal advice, counsel or services. Includes jobs that provide administrative assistance to the legal team; draft correspondence, copy/scan documents, prepare and send mail, and schedule meetings and conference calls. |



### Marketing & Communications

Definition: Promote the Institution with partners, alumni, prospective students, employers, academic professionals, and other audiences through a variety of channels and support the Institution's mission by crafting and executing marketing and communications programs.

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| Digital Media & Visual Design | These jobs focus on increasing web traffic and brand awareness through content online marketing. Create and distribute "shareable" content through appropriate platforms and measure results of marketing activity. |
| General Communications        | These jobs plan, manage, and coordinate communications to promote the University externally (e.g., through print/broadcast media, events, and briefings). Write and edit internal and external communications.      |
| Marketing & Public Relations  | These jobs coordinates media relations and prepare external communications. Relay information concerning the organization to the press and the wider community to gain understanding and awareness.                 |

### Operations

Definition: Manage the physical environment and facilities of the University and oversee basic services for students, employees, and visitors.

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| Campus Planning      | These jobs provide comprehensive planning services involving areas such as, but not limited to, community/city planning, strategic business planning, and space planning. May monitor plans for conformity to legal requirements and procedures. May be responsible for specialized planning processes. |
| Event Services       | These jobs design, delivery, and produce shows and events for internal or external groups.  |
| Facilities & Grounds | These jobs oversee the design, service, operation, and maintenance of facilities. Develop budgets and long-range plans based on university growth and future needs. May be responsible for facilities' security, budgets, and contracts.  |



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| Food Services                     | These jobs provide food services for students, employees, and customers; prepare and serve food and beverages.  |
| General Operations                | These jobs provide operational support in broad shared-service roles that support organizational areas.   |
| Mail Services                     | These jobs pick up and deliver mail, boxes, packages, supplies and reports to buildings and individuals.  |
| Transportation & Parking Services | These jobs transport people and materials and repair, maintain and inspect transportation fleet vehicles. Ensure safe, accessible, and sufficient parking and transportation. |

### Research

Definition: These jobs develop, facilitate, implement, evaluate, perform, administer, and oversee a wide variety of research programs or initiatives..

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| Grant Administration                 | These jobs manage and provide oversight for the entire grant lifecycle, from initial grant pre-research through post-award.   |
| Research Administration & Management | These jobs provide lead, plan and oversee the execution of research projects.   |
| Research Delivery                    | These jobs plan, manage, or carry out all phases of research programs and projects. Discover new knowledge, techniques materials, and concepts using distinguished levels of expertise. |
| Research Support                     | Research support provides administrative and technical support to researchers by assisting with research project.   |



| <b>Safety &amp; Protection</b>  |  |
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| Definition: Responsible for occupational safety, laboratory safety, hazardous materials control, hazardous waste management, emergency services and preparedness, fire safety, radiological safety, and other safety related programs and policies. |  |
| Campus Safety   | These jobs are responsible for workplace security and protection. Coordinate existing and develop new security policies and programs.  |
| Environmental Health  | These jobs identify and control the risks to employees and the work environment that arise from physical, chemical, biological and other workplace hazards. Establish and maintain safe and healthy working conditions and minimize the adverse impact of operations to the physical environment. Address regulatory compliance if needed. |
| Fire  | These jobs prevent and extinguish fires and protect employees by providing emergency medical assistance.   |
| Police  | These jobs administer and enforce university policies and local, state, and federal laws. Make arrests, patrol areas to safeguard life and property, react to emergency calls, maintain order, deter criminal activity, and control traffic.   |

| <b>Student Services</b>   |  |
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| Definition: Responsible for developing and implementing strategies, programs, networks, and systems to support student development and experience at the Institution. |  |
| Academic Advising   | The academic advising job function is responsible for guiding and supporting students in their academic and career endeavors. Understands academic requirements and procedures within the institution and works with students to empower and improve their experience. May have the power to approve and review degree programs and credits and make exceptions when needed. |



| <b>Student Services</b>   |  |
|---|--|
| Definition: Responsible for developing and implementing strategies, programs, networks, and systems to support student development and experience at the Institution. |  |
| Admissions, Enrollment, & Registration  | These jobs deliver services around coordinating, registering, and admitting students into the university. They also assist with managing student academic records. Involved in various specialized administrative duties and related tasks.  |
| Career Services   | These jobs coordinate, direct, and manage industry relations, networks, and career resources to serve career development needs of students and alumni. Responsible for advisement, event management, activities, and programs that support career development and the job search process. Coordinate programs and services for tutoring, workshops, and skill development. |
| Financial Aid   | These jobs oversee financial aid application processes. This includes analyzing student data, implementing procedures to address regulatory compliance and accurate delivery of financial aid, and maintaining student billing information.  |
| General Student Services  | These jobs oversee and direct student related programs, policies, and initiatives that do not fall into one of the other Student Affairs job functions. Typically involves management and direction within the institution to support student success.   |
| Residence & Student Life  | These jobs are responsible for the needs of on-campus housing administration and the experiences related to student life. This includes recreation and wellness job that promote wellness and recreation programs and policies for students.   |