



JOB FAMILY CONCEPT

This family consists of four levels of administrative professional work. Levels are distinguished based on complexity, level of supervision received, and the level of autonomy. This job family is distinguished from other professional job families by the requirement of professional education and experience in a non-specific degree program. Positions in this family may support the administration of research activities however, professional preparation in research or science is not required and conducting research is not the primary function of the position. This family is distinguished from the Administrative Generalist and Specialist job families by the requirement for specialized education and experience to perform the essential functions of the job and by having the primary focus on the delivery of professional services. It is distinguished from the Administrative Management job family by the absence of the primary responsibility for managing a unit or other unit supervisors. The Administrative Professional job family addresses responsibility for the following functions:

- Project management
- Compliance
- Program creation
- Research integrity
- Grant development
- Training
- Analysis
- Project development
- Facilities planning and management
- Contract administration
- Program oversight and technical assistance

Administrative Professional positions provide professional services for a variety of areas, including but not limited to:

- Academic programs
- Research
- University business/administrative operations

TYPICAL FUNCTIONS

The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.

Establish and maintain procedures and controls to carry out program activities
Develop and communicate new policies that are compliant with agencies and committees' regulations



ADMINISTRATIVE PROFESSIONAL

Job Classification

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budget. Develop and review proposals. Serve as lead** and/or intermediary during the audit process. Collect, analyze, interpret and solve complex* problems and data.

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