



**UC Berkeley
Career Compass
Guide to Related Job Families**

| Job Field/Family | Category | Job Family Summary |
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| General Administration/ Administrative Operations | Professional, Supervisory/Managerial | Involves managing or performing the administrative services or managing the full general operations of an academic or non-academic organization(s). Administrative services includes activities in finance and human resources and may also include IT, facilities, or student services. General management includes long and short range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate management staff. |
| General Administration/ Project/Policy Analysis | Professional | Involves analytical studies on a variety of policies, projects, programs and issues in support of a function, program and/or organizational unit, or in research of new or changing systems and programs. Assists in policy and program planning, development and administration; interprets, monitors and analyzes information regarding policies and procedures and provides consultative services regarding general management to department administrators. |
| Research Administration/ Academic Program Management | Professional, Supervisory/Managerial | Involves managing a significant, independent academic or research program. Formulates program strategies and goals; includes long and short range strategic planning in determining the mission. Plans, directs and controls program budget and other related resources. |
| General Administration/ Executive Advising | Professional, Supervisory/Managerial | Involves providing strategic guidance, advising and decision making on behalf of an executive (generally defined as Chancellor, Vice Chancellor, or Vice Provost), relative to strategic academic and resource planning, short and long-range policy development, communications and high level analyses of new program development. In addition to executive advising, may also manage an independent program and/or professional staff engaged in a range of administrative functions. |
| General Administration/ Executive Assistance | Professional | Involves providing administrative oversight for an executive, including the coordination of communications and pertinent data among a group of the executive's subordinate management staff. Performs and/or oversees special projects or assignments that are highly sensitive or complex in nature, requiring a high level of independence and initiative in execution and implementation. Handles details and oversees work of a highly confidential and critical nature to support the executive on matters of significance. |