OVERVIEW

The following descriptions provide a summary of Operational & Technical (O&T) or Professional work that is currently represented by a bargaining unit within selected job families. When mapping employees in your organization, if an employee’s position does not seem to fit the selection of job standards currently available on the Career Compass website, review these summaries to determine whether any of them seems to provide a better fit. If a particular summary below is a good match for any of your positions, please consult with your mapping coordinator on how to proceed for those employees.

FINANCE

Financial Services
Processes a variety of accounting transactions, including accounts receivable, accounts payable, payroll, data entry and reporting. Sets up accounts, monitors expenses and reconciles ledgers. Applies rules and regulations concerning processing of budget projections, contract and grant provisions and gift administration. May review and monitor complex contracts and grants with multiple fund sources. Maintains accounting databases and/or research funding sources. May be responsible for stewardship, gift accounting, and processing. Provides customer service regarding accounting transactions. May provide cashiering services. May respond to and resolve difficult or non-routine processing problems.

GENERAL ADMINISTRATION

Administrative Operations
Performs a variety of administrative functions including preparing letters, manuscripts, articles, based upon information provided by others; files electronically and hard copy; photocopies and faxes; prepares reports and statistics based on information compiled from various sources; answers routine questions; screens and directs calls and visitors; orders office supplies; manages supervisor’s calendar; makes travel arrangements, researching and negotiating for best logistical arrangements and price; makes arrangements for events; tracks expenses; prepares and maintains spreadsheets; applies standard calculations. May coordinate office moves and renovation.

HUMAN RESOURCES

Human Resources Generalist
Initiates processing for personnel actions; conducts new employee orientation; provides benefits information; provides information on personnel policies and procedures. May resolve non-routine and/or unusual personnel processing problems.

INFORMATION TECHNOLOGY

AVIT Engineering
Uses blueprints and schematics to install, fabricate, maintain and repair AVIT analog and digital technology equipment. Provides guidance to staff, faculty, and students for the correct installation and operation of equipment and video-data displays in lecture halls and classrooms. May support campus radio station or video broadcast studio.

Business/Technical Support
Advises and trains users in the utilization of software packages; installs and tests software packages requiring standard techniques; codes, tests, and debugs routine applications; recommends hardware/software acquisitions; provides training in computer usage; assists with the maintenance and documentation of customized computer applications.

Production Control
Involves scheduling, setup, submission, and monitoring of production jobs to successful completion in accordance with established procedures and practices. Troubleshoots/monitors scheduling criteria and researches missing or delayed jobs.

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## Description of Represented Work for Selected Job Families

### MUSEUM SERVICES

**Conservation**
Examines and documents objects, works to prevent their deterioration, and treats and repairs them when necessary. Conducts surveys of the collection, prepares condition reports and treatment proposals, proposes conservation priorities, and projects costs for treatments. Implements preventative maintenance and the treatment of objects. Participates in disaster response.

**Museum Curatorial**
Researches and writes about objects and collections for museum and academic needs, as well as funding and promotional purposes. Develops and presents programs, talks, and lectures. May curate exhibitions, have registration and or collection management responsibilities, or be involved with cultivating donors and gifts.

### COMMUNICATIONS

**Written Communications:**
Researches, writes and/or edits informational materials of average difficulty for publication and distribution. Assignments are typically routine, performed within well-established guidelines, and work is reviewed by the supervisor prior to publication. Assignments may include reportorial/journalistic or promotional/persuasive writing. May provide editorial support for production of printed materials, including editing copy for clarity, organization, appropriateness, accuracy, grammar, punctuation and spelling.

**Visual Communications:**
Designs, coordinates, and produces diverse visual presentations and illustrations for publications or other communications assignments. May independently produce publications or communications of moderate complexity for a limited audience. In consultation with clients, may provide guidance on design and publishing technology for web design, or expertise on printing and other production processes for final products. Produces high quality work within budget and time constraints.

**Electronic Communications:**
Produces design and layout of standard web sites to meet defined requirements. Proofs web site materials (images and text). Posts material to websites within budget and time constraints. Works closely with web developers, designers and other professional staff to ensure that content reflects campus needs. May monitor and post replies to online message boards and/or handle e-mail inquiries, including drafting responses on potentially sensitive issues.

### STUDENT SERVICES

**Student Services Advising:**
Provides information to students on department/school/college and campus processes, procedures, and basic requirements. Schedules classrooms. Sets up, enters data, and maintains student records and files. Reviews forms for completeness. Assists Student Services professionals with events and orientation, preparing materials for review, and ensuring completeness of required documents.

Updated July 2008