# Career Compass

## Job Fields and Job Families

### Field: Communications
Families:
- Broadcast Communications
- Electronic Communications
- General Communications
- Media Communications
- Publications and Production
- Visual Communications
- Written Communications

### Field: Educational Services
Families:
- Early Childhood Education
- Museum Education
- Professional Development
- Public Education Services

### Field: Engineering
Families:
- Aerospace Engineering
- R&D Engineering
- Structural Engineering

### Field: External Affairs
Families:
- Events
- External Relations
- Fundraising
- Marketing

### Field: Facilities Development/EH&S
Families:
- Environmental Health & Safety
- Facilities Project Management
- Inspection
- Planning

### Field: Finance
Families:
- Accounting
- Audit
- Enterprise Risk Management
- Financial Analysis
- Financial Services
- Institutional Research
- Payroll
- Purchasing

### Field: General Administration
Families:
- Administrative Operations
- Contract Administration
- Executive Advising
- Executive Assistance
- Legal
- Ombuds
- Organizational Consulting
- Project/Policy Analysis

### Field: General Services
Families:
- Custodial/Housekeeping
- Facilities Management
- Food Services
- General Services - Other
- Mail Services
- Recycling and Refuge Services
- Storekeeping
- Transit Services

### Field: Health Care
Families:
- Athletic Training
- Clinical Laboratory
- Clinical Nursing
- Counseling/Psychology
- Health Care Administration
- Health Care Clinic Operations
- Health Education
- Massage Therapy
- Nurse Practitioner
- Optometry
- Pharmacy
- Physical Therapy
- Physician
- Physician Assistant
- Radiology
- Social Work

### Field: Human Resources
Families:
- Academic Human Resources
- Benefits
- Compensation
- Employee Relations
- Employment
- Equal Employment Opportunity
- HR Generalist
- Labor Relations
- Academic Achievement Counseling
- Admissions/Recruitment
- Career Services
- Curriculum Planning
- Financial Aid
- K-14 Academic Preparation
- Academic Advising
- Academic Support
- Disability Services
- Life & Development
- Services Advising

### Field: Information Technology
Families:
- Applications Programming
- AV IT
- AV IT Engineering
- Business Systems Analysis
- Business/Technical Support
- Comm & Network Technology
- Data Systems Management
- Database Administration
- Information Systems
- IT Architecture
- IT Security
- Production Control
- QA/Release Management
- Systems/Infrastructure Admin
- Technical Project Management
- User Experience Design

### Field: Library Services
Families:
- Library

### Field: Museum Services
Families:
- Conservation
- Museum Curatorial
- Museum Preparation/Exhibition
- Museum Registration/Collection

### Field: Performing Arts
Families:
- Music
- Theater/Film/Video Production

### Field: Research Administration
Families:
- Academic Program Management
- Contracts and Grants
- Intellectual Property
- Research Compliance

### Field: Research and Laboratory
Families:
- Field Research
- Lab Instruction
- Lab Mechanic
- Lab Research
- Laboratory Animal Care
- Research Data Analysis
- Survey

### Field: Security and Public Safety
Families:
- Dispatching and Records
- Parking Ops and Enforcement
- Police
- Security

### Field: Skilled Crafts and Trades
Families:
- Carpenter
- Electrician
- Painter
- Plumber
- Skilled Crafts - Other
- Skilled Crafts & Trades Mgt

### Field: Sports and Recreation
Families:
- Coaching
- Intercollegiate Athletics
- Recreation

### Field: Student Services
Families:
- Academic Advising
- Academic Support
- Disability Services
- Life & Development
- Services Advising

---

**Notes:**
- Subject to slight modifications.
- A temporary trainee level may be available in the above job families for career development purposes.
### Information Technology

#### Database Administration

**Job Title:** Database Administrator 1

**Job Family Summary:** Involves planning computerized databases, including base definition, structure, documentation, long-range requirements, operational guidelines and protection. Ensures accuracy and completeness of data in master files and various support tools. May establish database management systems, standards, guidelines and quality assurance for database deliverables.

**Job Code:** To be determined

**Salary Grade:** PSS (To be determined)

**FLSA:** Nonexempt

**Job Level:** Entry

**Scope**

- **Generic Scope (Campus-wide):** Entry-level professional with limited or no prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are routine in nature, requiring limited judgment and decision making.

- **Custom Scope:** Learns to use professional concepts, industry standards, and best practices in maintaining databases. Working on problems of limited scope, normally receives detailed instruction on work assignments and primarily works with other members in the incumbent’s unit. Follows standard practices and procedures in analyzing situations or data from which answers can be readily obtained.

**Key Responsibilities**

- Under direct supervision, learns to apply department policies and procedures to resolve routine database design and implementation issues such as data cleaning, monitoring, backups and restores, data imports and exports.

- Learns to maintain standardized security and integrity controls.

- Primarily interacts with members of own unit.

- Participates in the implementation of enhancements that will improve the performance and reliability of the system.

- Learns to document database operations and design.

- Works with others in the implementation of database scripts, interfaces and applications.

**Education/Training**

- Bachelors degree in related area and/or equivalent experience/training

**Knowledge and Skills**

- Is learning basic database management operations and knowledge of department rules and regulations.

- Must demonstrate interpersonal skills, problem solving skills, service orientation, active listening, effective verbal and written communication skills and organizational skills.

- Must be able to multi-task and prioritize tasks.

- Background check required.

**Environment**

- Campus settings and various external venues

**Career Path Jobs**

- Database Administrator 2
- Information Technology > Data Management > Professional

### Notes:

Above guidelines apply to a fully performing employee. It is expected that incumbents at each level are able to carry out the responsibilities and possess the skills associated with the previous levels. Additional training/education or equivalent experience, as well as business need, are required for movement into higher level jobs. Subject to slight modifications.