



EKU Human Resource Job Title Guide

	Job Title	Function	Scope
Senior Leadership	Vice President	Accountable for the development, delivery, and oversight of services. Responsible for all aspects of operations, strategic planning, and budgets.	Provides leadership and direction to staff in assigned areas. Works closely with the President to facilitate the achievement of goals and objectives. Formulates, develops, and implements systems, policies, standards, and activities. Typically reports to the President.
	Assistant/Associate Vice President	Provides overall leadership and direction for multiple assigned departments, working through a team of subordinate Directors and professionals. Develops and aligns divisional goals with overall campus strategies to achieve desired results.	AVP's generally manage multiple budget areas and departments and have responsibility for revenue creation as well as stewardship of resources. AVP's participate on a wide range of high level cross-functional teams and generally will have responsibility for external relations with appropriate groups and stakeholders. Typically reports to a Vice President.
	Executive Director	Provides professional opinion, advice and guidance to Senior Management, Council and Committees on policies, programs and services. Participates in policy development and strategic planning to ensure delivery of high quality services. Responsible for significant budgets, a large number of personnel, and highly complex and visible functions for the University.	Ultimate authority and accountability for one or more key functions. Directs and controls one or more specific functional areas. Generally has responsibility for a Department or Division of the University . Typically reports to a Vice President or other Top Level Executive of the University. Requires a Master's degree or higher and extensive experience.
Mid-Level Management	Director	Directs the strategic planning and operation of programs, services and activities comprising a key function or functions to ensure overall quality of deliverables. Has the authority to take personnel actions, manage assigned budget, make decisions on matters of significance, allocate University resources, and resolve complex problems.	Has substantial responsibility for human and financial resources for a Large Function, Department or Division . Required to independently assess and respond to daily operational issues. Must be a seasoned professional who has gained proficiency through experience and exposure to similar job requirements. Most always requires a Masters Degree and extensive directly related managerial experience.
	Associate Director	Serves as the primary operational liaison between the university community and the Division/Department. Is typically the second in command and, in the absence of the Director, will be required to maintain the business of the Division/Department.	Must use judgment in selecting the most appropriate method/ procedures for application. Authorizes minor deviations from guidelines. Must be a generalist with some knowledge required of professionals, or vocations that are associated with the division. Always requires a Bachelor's Degree and often requires a Master's Degree and extensive related work experience. Reports to a Director.
First-Line Supervisory Roles	Manager/Assistant Director	Primary function is to plan, organize, direct, advise and control one or more program areas or sections of a larger department. Typically would have subordinate supervisors and always has multiple professional level direct reports. Required significant independent judgment, initiative, decision making on matters of significance, and analysis.	Normally involves responsibility for professional and support staff and financial resources for a Work Unit or Program with multiple professional level direct reports. Is responsible for building and sustaining an effective team of subordinates capable of producing a particular output. Requires at least a Bachelor's Degree and significant related work experience. Typically reports to a Director.
	Supervisor - Coordinator	Responsible for coordinating and assigning activities within a project or single program or single service through direct supervision of human resources or through the provision of day-to-day work direction. Typically involved in the hiring, daily oversight, and performance management of assigned employees.	Normally involves responsibility for a particular process, project or function. May be responsible for valuable resources for a Unit. First line supervisory position with the authority to design & implement processes, make recommendations for policies, recommend personnel actions, and still handle individual work assignments at a high level. Typically requires advanced knowledge of the subject matter/tasks performed by staff, gained through either extensive experience or advanced education.

	Job Title	Function	Scope
Professional/Individual Contributors	Coordinator	Responsible for coordinating programs, events, and other activities while also performing professional work that is substantially varied in nature under general direction. May oversee projects and provide work direction to others on a programmatic/assignment basis. Assignments typically involve research, analysis, planning, communicating, gathering support, implementing, and analyzing results.	Assignments are received in the form of results expected, and there is substantial discretion to determine procedures and work products. Manager provides general guidance and assistance as needed. Advanced education & previous directly related work experience is required.
	Administrator-Analyst-Advisor	Responsible for performing professional work that is substantially varied in nature under general direction, making recommendations and/or carrying out a particular process or portion thereof. Work involves analysis, critical thinking, independent judgment, decision making, and consulting. Provides expert advice to others, interprets policies, creates and implements new products/programs, and performs the highest level of non-supervisory work within the organization.	Assignments are received in the form of results expected, and there is substantial discretion to determine procedures and work products. The specific duties of each position within this class may vary depending on the specific function of specialization. Manager is available to provide guidance and assist in problem resolution. Employee has great flexibility in how work is accomplished. Advanced education & previous directly related work experience is required.
Technical/Skilled Trade	Foreman	Provides oversight and work direction to an assigned group of technical/craft staff on a daily basis. Makes work assignments, monitors quality of work completed, provides feedback to staff, and plays a role in the selection and management of assigned staff. Also acts as a working team leader, typically in a physical field or a skilled craft/trade.	This position oversees the work of others and receives little daily supervision from upper-level administration. Performs a range of more complex tasks in accordance with university policies. Has the authority to make some decisions and take immediate actions necessary to complete assignments without consulting others.
	Lead/Head	Provides close oversight and work direction to an assigned group of entry-level staff on a job basis or in a regular assignment. Acts as a working team leader, typically in a physical or technical field or in a data processing unit.	Position monitors and teaches other employees on-the-job in a variety of basic job tasks and procedures where standardized practices exist. Employee works as instructed and consults with supervisor as needed on all matters not specifically covered in instructions or guidelines. Employee follows established procedures using limited discretion to fix routine problems.
Paraprofessional	Specialist	Primary assignment is to perform a specific function with a high level of expertise in the subject matter. Shows a high degree of skill performing that specific activity and is relied upon to provide accurate information, handle of complex situations, and oversee a portfolio of activities in an area of expertise.	This position receives little direct supervision. Performs a range of tasks in accordance with university policies. May make recommendations for action that would typically be followed. Has received advanced education, direct training in the field, or has been performing the activity for a number of years.
	Associate	Maintains data and records through specific knowledge of structure and system application; provides customer service; may provide direction to student workers or other entry-level staff. Completes a variety of job tasks and procedures where standardized practices typically exist. Able to handle more complex administrative functions requiring some critical thinking/reasoning and professional level customer service.	The supervisor makes specific assignments but may not always provide clear, detailed instructions. Employee follows established procedures using limited discretion to fix routine problems. Employee may make recommendations for changes, audit the work of others, document departmental processes, or determine how best to organize assigned work. Position can be learned through on-the-job training, but experience in a similar type of position would be greatly preferred.
Entry Level	Assistant-Technician	Performs basic to moderately complex techniques or administrative/supporting functions to track, process, compile and report on information, results, processes, and products to produce work and ensure that work meet standards. May provide front-line customer service for the department.	Work is monitored by supervisor/manager but employee can typically perform assigned tasks without direct supervision. Employee works as instructed and consults with supervisor as needed on all matters not specifically covered in instructions or guidelines. The work is closely controlled by the nature of work itself or circumstances in which the work is performed. Position can be learned through on-the-job training.
	Clerk-Aide-Operator	Conducts the most basic functions to support a department/area. Work performed is routine in nature and follows a specific, pre-determined process.	Work is closely monitored by supervisor/manager. Detailed instructions and procedures are generally provided. Position can be learned quickly.