



# Base Titles

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## **Accompanist**

Accompanies Ballet, Modern Dance, Instrument and Voice students and/or faculty by providing a musical accompaniment and collaborating with students during classes, rehearsals and performances.

## **Accountant**

Accountants and auditors prepare and examine financial records, identify potential areas of opportunity and risk, and provide solutions for businesses and individuals. They ensure that financial records are accurate, that financial and data risks are evaluated, and that taxes are paid properly. They also assess financial operations and work to help ensure that organizations run efficiently. Duties and responsibilities are performed at various levels within the defined title.

## **Advancement Officer**

Engages alumni, foundations, corporations, and the community with the mission of the University. The University's mission is advanced through cultivating the support of donors both directly through solicitations and fundraising campaigns and indirectly through alumni engagement, alumni and professional societies, and targeted campaigns maintaining positive relationships with potential donors and the community. Directs the management of individual giving programs, trusts, estates, gift planning, corporate and foundation relations, prospect research and donor relations and stewardship.

## **Advisor**

Provides professional evaluation and assistance to students concerning their academic plans and monitors their progress through degree completion. Provides necessary information to students to assist them with choice of major, course selection and scheduling. Provides guidance to assist with the resolution of academic problems; maintains confidentiality and student records; serves as a resource for faculty, staff, and students. May assist in the recruitment and retention of undergraduate students through the administration of programs for an academic unit. Duties and responsibilities are performed at various levels within the defined title.

## **Analyst**

Conducts planning analysis and studies and provides recommendations for strategic management and overall business functions. Analysts typically specialize in a particular field that provide recommendations for process improvements, systems, procedures, policies, strategic decision making, technologies, and other operational functions. Works closely with and consults with stakeholders to design and implement action items through researching popular trends and industry standards. May develop documentation, training materials, and other reliable data for internal team as well as external users. Duties and responsibilities are performed at various levels within the defined title.

## **Archives Associate**

Classifies and catalogs archival collections by implementing archival standards and best practices to primary source materials. Provides historical research assistance as well as assists patrons in retrieving archival records. Provides clerical and administrative support. Duties are performed at various levels within the defined title.

## **Art Model**

Models and poses for student artists to draw, paint, sculpt or photograph according to specific instruction during class.

## **Assistant**

Performs routine and non-routine tasks for specific functions within a department/program/unit. Often serves as front line contact. May provide support for executive level staff and faculty members. May perform tasks in support of business operations which may include documentation, filing, record keeping, and event support. May work in a system to maintain records. Coordinates with various university entities. Duties are performed at various levels within the defined title.

## **Assistant Lecturer**

On a part-time basis, fulfill teaching responsibilities of assigned courses for an appointed term. Master's degree with relevant experience; or Bachelor's degree with eighteen discipline related graduate credit hours.

## **Assistant Professor**

Demonstrates quality of teaching, quality of research and scholarly activity, quality of professional, University, and community service, and professional conduct. Must have experience and credentials as outlined in academic unit guidelines for Assistant Professor. Profiles are available for Assistant Professor; Assistant Professor of Practice; Assistant Professor of Legal Writing; Assistant Professor of Clinical Law; Assistant Professor of Instruction; and Assistant Professor of Research.

### **Associate Lecturer**

On a part-time basis, fulfill teaching responsibilities of assigned courses for an appointed term. Master's degree with sixty semester hours of university level teaching experience, documented excellence in teaching, and relevant experience; or related Master's degree; or unrelated Master's degree with eighteen credit hours of discipline related post master's level coursework, and relevant experience.

### **Associate Professor**

Demonstrates quality of teaching, quality of research and scholarly activity, quality of professional, University, and community service, and professional conduct. Must have experience and credentials as outlined in academic unit guidelines for Associate Professor. Profiles are available for Associate Professor; Associate Professor of Practice; Associate Professor of Legal Writing; Associate Professor of Clinical Law; Associate Professor of Instruction; and Associate Professor of Research.

### **Athletic Director**

Directs and leads a specific functional area within the Office of Athletics including facilities, fiscal operations, and employees. Demonstrates fiscal responsibility/creativity, security/safety and university integrity while keeping each group's specific needs, time requirements and goals in mind. Manages business relationships and/or processes; works with internal and external constituencies. Has direct supervision and evaluation of work as a first-line supervisor over staff. Ensures compliance with NCAA, Conference and Institutional rules and regulations. Duties and responsibilities are performed at various levels within the defined title.

### **Attorney**

Provides advice and legal representation on a broad range of legal matters. Accomplishes this through legal counsel as well as drafting and editing contractual documents. May represent the University in litigation. May mentor students in business start-ups and legal clinic. May advise students on the application of legal concepts. Duties are performed at various levels within the defined title. Licensing or registration required.

### **Building Services Worker**

Performs cleaning and maintenance of buildings, furniture, and fixtures. Duties are performed at various levels within the defined title.

### **Carpenter**

Performs semi-skilled and unskilled carpentry work. Duties are performed at various levels within the defined title.

**Coach**

Assists with the recruitment and coaching of student athletes for the purpose of assembling a competitive team and preparing players for success both on and off the court. Assists with organizing staff and directing the day-to-day operations of the program. Participates in community engagement and outreach activities to promote the sport and university program. Ensures compliance with NCAA, Conference and Institutional rules and regulations.

**Cook**

Cooks food in production quantities. Duties are performed at various levels within the defined title.

**Coordinator**

Coordinates and executes tasks in support of various programs, functions, and processes by serving as the point-of-contact to internal and external parties. Performs advanced office procedures including financial and technological aspects to complete the day-to-day functions of the program, or process. Frequently uses independent judgment in matters dealing with policies and procedures. Duties and responsibilities are performed at various levels within the defined title.

**Costume Assistant**

Performs costume development, clothing construction and wardrobe fittings under the Costume Designer to complete costume projects. Coordinates with the production team for artistic direction. Duties and responsibilities are performed at various levels within the defined title.

**Counselor**

Provides tutoring and academic advisement to pre-college students. Supports students' daily activities in programming. May provide assessment and resources for identification of students' needs. Duties and responsibilities are performed at various levels within the defined title.

**Curator**

Preserves, catalogs, and plans for a particular museum/collection/gallery through continual research, programming, and storage efforts. Promotes public awareness of the museum/collection/gallery's historical significance and works with alumni or volunteer groups through outreach and fundraising. Develops ways in which objects, archives and artworks can be interpreted, through exhibitions, publications, events, and audio-visual presentations. Responsible for the direct and indirect work with the collection, intern projects, educational programs for in-house and off-site locations that will promote the museum/collection/gallery on campus and to the external community. May specialize in a

particular field or subject matter. Duties and responsibilities are performed at various levels within the defined title.

### **Department Chair/School Director**

Manages the operations of the department/unit/center, which includes handling personnel issues and actions for faculty and staff. May handle student issues and concerns. Facilitates discussions amongst the faculty to develop and implement initiatives.

### **Director (Faculty)**

Manages the operations of the department/unit/center, which includes handling personnel issues and actions for faculty and staff. May handle student issues and concerns. Facilitates discussions amongst the faculty to develop and implement initiatives.

### **Dispatcher**

Receives, dispatches and transmits E-911, emergency and non-emergency, police, fire, and EMS calls via radio, teletype and telephone. Primary contact for safety and security departments. Performs job duties within guidelines of regulatory agencies. Duties are performed at various levels within the defined title.

### **Distinguished Professor**

Provides quality of teaching, quality of research and scholarly activity, quality of professional, University, and community service, and professional conduct. The title of Distinguished Professor shall be awarded only to one already at the rank of professor at the University for five (5) or more years. The title of Distinguished Professor is an honor recognizing a career that demonstrates substantial professional accomplishments. Must have been granted tenure.

### **Electrician**

Performs semi-skilled and skilled electrical installations, repairs electrical equipment, and perform maintenance on electrical system. Duties are performed at various levels within the defined title.

### **Engineer**

Provides a full range of advanced engineering services and systems within a defined engineering discipline. Performs and/or oversees integrated engineering planning, design, construction, and installation by providing technical coordination with external consultants. Assists in development of preventative maintenance program through campus-wide planning, development, and implementation. Duties are performed at various levels within the defined title.

## **Executive**

Plans, directs, or coordinates operational activities at the highest level of management with the help of subordinate executives and staff managers. Responsible for leadership, oversight, and staff for a designated function. Responsible for the guidance of strategic planning, programs, resources, compliance, risk mitigation, and project management to meet university vision. Develops and manages a defined budget to support the delivery of strategy and performance. Ensures adherence to the campus and legal policies, practices, and governance. Serves as a key decision maker for their respective team and unit.

## **Executive Faculty**

Provides strategic goal setting, long-range planning, and department/division oversight of operations, programs, and staff development. Exhibits strong leadership skills to motivate and guide internal staff to ensure the unit/department/division meets goals and objectives. Stays current on subject, industry and competitive trends and events to inform and adjust strategy and performance. Develops and manages budget to support department/division delivery of strategy and performance. Ensures adherence to the University's policies, practices and governance for all department related responsibilities and functional role.

## **Executive in Residence**

Appointed on the basis of outstanding professional attainments and recognition in the holder's specific field and renders a specified service to the University on a part-time or temporary basis.

## **Functional Manager**

Manages designated area of specialty (i.e., facility, lab, event, program, service, project). Responsible for leading and implementing objectives both independently and collaboratively to optimize efficiencies. May indirectly oversee support staff including training, assigning, and directing work. Uses independent judgment to resolve issues that are related to operations. Performs daily operations to support department/program/unit/service, etc. Provides instruction and guidance for their respective area to the campus community. Duties are performed at various levels within the defined title.

## **Graduate Assistant**

A student worker who performs assigned duties according to supervisor to assist their department/unit/program. Student is in the process of obtaining an advanced degree. Can be performing work duties related to Administration, Research and/or Teaching.

## **Graphic Designer**

Designs/creates finished graphics, artwork, illustration, and photography to meet specific promotion print and electronic media to enhance the University's image. May use a variety of mediums to achieve artistic or decorative effects. Maintains the computer systems, software for graphic design programs, and art labs while instructing/supervising students. Duties are performed at various levels within the defined title.

## **Groundskeeper**

Performs grounds maintenance functions such as mowing lawns, cleaning grounds, planting/maintaining flowers and trees and removing snow. Duties are performed at various levels within the defined title.

## **Horticulturist**

Performs horticulturalist work, landscape grounds, maintain athletic fields, operate, and maintain heavy equipment. Duties are performed at various levels within the defined title.

## **HVAC Technician**

Performs semi-skilled installation. Performs repair and preventative maintenance on air conditioning, refrigeration, and heating equipment. Plans, inspects, records and monitors HVAC concerns. Researches concerns and orders repair parts and supplies. Duties are performed at various levels within the defined title.

## **Individual Contributor**

Performs daily operations to support department/program/unit/service, etc. May manage projects and participate on teams within work group. May provide guidance, direction and training to others within work group, but does not have formal management responsibilities. Duties are performed at various levels within the defined title.

## **Instructor**

On a part-time basis, teaches courses, seminars or workshops for non-degree granting, professional development or workforce training programs. Appointments are for a specified term.

## **Irrigation Specialist**

Maintains and repairs irrigation systems. Modifies existing systems and assists in the planning, cost estimating and installation of new systems. Duties are performed at various levels within the defined title.

### **Jurist in Residence Professor**

Provides quality of legal teaching, quality of professional, University, and community service, and professional conduct. Position is reserved for lawyers prominent in their field. Shares their expertise with students and teaches courses on a part-time basis.

### **Laborer**

Performs general labor to include unskilled tasks and the operation of related equipment.

### **Legal Assistant**

Oversees all office functions while providing administrative and legal assistant support to the University. Operates with great latitude for independent judgment and initiative. Prepares legal documents as well as conducts research and interprets data on legal matters. Coordinates transfer of materials between legal entities. Duties are performed at various levels within the defined title.

### **Librarian**

Provides research support and reference services to university and community at large. Participates in collection management. Promotes the library's electronic resources to the community. Develops and maintains library guides and instructional materials. Provides instruction on library usage to patrons. May focus on a particular subject matter. Duties are performed at various levels within the defined title.

### **Licensed Practical Nurse**

Under the direction of a Registered Nurse and/or physician, provides general nursing care for University of Akron students, faculty, and staff; assists in gathering and maintaining information and documentation needed for patient care; coordinates patient care internally and externally when needed; facilitates, coordinates, and assists with campus and community prevention and health promotion practices or initiatives. May assist in providing clinical experiences for students in health-related academic programs.

### **Lifeguard**

Ensures patron safety by enforcing pool rules and regulations, performing water rescues, and administering basic first aid as needed. Assists with general maintenance and cleaning of the pool area and equipment.

### **Locksmith**

Performs semi-skilled and skilled locksmith duties. May install and maintain electronic locking and security cameras. Duties are performed at various levels within the defined title.

### **Maintenance Repair Worker**

Performs skilled, semi-skilled and unskilled maintenance work on buildings, athletic fields, exercise equipment, vehicles, and equipment. Duties are performed at various levels within the defined title.

### **Manager**

Oversees and assists the overall management of a unit, program, or function. Plans, directs, or coordinates daily business operations. Manages full-time staff, students, and/or temps including training, assigning, directing, and evaluating work. Uses independent judgment and decision-making skills to resolve departmental issues. Analyzes internal processes. Recommends and implements procedural or policy changes to improve operations and support the university strategic vision. May prepare budgets and reports, hire personnel, develop organizational goals, and act as a liaison between department, university administration, campus, and overall community. Duties are performed at various levels within the defined title.

### **Mechanic**

Performs preventive maintenance and service on University vehicles and equipment. Inspect vehicles and equipment used by University personnel. Diagnoses problems and fix repairs as required. Duties are performed at various levels within the defined title.

### **Mover**

Receives and delivers heavy materials and supplies. Moves office furnishings and equipment. Duties are performed at various levels within the defined title.

### **Nurse Practitioner**

Provides medical care and health counseling in Student Health Services in accordance with professional nurse practitioner standards and in collaboration with physicians. Assesses, diagnoses, and treats acute health problems. Provides health counseling and education through health awareness programs and/or activities. May prescribe medication and develop treatment plans, based on scientific rationale, standards of care, and professional practice guidelines. Licensing or registration required.

### **Officer**

Assists with developing, implementing, and enforcing plans and objectives for unit/department/program under the guidance of a supervisor. Oversees and coordinates daily operations of a specific unit, area, or program. May lead a project team and possibly include budget development and monitoring of expenses. Adheres to university and legal compliance policies/regulations. Duties are performed at various levels within the defined title.

**Painter**

Cleans and paints interior and exterior surfaces of buildings or other structures. Performs skilled plastering and wallpapering. Duties are performed at various levels within the defined title.

**Plumber**

Performs unskilled, semi-skilled and skilled plumbing repairs and installations. Plans, inspects, records and oversees plumbing concerns. Evaluates systems, researches solutions and orders repair parts and supplies. Duties are performed at various levels within the defined title.

**Police Officer**

Sworn in University Law Enforcement Officer who enforces the laws, rules, and regulations of the federal, local, and the University through the use of professional law enforcement techniques. Promotes safety and ensures security of a given environment including the community and properties. Responds to calls. Investigates alleged criminal violations. Maintains documentation and records according to department standards and compliance protocol. May provide training and guidance. Duties are performed at various levels within the defined title may include supervision and operational oversight.

**Professor**

Demonstrates quality of teaching, quality of research and scholarly activity, quality of professional, University, and community service, and professional conduct. Must have experience and credentials as outlined in academic unit guidelines for Professor. Profiles are available for Professor; Professor of Practice; Professor of Legal Writing; Professor of Clinical Law; Professor of Instruction; and Professor of Research.

**Psychologist**

Conducts culturally competent comprehensive psychotherapy, counseling, formalized psychological assessments for students, and the University community. Intervenes in psychological crises, including on call duties. Provides individual, relationship, crisis intervention and group counseling and psychotherapy for students experiencing social, emotional, educational, and vocational problems. Provides programming and outreach workshops. Supervises and trains APA interns and doctoral level psychology practicum student counselors. Duties are performed at various levels within the defined title. Licensing or registration required.

**Psychology Intern**

Performs intake interviews with students who request counseling services. Provides counseling and psychotherapy on a scheduled basis under supervision of licensed psychologists. Consults with faculty and staff to address student needs.

**Registered Nurse**

Provides nursing care and health counseling in student health services in accordance with professional nursing standards. Maintains and documents appropriate health records and resource information per state medical guidelines. Facilitates student access to health care in the outside community when appropriate. Assists with the implementation and delivery of health counseling and education through health awareness programs and/or activities. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.

**Senior Research Fellow**

A faculty member who conducts research and research-related activities at a senior level, either independently or in a leadership role as part of a research team.

**Senior Lecturer**

On a part-time basis, fulfills teaching responsibilities of assigned courses for an appointed term. Related doctoral degree; or Master's degree with one hundred semester hours of university level teaching experience, documented excellence in teaching, and relevant experience (must meet minimum requirements for Associate).

**SLPA Clinician**

Provides appropriate speech-language pathology and audiology services, educational support, diagnostic services, and treatments for patients/students who may be hearing impaired. May provide clinical supervision and instruction to teams of students/clients and provide speech language therapy in various university and community settings as assigned. Manages the assistive technology laboratory equipment.

**Special Lecturer**

On a part-time basis, fulfills teaching responsibilities of assigned courses for an appointed term. Minimum of a bachelor's degree and/or related experience with written justification and may require proof of a search for a qualified instructor with relevant credentials are required for the office of academic affairs to approve the position.

**Specialist**

Serves as subject matter expert. Highly skilled at executing tasks in area of expertise. Solely responsible for tasks or activities relating to subject matter expertise in a particular unit/department/division. May require specific educational background and/or experience. Duties are performed at various levels within the defined title.

## **Storekeeper**

Receives and distributes stock and supplies and may coordinate with various university representatives for a specific function or need. Manages shipments, unload stock, maintain inventory as well as check for correct quantity and condition. Issues and delivers supplies and equipment while upholding university procurement standards as well as document activities through departmental records. Ensures relevant equipment and machines are functional and up to necessary compliance standards. Duties are performed at various levels within the defined title.

## **Student Assistant**

A student worker who performs assigned duties according to supervisor to assist their department/unit/program.

## **Superintendent**

Manages the day-to-day oversight of building use, operations, repair, and general administration of university facilities. Supervises support staff including training, assigning, and directing work through work orders. May oversee the work of external contractors. Uses independent judgment to resolve departmental issues and help other select the appropriate course of action for goal execution. May be responsible for a specific budget and providing cost estimates. Duties are performed at various levels within the defined title.

## **Technician**

A skilled subject matter expert with applied expertise who supports the University's research, teaching and/or operational efforts in a specialized field. Provides assistance to faculty, staff and students as appropriate while promoting compliance with safety regulations. Responsible for troubleshooting and repair of equipment. Duties are performed at various levels within the defined title.

## **Tutor**

Instructs individual students or groups of students to supplement and support formal class instruction. Teaches new skills and strategies to use in class and effectively learn material to assist students in becoming proficient in the specified academic course(s). Tutors may be assigned to a specific population of students and subjects and will meet on a regular basis. Maintains advising log and produces reports for the respective university department or unit.

### **University Archivist**

Assembles, preserves, catalogues, and manages historical information, images, and other collections to determine their significance and value. Duties include deciding which historical items should be kept, creating descriptions and organizations guidelines for each collection piece, and updating and maintaining an archival database. Requires appointment as a full-time faculty member.

### **Visiting Faculty**

On a temporary or contract basis, demonstrates quality of teaching, quality of professional, University, and community service, and professional conduct.

### **Volunteer**

An individual who freely offers their time, labor, and expertise to provide services to the University as needed without pay. These individuals are not employees of the University.

### **Worker**

Assists with the management and performance of a variety of semi-skilled and skilled tasks regarding the setup, operations, maintenance, and general upkeep of university facilities and campus events. May have a specialized skillset and perform work in a certain venue or area. Duties are performed at various levels within the defined title.