

# University of Idaho

## Job Levels

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**Job Levels** reflect the *organizational responsibility, accountability and competency* requirements identified from the PDQs. These are still under development.

### Provost

- Oversees and leads all facets of the academic departments, academic services and student affairs through a group of deans, assistant provosts, directors, managers and supervisors.
- Is ultimately accountable for the performance of areas of responsibility and collectively accountable for other senior leaders for overall achievement of University of Idaho's strategic goals.
- Reports to the President.

### Vice President

- Oversees and leads all facets of one or more functional areas through a group of assistant vice presidents, executive directors, directors, managers and supervisors.
- Is ultimately accountable for the performance of areas of responsibility and collectively accountable for other senior leaders for the University's and the division's strategic goals and functions.
- Reports to the President.

### Assistant/Associate Vice President or Provost/Executive Director

- Leads one or more departments. May oversee the management of a department and/or may actively manage the operations of a department with substantial autonomy.
- Responsible for the development of strategic objectives for departments managed.
- Typically reports to a vice president or provost and typically has directors reporting to them.
- Contributes to division strategic planning and operations are requested.

### Director

- Accountable for implementing strategic plans for the area/multiple functions, actively managing the operations of an area/function under broad direction.
- Contributes to the overall planning for the department.
- Typically reports to an assistant vice president, executive director or similar level administrator.
- Serves as an area leader in absence of leadership.

#### Assistant/Associate Director

- Accountable for managing strategic plans for the area/function, actively managing the operations of an area/function under the direction of the director, and for contributing to the overall planning for the department.
- Typically reports to the director, or similar level administrator and often directly supervises other staff.

#### Manager

- Responsible for overseeing a specific function within a department/section.
- Manages and coordinates the work of other employees. Direct reports may include exempt- or non-exempt employees.
- Primary function is operational rather than strategic.
- Typically reports to a director.

#### Supervisor

- Trains and manages staff (frequently non-exempt) to ensure they are prepared to perform required tasks and activities effectively.
- Decisions made are primarily operational, and policies exist to guide these decisions.
- May contribute ideas and viewpoints on the operational plans for the function.
- Typically reports to a manager. Position may be FLSA exempt or non-exempt.

#### Specialist

- Typically performs work requiring specific knowledge, education and expertise.
- Decisions are primarily operational but given the specialized expertise and knowledge, advice or counsel often carries significant weight within that area of specialty.
- Often serves as a subject matter expert or resource to less experienced staff or higher level positions.

#### Coordinator

- Coordinates the day-to-day activities of a program or function.
- Often operates with autonomy and is required to exercise discretion and independent judgment.
- May serve as a resource to less experienced staff.

## Technician

- Performs work of a technical and often routine nature. Usually works within well-established parameters.
- Typically does not require substantial education, experience or knowledge but may require some experience or knowledge in a particular field of work.

## Administrative Support Level 4

*All level 1, 2, and 3 functions plus*

- May arrange events and functions, maintain budgets and accounts, work with confidential and time-sensitive information especially involving budget and personnel data.
- Often conducts work that is directly related to the work of a vice president or higher.
- Works on longer-term complex projects requiring knowledge of institutional policies and practices.
- May direct the work of others including lower level clerical staff and students.
- Typically has more than five years experience, basic accounting, bachelor's degree and a high level of computer proficiency.

## Administrative Support Level 3

*All level 1 and 2 functions plus*

## Administrative Support Level 2

*All level 1 functions plus*

## Administrative Support Level 1

- Performs routine clerical tasks such as writing non-routine correspondence, answering phones, greeting visitors, processing requests, researching and creating reports, opening and sorting, keeping office machines functioning and assisting in budget preparations.
- May oversee the work of lower level staff and students.
- Typically has more than two years experience, a high school diploma and high level of computer proficiency.

## Skilled Trade Positions (Typically 4 levels) Examples?

There will be one other catchall group for positions that do not fit into the other job levels. Like coaches. This category won't be a level because there will be multiple levels within it but we can call it a grouping.

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