

## Class 3 Short-term Temporary – Generic Job Titles, Descriptions & Job Codes

Class 3 Job Code	Generic Job Title	Generic Job Description	Job Requirements
<b>03330</b> <b>Salaried</b> <b>Non-Exempt</b>	<b>Clerical Assistant</b>	Under general guidance and direction, provides general clerical/ office or library support to unit management such as filing, opening mail; word processing; receptionist duties; basic bookkeeping, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, and basic computer programs. May sort and check out library materials and process books and periodicals. Duties vary widely by department.	For entry-level positions: High school diploma or equivalent.  For all other positions: High school diploma or equivalent, and/or up to 4 years of relevant office, clerical, bookkeeping, library assistant or related experience depending on duties to be performed. An equivalent combination of education and/or experience may be substituted for the experience requirement.
<b>03331</b> <b>Salaried</b> <b>Non-Exempt</b>	<b>Laboratory/ Technical Assistant</b>	Under general guidance and direction, provides basic level laboratory and/or technical support duties involving the application of scientific research methods and techniques. Performs multistage purifications, other assays, and tests; propagates specimens and cell cultures; prepares tissues, chemicals, and/or living subjects for testing and performs related duties as assigned. May perform other technical support duties in disciplines such as engineering, or information technology.	Requires a bachelor's degree in a scientific/technical discipline, or an equivalent combination of education and/or relevant laboratory technician or research study experience carrying out research protocols and tests, or other technical work may be substituted for the degree.
<b>03332</b> <b>Salaried</b> <b>Non-Exempt</b>	<b>Service/ Maintenance Worker</b>	Under general guidance and direction, provides maintenance/ service duties of routine general maintenance, custodial, grounds, services to clean repair and maintain University facilities, grounds, furnishings and equipment. May perform duties such as dining/cooking, security, transportation, parking duties or other similar work. May perform group leading duties.	For entry-level positions, no experience is required.  For all other positions, requires a high school/vocational school education or equivalent experience depending on the duties to be performed, in general custodial/maintenance/repair work including plumbing, electrical and/or carpentry areas; security; cooking; transportation; or other related experience. May also require a valid driver's license and two years driving experience.
<b>03333</b> <b>Salaried</b> <b>Non-Exempt</b>	<b>Unit Administrator/ Specialist</b>	Provides support to unit management by organizing and coordinating daily unit operations. Coordinates the administration of programs, projects, and/or processes. Prioritizes work, resolves routine conflicts and issues, prepares and implements administrative guidelines and procedures, and provides oversight and facilitation. Provides routine and non-routine information and explanations to clients. May create informational materials; provide supporting research, analysis, and proposal data; prepares, processes, and controls records, statistics, reports, and document. May schedule, arrange and coordinate design and logistics for events and meetings; and completes other work assigned. May perform duties in functions such as accounting or information technology.	Requires a bachelor's degree in a related field, or an equivalent combination of education and/or experience. Requires up to two years relevant experience in an administrative function, good communication and interpersonal skills, and computer literacy.
<b>03334</b> <b>Salaried</b> <b>Exempt</b>	<b>Professional/ Research/Manager</b>	Provides overall management and supervision of the daily operations, staff and performance of a complex academic, research, operational, or administrative university unit. Ensures accurate and timely processing of requests and actions, and professional service to clients. Develops, restructures, and supervises the implementation of procedures and processes. May provide oversight, facilitation, and supervision of academic support and policy interpretation; purchasing, personnel, space and facilities planning; major event design, promotion, and implementation; and may oversee business processes. Performs seasoned professional-level work that requires specialized to general knowledge.  - OR -  Provides professional, research or technical management of assigned duties and assures that program(s) proceed as planned. Communicates and collaborates with numerous individuals to maintain involvement in all facets of the project; accountable for major project decisions, protocols, metrics, and client satisfaction. Demonstrates leadership role in forming and maintaining productive working relationships. May manage professional and paraprofessional staff and motivate groups to implement the strategy of the organization. Develops procedures for reporting and is responsible for protocol development and/or approvals. May be recognized as a subject matter expert and acts as a consultant to faculty or staff.	Requires a bachelor's degree in a related field, or an equivalent combination of education and/or experience. Also requires a minimum of three to five years of relevant professional experience in an administrative and/or supervisory function, excellent communication skills, and computer literacy.  - OR -  Requires a bachelor's degree or an equivalent combination of education/experience in the discipline. A master's degree in a specialized discipline may be required, particularly in research, project management or managerial positions. Also requires a minimum of five years experience and/or increasing functional responsibility in a leadership/managerial role. With a master's degree requirement, a minimum of three years of related experience is acceptable. Excellent communication skills and computer literacy.