



University of Kansas
Phase IV - Administrative/Management Job Title Definitions

Job Family Definition: Dedicated to the management, coordination, and oversight of the University’s business, academic, student service, public service, and research projects, programs, departments and divisions. Operations jobs support those functions through the design and direction of management processes.

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	Fiscal	
Accountant A-08 (\$36,710 - \$55,065) Job Code: 000576	Applies generally accepted accounting principles and procedures in working with specialized accounting records and reports. Assembles, analyzes, and reconciles data and transactions. Processes financial transactions within university financial systems. Prepares statements and reports relating to an assigned area of responsibility. Monitors records of past and present operations. May supervise staff or students.	Bachelor's degree in a related field and 1 year of related experience OR an associate's degree and 3 years of related experience or HS diploma and 4 years of related experience.
Accountant Senior A-09 (\$41,299 - \$61,948) Job Code: 000577	Performs professional accounting work of a complex nature. Thoroughly understands institutional, state, and federal policies, procedures, and restrictions. Ensures compliance with generally accepted accounting principles in executing, analyzing, reconciling, verifying, and reporting transactions of a financial nature. Monitors records of past and present operations. May complete journal ledger entries, fund transfers, monitor bond commitments, year-end close out and audit preparation activities. May supervise staff and/or students. May serve as a project leader on special projects.	Bachelor's degree in a related field and 3 years of related experience OR High School diploma and 6 years of related experience.
Accounting Manager A-11 (\$53,546 - \$82,997) Job Code: 000578	Performs professional accounting work of a complex nature, with a primary focus on the university/state general ledger. Audits, monitors, and reports activities as it relates to specific budgetary funds or central monitoring of all university funds. Maintains internal controls and enforcement of compliance. Researches and analyzes data to develop and prepare financial/management reports. Recommends changes to policies and procedures for compliance. Interprets Federal, State, and Kansas Board of Regents laws and regulations, as well as, University of Kansas and departmental policies, procedures and industry guidelines, including generally accepted accounting principles. May interpret IRS tax laws and reporting requirements. May respond to inquiries on expenditures of a taxable nature. Manages accounting staff and/or students to ensure transactional activities are completed timely and accurately. May respond to inquiries from upper level administration regarding financial projections, analysis requests, etc. Works on special projects and workflow process and documentation improvements. May complete journal ledger entries, fund transfers, monitor bond commitments, year-end close out and audit preparation activities, and support budget and forecasting of activities. Supervises staff and/or students.	Bachelor's degree in Accounting, Finance, Business Management or related field and a minimum of 4 years of progressively responsible experience in accounting management. One year of management, supervisory experience and/or project team leadership.

<p>Payroll Director A-13 (\$70,815 - \$109,764)</p> <p>Job Code: 000680</p>	<p>Directs the daily operations and activities for the University Payroll Office which is responsible for the accurate payment and tax reporting of all faculty, staff, and student employees. Leads change management and process improvement in areas related to payroll. Supervises a team of employees responsible for ensuring the accurate and timely processing of multiple payrolls, adjustments and supplemental payroll cycles. Works in conjunction with senior leadership in the Comptroller's Office to develop strategic plans and goals. Maintains and ensures compliance with applicable federal, state and local regulations, plans and implements effective system testing and oversees the maintenance of related tax, international work eligibility, and other payroll records. Assists staff to ensure balancing of the payroll file and ensures delivery to state system. Collaborates with Human Resources staff in HRIS system functionality, processing, benefits, and keying of data. Collaborates with Office of Institutional Research & Planning, Human Resources and other staff within Comptroller's Office to ensure that payroll system data reconciles with financial systems and data warehouse. May be involved in managing or participating in audits.</p>	<p>Bachelor's degree in Accounting, Finance, Business Management or related field and a minimum of 5 years of progressively responsible experience in accounting management. Three years of experience in payroll management. Four years of management & supervisory experience.</p>
<p>Auditor A-10 (\$47,493 - \$71,240)</p> <p>Job Code: 000599</p>	<p>Performs financial, operational, IT, and compliance audits of institutional risk, governance and control processes in accordance with professional internal auditing standards and practices. Prepares written documentation of work performed. May also perform work to accomplish investigative and/or advisory services. Analyzes records, systems and processes. Interviews personnel management.</p>	<p>Master's degree in a related field OR a Bachelor's degree in business, public administration or related field with 1 year of related experience.</p>
<p>Auditor Senior A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000640</p>	<p>Performs complex financial, operational, IT, and compliance audits of institutional risk, governance and control processes in accordance with professional internal auditing standards and practices. Plans, assigns and reviews work product of other auditors assigned. Analyzes records, systems and processes. Prepares written documentation of work performed and develops comprehensive reports. Interviews and advises personnel management concerning the work and to convey results. May also perform work to accomplish investigative and/or advisory services. May supervise staff and/or students.</p>	<p>Master's degree in a related field and 2 years of related experience OR a Bachelor's degree in business, public administration or related field and 3 years of related experience</p>
<p>Audit Manager A-12 (\$61,578 - \$95,447)</p> <p>Job Code: 000598</p>	<p>Oversees complex financial, operational, IT, and compliance audits of institutional risk, governance and control processes in accordance with professional internal auditing standards and practices. Plans, assigns and reviews work product of other auditors assigned. Analyzes records, systems and processes. Prepares written documentation of work performed and develops comprehensive reports. Advises management and leadership concerning the work and to convey results. May also oversee work to accomplish investigative and/or advisory services. Supervises staff and/or students.</p>	<p>Master's degree in a related field and 5 years of related experience, including 1 year of audit supervisory experience.</p>
<p>Financial Analyst A-10 (\$47,493 - \$71,240)</p> <p>Job Code: 000667</p>	<p>Reconciles and/or monitors all financial transactions, budgets, and payroll. Extracts, analyzes, and manipulates data from various university files, including budget, accounting, human resources, and/or student record files using multiple data tools. Assists in the preparation of departmental operational budgets.</p>	<p>Bachelor's degree OR High School Diploma and 2 years of related experience.</p>

<p>Financial Analyst Intermediate A-11 (\$53,546 - \$82,997) Job Code: 000668</p>	<p>Interprets financial policies and procedures for implementation, execution, and auditing purposes for campus and/or large departments. Performs complex technical analysis and financial reporting for varied and complex sources of funding for large Units. Researches and prepares variance analysis with explanations to non-fiscal staff. Initiates financial changes as directed to ensure accounting principles are followed. Conducts various statistical analyses and modeling involving financial data. Develops training materials and works with leadership to develop a strategic model for financial operations. Prepares budgetary forecasts and reports from the budget, accounting and payroll systems. May provide leadership/guidance with development, design or interpretation of financial information systems and/or business processes. May supervise staff and/or students.</p>	<p>Bachelor's degree and 3 years of related experience or High School diploma and 5 years of related experience.</p>
<p>Financial Analyst Senior A-12 (\$61,578 - \$95,447) Job Code: 000669</p>	<p>Designs, develops, and interprets financial policies and procedures for implementation, execution, and auditing purposes for campus and/or large departments. Delivers training and works with leadership to develop a strategic model for fiscal operations. Consults with university personnel on budgeting and accounting problems, and uses discretion and judgment to recommend and implement solutions. Performs complex technical financial analysis and reporting for varied and complex sources of funding for campus. Research and prepares variance analysis with explanations to non-fiscal staff. Initiates financial changes as directed to ensure accounting principles are followed. Conducts complex statistical analyses and modeling involving financial data. May supervise staff and/or students.</p>	<p>Bachelor's degree and 5 years of related experience OR High School diploma and 7 years of related experience.</p>
<p>Assistant Comptroller A-13 (\$70,815 - \$109,764) Job Code: 000583</p>	<p>Ensures all accounting transactions are recorded appropriately for the University within multiple financial systems. Researches and analyzes data to develop and prepare financial/management reports. May prepare consolidated financial statements. Manages assigned unit within the Comptroller's Office (Financial Accounting & Cash Control, Financial Reporting Systems, Payroll, or Student Account Services). Assists in recommending and implementing accounting policies and procedures. Interprets Federal, State, and Kansas Board of Regents laws and regulations, as well as, University of Kansas and departmental policies, procedures and industry guidelines, including generally accepted accounting principles. Responds to inquiries from upper level administration regarding variety of financial related requests connected with their central unit. Works on special projects and workflow process and documentation improvements. May be subject matter expert for assigned unit for financial system projects. Supervises staff.</p>	<p>Master's degree and 3 years of relevant experience OR Bachelor's Degree in a related field and 5 years of relevant experience. 2 years of supervisory experience.</p>
<p>Associate Comptroller A-14 (\$83,344 - \$133,351) Job Code: 000590</p>	<p>Manages the day-to-day operations of operational units or functional management systems unit within the Comptroller's Office. Analyzes, reports, and provides guidance concerning issues related to business processes, business process improvements, project management, quality control, customer complaints, and procedural changes. May serve as lead for the implementation, upgrade, and day-to-day operation of fully integrated web-based financial systems. Reviews, recommends and implements business policies and procedures. Ensures the effective documentation and communication of material changes to financial and business policies, practices, procedures, and systems to members of the University. Coordinates the development and implementation of performance metrics for each unit. Supervises staff.</p>	<p>Master's degree in a related field and 4 years of relevant experience OR Bachelor's Degree and 6 years of relevant experience. 3 years of supervisory experience.</p>

<p>Comptroller A-15 (\$100,013 - \$160,021) Job Code: 000653</p>	<p>Directs, maintains, coordinates and audits the institution's various financial, accounting, and treasury operations. Directs and oversees the operations of the Comptroller's Office, including Financial Accounting & Cash Control, Financial Management Systems, Financial Reporting Systems, Payroll, and Student Account Services. Establishes University financial policies and standards. Oversees preparation and presents Lawrence Campus and consolidated financial statements. Develops & manages annual budgets. Supervises staff.</p>	<p>Master's degree in a related field and 5 years of relevant experience or Bachelor's Degree and current CPA license with 7 years of relevant experience. Four years of supervisory experience.</p>
<p>Chief Financial Officer A-18 (\$176,627 - \$291,434) Job Code: 000649</p>	<p>Accountable for the administrative, financial, and risk management operations of the multiple sites for the University, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve assets and report accurate financial results. Supervises staff.</p>	<p>Master's degree and 10 years of related experience.</p>
<p>Human Resources</p>		
<p>Compensation Analyst A-11 (\$53,546 - \$82,997) Job Code: 000652</p>	<p>Performs staff support activities to develop, implement, and administer compensation policies and programs. Formulates recommendations regarding development and updating of salary structures, FLSA exemptions, job revisions, and organizational structures. Prepares job descriptions and conducts job evaluations and salary surveys. May prepare special studies in a given compensation area, such as incentive compensation.</p>	<p>Bachelor's degree and 4 years of related experience.</p>
<p>Benefits Specialist A-08 (\$36,710 - \$55,065) Job Code: 000643</p>	<p>Counsels employees regarding benefits programs including KBOR and KPERS mandatory retirement; medical, dental and vision insurance; basic and optional group life; spending and savings accounts; voluntary retirement plans; KBOR graduate student insurance plans, and the Affordable Care Act. Publicizes and/or coordinates benefits programs; conducts individual and group orientation sessions and individual and group benefits reviews. Communicates clearly with accurate information to employees, family members, supervisors, department chairs, vendors and others. Maintains benefits records and prepares necessary documents for implementing and/or terminating coverage and keys data into various databases (MAP, KPERS, HR/Pay) to ensure timely and accurate coverage and deductions. Responsible for processing paperwork for payroll adjustments; generating reports to help determine eligibility or change criteria; performing calculations to determine voluntary retirement plan deferrals and to ensure amounts adhere to Internal Revenue Code guidelines; consolidating data from other state of Kansas agencies to determine ACA-eligibility; ensuring data integrity and validation during testing and implementation of new or updated software programs.</p>	<p>Bachelor's degree OR an associate's degree and 2 years of related experience or HS diploma and 4 years of related experience.</p>

<p>Benefits Manager A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000642</p>	<p>Administers complex benefits programs with regard to plan options, policy features, enrollment, and other requirements. Supervises the implementation, maintenance and communication of benefits programs, including medical, dental and vision coverage; saving and spending accounts; mandatory and voluntary retirement plans; long term disability, and basic and voluntary life insurance. May assist with planning, developing, and redesigning benefits and evaluating benefits costs and pros/cons. Ensures compliance with federal and state laws and policies of state agencies (KBOR, SEHP, KPERS). Provides individual counseling for retirement, long-term disability and in choosing between KPERS and KBOR retirement plans. Takes the lead in ensuring data integrity and validation during testing and implementation of new or updated software programs, generating reports to help Benefits staff audit eligibility and enrollment data, annual pre-paid deductions and end of year plan updates and contribution/deduction changes, working in conjunction with HR/Pay staff and other entities (e.g., IT, SEHP, KPERS, etc.) As the KPERS' designated agent, is the key interface with KPERS to address issues or questions and to review and correct a multitude of annual KPERS reporting issues. Is the key interface with the State Employee Health Plan for insurance related questions or issues, as well as MAP portal issues. Manages the benefits team establishing goals and objectives for the office.</p>	<p>Bachelor's degree and 4 years of related experience.</p>
<p>Appointment Specialist A-08 (\$36,710 - \$55,065)</p> <p>Job Code: 000582</p>	<p>Provides the processing and auditing for all campus personnel and payroll related transactions. Ensures that data entered into the HR/Pay system is accurate, timely and complete. Utilizes an intricate understanding of HR/Payroll related systems in accordance with HR policies and procedures. Confers with management to develop or implement HR appointment procedures. Reviews and processes adjustments based on system delivered reports. Coordinates HR/Pay system processing with other departments to ensure accurate payroll processing and state records. Receives and responds to all HR appointment/payroll-related inquiries. May assist employees and departments in filling out proper documentation and forms. May assist in system upgrades and testing.</p>	<p>Bachelor's degree OR an associate's degree and 2 years of related experience OR High School diploma and 4 years of related experience.</p>
<p>Appointment Manager A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000581</p>	<p>Oversees the Appointment Specialist team that provides the primary processing/auditing point for all campus payroll transactions. Identifies transactions that require further evaluation, approval or additional information necessary before processed in the HR/Pay system. Works and reviews complicated appointment actions. Manages transaction load assignments. Provides business process over view and designs enhancements. Coordinates complicated pay transaction adjustments with Functional Systems Analysts and Payroll office. Assists system development teams for both new system implementations and any system upgrades. Develops and conducts training for applicable campus users. Supervises staff.</p>	<p>Bachelor's degree and 4 years of related experience.</p>

<p>Senior Recruitment Coordinator A-11 (\$53,546 - \$82,997) Job Code: 000705</p>	<p>Reviews and approves position descriptions, recruitment exceptions, requisitions, recruitment processes, FLSA designation, and title assignments. Generates offer letters, initiates and ensures completion of background checks. May serve as a recruitment system administrator developing new communications, automated coding, reports, etc. Provides assistance and resolution of complaints and concerns from applicants and University departments. Develops and administers advertising campaigns and programs. Interprets search policies and guidelines, advises hiring authorities and provides instruction to campus departments. Provides instruction and training to campus units. Serves as a mentor to Shared Service Center staff in all areas related to recruitment.</p>	<p>Bachelor's degree and 4 years of related experience.</p>
<p>Employee Relations Specialist A-09 (\$41,299 - \$61,948) Job Code: 000663</p>	<p>Performs activities supporting the administration of employee relations programs, including those for professional and management positions. May draft policies for review and approval. Assists in advising managers and employees on University Employee Relations program policies, practices, and procedures and writing ER related letters/reports. Assists in the investigation of personnel policy/procedure violations. Develops and presents Employee Relations specific training topics.</p>	<p>Bachelor's degree and 1 year of related experience.</p>
<p>Employee Relations Spec Sr A-11 (\$53,546 - \$82,997) Job Code: 000662</p>	<p>Develops, implements, and administers employee relations programs and policies. Addresses complicated personnel situations for university employees, including staff counseling and disciplinary actions, staff evaluation and performance, FMLA, workers' compensation, unemployment, and shared leave. Advises managers and employees on University Employee Relations policies, practices, personnel procedures. Investigates personnel policy/procedure violations. Writes ER related letters/reports. Assists in administration of the labor relations functions and respond to managerial/employee questions concerning the administration of memoranda of agreement. Develops and presents Employee Relations specific training topics.</p>	<p>Bachelor's degree and 4 years of related experience.</p>
<p>Shared Service Centers</p>		
<p>SSC HR Specialist A-07 (\$33,297 - \$48,281) Job Code: 000709</p>	<p>Supports the student recruitment process by assisting campus units in completing recruitment plan documents and preparing associated materials for the student recruitment process. Generates student offer letters and checks/places background checks. Supports the onboarding process by collecting all materials from prospective employees and ensuring all materials are keyed appropriately into the system. Responsible for time review by following up on any missing time entry and approvals, entering missed punches, and monitoring leave requests submitted by staff.</p>	<p>Bachelor's degree OR High School diploma and 2 years of related experience.</p>

<p>SSC HR Coordinator A-09 (\$41,299 - \$61,948)</p> <p>Job Code: 000706</p>	<p>Coordinates the recruitment process for all faculty, staff, and student employees for assigned units. Communicates the application status and process to applicants by sending system notifications on the outcome of applications, generating offer letters, placing and tracking background check completion, and ensuring all supporting documents are attached to the application. Reviews application materials on behalf of hiring departments and assists with the processing of all recruitment exceptions. Responsible for the collection of all onboarding materials from prospective hires and ensuring the employment details have been effectively communicated.</p>	<p>Bachelor's degree and 2 years related HR experience OR High School diploma and 6 years of related experience.</p>
<p>SSC Manager A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000708</p>	<p>Manages cross-functional activities of human resource, research administration and/or fiscal staff, including oversight of all SSC human resources, time reviewer, and/or fiscal transaction related functions. Performs HR and payroll transaction and analytical work, when needed. Trains staff in human resources, research administration and/or fiscal best practices. Coordinates with leaders of academic departments, units, and/or research centers. Conducts staff meetings, prepares written instructions for work assignments, and resolves disputes. Supervises staff.</p>	<p>Bachelor's degree and 4 years related experience OR high school diploma/GED and 8 years of related management experience.</p>
<p>SSC Director A-13 (\$70,815 - \$109,764)</p> <p>Job Code: 000707</p>	<p>Directs the day-to-day operational functions, activities, and supervision of staff for the SSC. Responsible for the overall delivery of SSC services that support the administrative missions of the units served. Supports the continued development of best practice processes and operating procedures. Communicates the SSC activities, policies and procedures to staff of the areas served.</p>	<p>Master's degree and 3 years of related experience in the field or a Bachelor's degree and 5 years of related experience in the field. Two years of supervisory experience.</p>
<p>Equal Opportunity</p>		
<p>Director of IOA/Title IX Coord A-15 (\$100,013 - \$160,021)</p> <p>Job Code: 000660</p>	<p>Responsible for directing the institution's compliance with federal and state discrimination and sexual harassment laws. Responsibilities may include providing educational programs regarding discrimination and sexual harassment prevention; responding to, investigating and seeking resolution to allegations of discrimination and sexual harassment; selecting and overseeing sexual harassment advisors who serve as additional information resources on issues of sexual harassment; training student peer educators to facilitate discussions with other students on sexual harassment. Supervises students and/or staff. May write grants. Participates as a leader on campuses committees. Creates and disseminates outreach programs and throughout campus through various media sources.</p>	<p>Master's Degree or a JD in a related field and five years of related experience and progressive responsibilities and/or leadership within higher education working with Title IX or related campus compliance efforts. Two years of supervisory experience.</p>
<p>Title IX Investigator A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000711</p>	<p>Conducts Title IX and Title VII investigations for the Lawrence campus. Develops investigation plans for each complaint and conducts thorough and confidential interviews of the complaint. Provides detailed reports to the Director, which includes findings and recommendations of corrective action. Monitors employment practices which may have an adverse impact on employees. Assists in the development of Affirmative Action Plans and related outreach. May provide supervision of staff and/or students. May participate in event planning and outreach to support and broaden campus recognition on supporting issues.</p>	<p>Bachelor's degree in a related field with 2 years related experience OR JD.</p>

	Legal	
<p>Attorney A-12 (\$61,578 - \$95,447)</p> <p>Job Code: 000597</p>	<p>Provides legal counsel, advice, and representation to student clients on a broad range of legal topics. Responsible for high volume caseload. Represents/enters an appearance for students in consumer and landlord/tenant litigation, including court appearances, drafting court pleadings and settlements, and conducting negotiations with opposing counsel. Analyzes legal issues and defenses, conducts discovery, interviews witnesses, obtains statements and reviews evidence. Provides limited scope representation in domestic cases quiet title actions, expungements, name changes, etc. Assists students in <i>pro se</i> matters to timely answer civil law suits, drafts <i>pro se</i> pleadings, completes interrogatories, and files requests for admissions, etc. Drafts complaints and assists students in Federal and State administrative law issues. Conducts legal research, negotiation, and correspondence as necessary. Develops and presents legal educational programming for students and the University community. Assists with educational outreach functions including, but not limited to social media presence and in-person presentations to student groups and classes. Conducts legal workshops and seminars. Supervises law student interns. May provide income tax advice and preparation.</p>	<p>JD from an ABA accredited law school. License to practice law in Kansas. Three years of experience as an attorney.</p>
<p>Director of Export Compliance A-14 (\$83,344 - \$133,351)</p> <p>Job Code: 000659</p>	<p>Develops, implements and maintains a comprehensive export controls and compliance program that includes training, audits, policies, and procedures. Assists with and reviews product, technical, and technology commodity jurisdiction determinations and classifications. Provides day-to-day assistance to KU staff on export classifications and the interpretation of and compliance with federal acquisition laws and regulations. Serves as KU's facility security officer (FSO) and university point of contact for federal counter-intelligence, law enforcement and security agencies involved in sensitive government contracts. Provides guidance and direction for all security aspects to ensure compliance with National Industry Security Program Operating Manual requirements and associated federal regulations, policies, and guidelines.</p>	<p>Ten years direct export licensing and compliance experience. Five years experiences as a senior FSO. Successful completion of FSO Program Management Course for facilities with safeguarding capabilities. Eligibility to receive and maintain a minimum of a US Secret security clearance.</p>
<p>Export Control Program Manager A-13 (\$70,815 - \$109,764)</p> <p>Job Code: 000715</p>	<p>Develops, oversees and maintains export control policies and procedures related to program specific matters. Program management may include, but is not limited to, independent export reviews related to specific visa application, assisting staff with implementing technology control plans, provide consultation/guidance in shipping matters and related documentation, evaluation of contracts/agreements with export related issues, draft export license and advisory requests for submission, maintenance of export classification of controlled inventory, evaluate export risk in university travel and visitor programs, etc. Conducts training related to export control regulations. May serve as a communication liaison with website updates, etc. Provides support in audit reviews, metric management, etc.</p>	<p>Bachelor's degree. Five years direct related experience in trade compliance and interpreting and ensuring compliance with federal regulations. Program Management experience. Must be a US Citizen or Permanent Resident to comply with ITAR (International Traffic in Arms Regulations) requirements.</p>

<p>Chief Audit Executive A-16 (\$120,015- 192,025)</p> <p>Job Code: 000648</p>	<p>Independently reviews and evaluates the adequacy of the system of University financial accounting and controls, prepares an annual audit plan based on an assessment of the various risks associated with University operations, makes appropriate recommendations to management, and develops a plan to improve controls based on system testing and control analysis. Manages staff and participates in complex financial, operational, IT, and compliance audits of institutional risk, governance and control processes in accordance with professional internal auditing standards and practices for all university campuses. Oversees work to accomplish investigations. Advises management and leadership concerning the work and to convey results. Oversees all administrative aspects of the Office, including fiscal budgeting, financial transactions, and personnel. Supervises staff and/or students.</p>	<p>Master's degree in business or related area from an accredited college/university. Current professional certification as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) and at least 20 semester hours (or equivalent) of accounting. At least ten years of progressive internal and/or external audit experience in a variety of complex activities. At least three years of audit supervisory experience.</p>
<p>Risk Management Director A-13 (\$70,815 - \$109,764)</p> <p>Job Code: 000704</p>	<p>Establishes and implements policies and procedures across all university campuses to meet the risk management objectives appropriate for a research university. Identifies, evaluates and controls loss of exposures faced by the institution. Minimizes the adverse effects of unpredictable events. Develops and implements risk management policies and procedures. Coordinates insurance coverage issues. Conducts site visits to identify and analyze risk and communicate the appropriate response. Maintains communication with University administration and other institutions on risk management issues. Reviews and recommends modifications to contracts as they relate to insurance, indemnification and liability issues in consultation with Purchasing and General Counsel. Investigates, coordinates, evaluates and reports on claims as well as work with adjusters on settlements. Manages the relationship with the broker.</p>	<p>Master's degree and 5 years of relevant experience OR Bachelor's degree and 10 years of relevant experience.</p>
<p>Tax Analyst A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000710</p>	<p>Performs technical tax research and analysis on all tax issues applicable to the university, and of the laws, regulations, rulings, and cases for federal and state taxes. Conducts ongoing tax compliance reviews; and assists/consults with university officials on tax planning, interpretation, and application. Develops tax guidance and prepares/presents tax seminars as needed.</p>	<p>Bachelor's degree in business or related field</p>

<p>Contracts Attorney A-12 (\$61,578 - \$95,447)</p> <p>Job Code: 000655</p>	<p>Provides legal support to University schools, departments, and centers on contract-related matters for the Lawrence campuses. Reviews, drafts, and negotiates contract terms and conditions. Provides legal support and advice for contract modifications, extensions, renewals, and closeouts.</p> <p>Trains University units, including business units, in processing contracts to ensure conformity with applicable laws and procedures.</p>	<p>JD degree from an accredited American law school, membership in Kansas bar, or admission to membership within 12 months of hire, and 3 years of experience as an attorney representing clients in the area of governmental contracts, contract preparation, contract litigation, or related field.</p>
<p>Assistant General Counsel A-14 (\$83,344 - \$133,351)</p> <p>Job Code: 000587</p>	<p>Advises administrators, faculty, staff, and others on federal and state laws, statutes, and regulations, and Regents and University policies and procedures applicable to the operations of the University; drafts and reviews legal documents; monitors University compliance with federal and state regulatory requirements; and represents the University in litigation and in proceedings before federal and state administrative agencies and University grievance bodies.</p>	<p>JD degree from an accredited American law school and membership in Kansas bar, or admission to membership within 12 months of hire. Three years of legal experience after bar admission.</p>
<p>Associate General Counsel A-16 (\$120,015 - \$192,025)</p> <p>Job Code: 000593</p>	<p>Provides legal advice to administrators, faculty, and staff on federal, state, Regents, and University policies and procedures. May perform any combination of the following legal services: Conducts legal research; prepares correspondence and legal documentation; conducts depositions and/or mediations; provides training on legal matters. May represent the University in state and federal litigation. May litigate cases and/or review contracts.</p>	<p>JD from an ABA accredited school, membership in Kansas bar, or admission to membership within 12 months of hire, and 3 years of experience as an attorney.</p>
<p>General Counsel A-18 (\$176,627 - \$291,434)</p> <p>Job Code: 000673</p>	<p>Manages and supervises all legal advice, counsel and representation provided to the Chancellor and other University administrators, faculty, and staff on the Lawrence campus, the Edwards Campus in Johnson County, the Law Enforcement Training Center in Hutchinson, and the Medical Center campuses in Kansas City, Wichita, Johnson County and Salina. Manages and directs the operations of all attorneys in the Office of the General Counsel, the University tax advisor, the Director of the Export Compliance Program and the support staff in the GC offices located on the two primary campuses. Consults and collaborates with counsel for the Board of Regents, the Attorney General of Kansas, general counsel at other Regents universities and counsel for other state agencies to provide consistency in the interpretation of law and the development and application of policy.</p>	<p>JD from an ABA accredited school, membership in Kansas bar, or admission to membership within 12 months of hire, and at least 10 years of experience as an attorney. Minimum of 5 years of supervisory experience of other attorneys in a legal office.</p>

Procurement		
Purchasing Agent A-09 (\$41,299 - \$61,948) Job Code: 000689	Reviews for compliance and process requisitions for the acquisition of goods and services for campus departments. Researches, analyzes, and evaluates campus requisitions and make recommendations to leadership based on procurement standards. May assist in issuing and preparing bids. Assists with contract administration for established University enterprise agreements.	Bachelor's degree OR Associate's degree and 3 years of related experience or high school diploma/GED and 3 years of related experience.
Purchasing Agent Senior A-10 (\$47,493 - \$71,240) Job Code: 000690	Manages the process for acquisition of goods and services for campus departments. Researches, analyzes, and evaluates campus requisitions based on procurement standards. Prepares bids and awards contracts for the procurement of products and services needs for the University. Manages the contract administration for established University enterprise agreements. May mentor, coordinate or supervise other staff and/or student employees.	Bachelor's degree and 3 years of related experience OR Associate's degree and 5 years of related experience OR high school diploma/GED and 8 years of related experience.
Procurement Officer A-11 (\$53,546 - \$82,997) Job Code: 000684	Provides strategic procurement management of one or more specific enterprise commodities/services for the University of Kansas such as; Information Technology, Capital Construction, Supply Chain or other Higher Education or University Research related products. Responsibilities include the execution, support and oversight of the following enterprise work streams; supplier performance, determination of university needs, cost analysis, strategic sourcing activities, vendor contract negotiations, contract creation, implementation and auditing. May mentor, coordinate or supervise other staff and/or student employees.	Bachelor's degree and 5 years of related experience OR Associates degree and 7 years of related experience OR high school diploma/GED and 10 years of related experience.
Contract Licensing Coordinator A-09 (\$41,299 - \$61,948) Job Code: 000654	Analyzes, interprets and makes recommendations for Licensing Content for university agreements for specific commodities such as technology. This may be a departmental or central procurement position. Duties may include vendor negotiations, sourcing, vendor analysis and record keeping and other support requirements as defined by the department. May mentor, coordinate or supervise other staff and/or student employees.	Bachelor's degree and five years of related experience OR Associates degree and seven years of related experience OR high school diploma/GED and ten years of related experience.
Business Management		
Business Coordinator A-09 (\$41,299 - \$61,948) Job Code: 000644	Coordinates daily business, service, and/or other programs within a unit of a school or department. Coordinates operations within established school or departmental strategies and processes. Provides input on operational process changes. May coordinate multiple operations. Coordinates activities of or may supervise staff or student employees.	Bachelor's degree in a related field and 1 year of related experience OR Associate's degree and 3 years of related experience OR HS diploma and 4 years of related experience.

<p>Business Manager A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000646</p>	<p>Provides day-to-day operational supervision of unit(s) involving two or more business, service, and/or other programs for a school or department. Implements processes for units within established school or departmental strategies and processes. May supervise staff or student employees.</p>	<p>Bachelor's degree in a related field and 3 years of related experience OR Associate's degree and 5 years of related experience OR High School diploma and 6 years of related experience. Two years of management, supervisory experience and/or project team leadership.</p>
<p>Business Director A-12 (\$61,578 - \$95,447)</p> <p>Job Code: 000645</p>	<p>Manages two or more business, service, and/or other programs for a school or for a large department. Works with leadership in strategic planning to further develop the vision mission and goals of the unit in relationship to the overall objectives of the University. Conceptualizes, develops, and oversees the implementation of operational strategies and processes for the school or department. Develops unit level policies and procedures. Interprets University policies. May be responsible for financial oversight of the unit, budgeting, and general operations. Supervises staff.</p>	<p>Master's degree and 3 years of related experience or Bachelor's degree in a related field and 5 years of related experience. Two years of supervisory experience.</p>
<p>Program Management</p>		
<p>Assistant Dean A-13 (\$70,815 - \$109,764)</p> <p>Job Code: 000584</p>	<p>Supports the dean to envision and conceptualize the strategic direction for the school. Oversees the design, development, and implementation of school's student, administrative, and/or faculty support programs. Manages those services in a non-transactional capacity. Serves as primary representative for school with campus departments, advisory boards, professional organizations, and/or other internal or external contacts as delegated by the dean. At the direction of the dean, coordinates special projects. May supervise staff.</p> <p>Student services for graduate or undergraduate programs may include any combination of the following functions: recruitment; admissions; enrollment; advising; career services; professional development programs; policy development; scholarship, fellowship, award and internship processes; student event coordination; graduation/certification checks; and/or catalog or course planning.</p> <p>Faculty and administrative support services may include any combination of the following functions: specialized recruitment; visiting scholars coordination; policy compliance oversight; award processes; promotion/tenure and tenure clock processes; sabbatical leave, phased retirement programs, and other leave, separation processes; allocation of effort, termination, and sanction processes; facility support; and/or program assessment or accreditation.</p>	<p>Master's degree and 3 years of relevant experience OR Bachelor's degree and 5 years of relevant experience.</p>

<p>Associate Dean A-14 (\$83,344 - \$133,351)</p> <p>Job Code: 000714</p>	<p>Assists the dean in conceptualizing and implementing new strategic direction for the school. Administers and oversees the design, development and implementation of the school's curriculum, and faculty support programs. Serves as a resource for new and current faculty. Responsible for managing administrative activities of the School in the Dean's absence. Functions as a liaison between the Dean and staff and students to facilitate faculty reviews, assess staffing needs, preserve academic standards and generally improve the program's atmosphere. Interprets and enforces academic policies and procedures for students, faculty and administrative staff. This includes, but is not limited to, general education requirements, school and departmental by-laws, academic probation and disqualification, academic and scholarly misconduct, residency issues, etc. Assists in the resolution of academic issues as presented to the Deans Office. Typically chairs or represents the School on selected committees and boards. Has programmatic oversight and coordinates with Assistant Dean's and administrative staff on policy and administration issues. May teach courses and conduct research and/or scholarly activities as related to the area of discipline.</p>	<p>Terminal degree in a field to the related discipline. Five years of leadership or executive level administration.</p>
<p>Program Specialist A-07 (\$33,297 - \$48,281)</p> <p>Job Code: 000688</p>	<p>Organizes the logistical arrangements for programs, grants or related projects such as camps, workshops, and/or events with the oversight of others. May assist with grant projects. Creates materials and drafts content materials for leadership review and may deliver information for promotional, education, and informal presentation. Prepares resource materials related to program activities and initiative, including some administrative responsibilities.</p>	<p>Bachelor's degree and 1 year of related professional experience. Degree depends upon area of discipline.</p>
<p>Program Coordinator A-09 (\$41,299 - \$61,948)</p> <p>Job Code: 000685</p>	<p>Independently coordinates unit program or components of larger programs with direction from supervisor. Participates in the development of goals and objectives. Coordinates the collection, compilation and analysis of program activity data; writes edits and presents comprehensive statistical and narrative program reports and evaluations. Creates, produces, and delivers a range of promotional, educational and informational presentations and/or resource materials related to program activities and initiatives. Coordinates the provision of technical guidance, consultation and related support to individuals within an area of program focus; provides daily problem solving as necessary. Produces programmatic materials to support the programs, projects, grants and/or activities to foster the engagement of students, community, faculty and staff in the research, instruction and/or service of the unit. May coordinate grant activities and/or special programs. Tracks program requirements and annual updates, facilitates meetings monthly, annually or quarterly. Coordinate internal and external reviews. May serve as a training expert to internal and/or external staff, students, or community members. May supervise staff and or student employees.</p>	<p>Master's degree or Bachelor's degree plus 3 years related experience. Degree depends upon area of discipline.</p>

<p>Program Manager A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000687</p>	<p>Envisions, conceptualizes, designs, and develops programmatic content, programs and/or activities to foster engagement of students, faculty, staff and/or community members in the research, instruction and/or service of the unit. Independently coordinates large scale and/or complex unit program(s) from its inception to final presentation of the program, including administrative responsibilities. Serves as a day-to-day expert in the programmatic field in answering questions and responding to internal and external inquires. May operate an independent office located off-site. Designs and conducts program assessments, analyzes results, and modifies programs based on results. May engage with state and local governmental agencies. May oversee grant activities or specialized programs. Collaborates and facilitates programmatic outreach with University faculty, staff, students, visiting scholars, professionals from varied disciplines, and/or members of the community/legislature. Leads initiatives and may secure external funding. May provide training or teach on a specific subject matter area. May supervise staff and/or student employees.</p>	<p>Master's degree or Bachelor's degree and 5 years related experience. Degree depends upon area of discipline. Degree equivalency may occur in some disciplines.</p>
<p>Program Director A-13 (\$70,815 - \$109,764)</p> <p>Job Code: 000686</p>	<p>Directs one or more academic and/or student service programs within a school, division, or large unit. Provides strategic direction to lead, envision, conceptualize and oversee the design, development and implementation of unit programs to foster engagement to students, visitors, and/or community members in the academic programs, grants, and/or student service of the unit. Directs staff who coordinates and/or may teach large scale and/or complex unit program(s). Assures effectiveness of program assessments, and program modifications. May teach/lead programs or serve as a liaison with a national funding agency, government organization, etc. Engages with state and local governmental agencies. Collaborates with University faculty, staff, students, visiting scholars, artists or professionals from varied disciplines, and/or members of the community in developing strategic direction for academic/student service programs. Responsible for program allocation of fiscal and human resources. May develop and/or manage scope of contractual services. Leads initiatives and may secure external funding. Supervises two or more staff or equivalent.</p>	<p>Master's degree and 3 years of relevant experience or Bachelor's degree and 5 years progressively more responsible experience. Two years of supervisory experience.</p>
<p>Unit/Departmental Administration</p>		
<p>Assistant Director A-12 (\$61,578 - \$95,447)</p> <p>Job Code: 000586</p>	<p>Manages programmatic and project functions within a department, center or unit that demonstrates a specific focus or service to the campus community, but does not have a campus wide responsibility or impact. Composes procedures and policies based upon organizational need as directed. Implements strategies for the section or unit. Develops reports and identifies metrics to evaluate effectiveness in operations. May have budgetary discretion over a specific unit or subset. Serves as a subject matter expert in recommending departmental strategy and provides professional support to unit leadership. Represents the unit to the public and oversees internal operations of the organization. May have authority to act on the unit leadership's behalf in a functional area. Supervises staff and/or students.</p>	<p>Master's degree or Bachelor's degree and 3 years of related experience. Supervisory experience required.</p>

<p>Associate Director A-13 (\$70,815 - \$109,764)</p> <p>Job Code: 000592</p>	<p>Manages programs, projects, functions and/or processes within a department, center or unit that demonstrates a specific focus or service to the campus community, but does not have campus wide responsibility or impact. Conceptualizes, develops, and implements policies and procedures that effect the unit's mission and strategy. Develops reports and identifies metrics to evaluate efficiencies and suggest operational changes when warranted. May have budgetary discretion and responsibility over the unit funds. Represents the organization both internally and externally to the public. May serve as an expert in the field to peer institutions/programs. Scope of decisions impacts internal operations of the unit and requires compliance to guidelines be maintained. Cognizant of national trends and plans for operational strategies from a unit perspective. May provide leadership in compliance related activities such as audits, accreditation review and state liaison initiatives. Has the authority to act on the Director's behalf for the department. Supervises staff.</p>	<p>Master's degree and 3 years of related experience in the field or a Bachelor's degree and 5 years of related experience in the field. Two years of supervisory experience.</p>
<p>Director A-14 (\$83,344 - \$133,351)</p> <p>Job Code: 000656</p>	<p>Provides strategic direction, leadership and overall management within a department, center or unit that demonstrates a specific focus or service to the campus community, but does not have campus wide responsibility or impact. Conceptualizes and develops unit strategies, policies and procedures. Assures unit effectiveness and accountability. Responsible for department/unit allocation of fiscal and human resources. Scope of authority and decisions has specific impact to a unit or program. Interacts with the public to represent the unit/organization. May work with donors or legislative constituents to develop funding resources and programs that have broad outreach to public constituents and KS residents. May have capital project oversight in a specific area. Supervises two or more full-time staff or equivalent.</p>	<p>Master's degree and 5 years of related experience or Bachelor's degree and 7 years of related experience in the field. Five years of progressive leadership responsibility and supervisory experience.</p>
<p>Major Division/School Administration</p>		
<p>Assistant Dir Major Div/School A-13 (\$70,815 - \$109,764)</p> <p>Job Code: 000585</p>	<p>Manages programs, projects, functions and/or processes of a section or unit within a major department, center or unit with campus wide responsibilities. Composes procedures and policies based upon organizational need as directed. Implements strategies for section or unit. Develops reports and identifies metrics to evaluate effectiveness in operations. May have budgetary discretion and responsibility. Serves in an advisory capacity to recommend departmental strategy and provides professional support to unit leadership. May have the authority to act on the unit leadership's behalf in functional area. May serve in a capacity to have broad outreach within the university or with the public sector. Supervises two or more full-time staff or equivalent.</p>	<p>Master's degree or Bachelor's degree and 3 years of related experience in the field. Two years of management, supervisory experience and/or project team leadership.</p>

<p>Associate Dir Major Div/School A-14 (\$83,344 - \$133,351)</p> <p>Job Code: 000591</p>	<p>Manages programs, projects, functions and/or processes of one or more sections or units within a major department, center or unit with campus wide responsibilities. Conceptualizes, develops, and implements policies and procedures that effect multiple units and unit strategies. Develops reports and identifies metrics to evaluate efficiencies and suggest operational changes when warranted. May have budgetary discretion and responsibility over unit funds. Represents the organization both internally and externally to the public. Scope of decisions impact internal operations and requires compliance internally and externally. Cognizant of national trends and plan for operational strategies from an institutional perspective. May provides an active leadership role with audits, accreditation review, compliance audits, state administrators, etc. Works closely with the Director to manage a department or specific areas of a department. Has the authority to act on the leader's behalf for the department, unit, and/or campus. Supervises two or more full-time staff or equivalent.</p>	<p>Master's degree and 3 years of related experience in the field or a Bachelor's degree and 5 years of related experience in the field. Five years of supervisory experience.</p>
<p>Director Major Division/School A-15 (\$100,013 - \$160,021)</p> <p>Job Code: 000658</p>	<p>Provides strategic direction, leadership, and overall management of a major academic, support, administrative or student services department with campus-wide and/or statewide scope for its programs, projects, functions, and/or processes. Conceptualizes and develops unit strategies, policies and procedures. Assures unit effectiveness and accountability. Responsible for departmental allocation of fiscal and human resources. Scope of authority and decisions may have broad institutional impact. Interacts with the public and/or legislative constituents to represent the unit/organization. May work with donors to develop funding resources and programs that have broad outreach to public constituents and Kansas residents. May have capital project oversight or responsibility. Supervises two or more full-time staff or equivalent.</p>	<p>Master's degree and 5 years of related experience or Bachelor's degree and 7 years of related experience in the field. Five years of progressive leadership responsibility. Seven years supervisory experience.</p>
<p>Executive Director A-16 (\$120,015 - \$192,025)</p> <p>Job Code: 000666</p>	<p>Provides strategic direction, leadership and oversight of a University site/campus with multiple campus scope or statewide impact for its programs, projects, functions, and/or processes. Conceptualizes and develops unit strategies. Works with internal leadership team to ensure strategies and business operations are implemented and in compliance. Assures unit effectiveness and accountability. Interacts with the public and/or legislative constituents and serves as the lead representative of the organization. May work with donors to develop funding resources and programs that have broad outreach to public constituents and Kansas residents. Responsible for departmental allocation of fiscal and human resources. Scope of authority has broad institutional impact. May have capital project oversight or responsibility. Supervises two or more full-time staff or equivalent.</p>	<p>Master's degree and 5 years of related experience or Bachelor's degree and 7 years of related experience in the field. Five years of progressive leadership responsibility. Seven years supervisory experience.</p>

	Executive Leadership	
Exec Asst to the Chanc/Provost A-14 (\$83,344 - \$133,351) Job Code: 000655	Provides administrative support directly to the Chancellor or Provost of the university. Provides executive scheduling, meeting and event coordination; office management; public relations; and support of business activities. Composes correspondence for executive leaders. Engages with state and local government agencies; interacts with the public, donors and other constituents to represent the university. Coordinates with national/international recognized boards and leaders. Administers special projects and guides confidential activities. May supervise staff.	Bachelor's degree and seven years of office experience including experience in an executive office or High School diploma/GED and ten years of office experience, including experience in an executive office. *Or equivalencies as approved by HR.
Assistant Vice Provost A-15 (\$100,013 - \$160,021) Job Code: 000589	Develops and implements strategic direction and provides leadership and overall administration of a major area(s) of responsibility, campus-wide or state-wide scope for its programs, projects, functions, and/or processes. Assures effectiveness and accountability of an Area of Responsibility (ARSP). Collaborates with peer institutions. Serves at the direction of a Vice Provost or an Associate Vice Provost. May be responsible for allocation of fiscal and human resources for an ARSP. Supervises staff.	Master's degree and five years of related experience OR a PhD and three years of related experience. Five years of strategic leadership and supervisory experience.
Associate Vice Provost A-16 (\$120,015 - \$192,025) Job Code: 000595	Conceptualizes, develops, and implements institutional strategies and provides leadership and overall administration of a major area(s) of responsibility or campus-wide or state-wide scope for its projects, functions, programs and/or processes. Responsible for division allocation of fiscal and human resources. Serves at the direction of a Vice Provost. Assures effectiveness and accountability of reporting units. Serves as the senior content expert in a recognized professional realm. Supervises two or more unit heads.	Master's degree and seven years of related experience OR a PhD and five years of related experience. Seven years of strategic leadership and supervisory experience.
Assistant Vice Chancellor A-15 (\$100,013 - \$160,021) Job Code: 000588	Develops and implements strategic direction and provides leadership and overall administration of a major area(s) of responsibility, campus-wide or state-wide scope for its programs, projects, functions, programs, and/or processes. Assures unit effectiveness and accountability. May collaborate with industry contacts to foster university programs. May be responsible for allocation of fiscal and human resources for an Area of Responsibility (ARSP). Supervises staff.	Master's degree and five years of related experience OR a PhD and three years of related experience. Five years of strategic leadership and supervisory experience.
Associate Vice Chancellor A-16 (\$120,015 - \$192,025) Job Code: 000594	Conceptualizes, develops, and implements strategic direction and provides leadership and overall administration of a major area(s) of responsibility or campus-wide or state-wide scope for its projects, functions, and/or processes. Conceptualizes and develops institutional strategies. Assures unit effectiveness and accountability. Collaborates with industry contacts to foster university programs. May have dual supervision from KUMC executives. May be responsible for division allocation of fiscal and human resources. Serves with direction from a vice chancellor. Supervises staff.	Master's degree and seven years of related experience OR a PhD and five years of related experience. Seven years of strategic leadership and supervisory experience.

	Miscellaneous	
Dir, Attending Veterinarian C-14 (\$156,729 - \$250,766) Job Code: 000657	Provides strategic direction for the campus-wide animal care and use program. Directs or delegates authority for the activities involving animals at care facilities to sustain research mission. Oversees the health, well-being, and all aspects of animal care/use of all laboratory animals in compliance with federal guidelines and sound research protocols. Collaborates with faculty and researchers in the management of laboratory animals for research activities. Supervises staff.	DVM or equivalent degree from an accredited college of veterinary medicine and a license to practice veterinary medicine in the United States. Diplomate of the American College of Laboratory Animal Medicine. Five years of progressive leadership responsibility in an Animal Care and Use Program.
Capital Planning Manager A-13 (\$70,815 - \$109,764) Job Code: 000716	Provides pre-design expertise to manage the programming and physical planning of construction projects to meet University space needs. Collaborates with academic and administrative stakeholders at all levels to develop programming and building planning scenarios for a broad range of capital and strategic planning initiatives ranging from new buildings to modest office and research lab renovations. Collects, analyzes and compiles data to create reports, conceptual design alternatives and other deliverables. Creates programming planning deliverables in graphic and quantitative formats from a range of source materials including space surveys, end user interviews, program information, functional analyses, benchmarking and other sources of information. Provides project scope and preliminary evaluation of budgets and funding details to develop viable options for project implementation. Works closely with DCM and Facilities personnel as well as consulting architects and engineers to facilitate the definition and delivery of construction projects in a timely manner and within established budget perimeters. May supervise students and/or staff.	Bachelor's degree and 5 years of related experience or a Master's degree and 3 years of related experience.
Ombuds A-13 (\$70,815 - \$109,764) Job Code: 000679	Provides all members of the university community (students, staff, faculty, and others) an informal, independent, confidential, neutral office that offers assistance and impartial advice regarding concerns related to the University	Bachelor's degree and 5 years of related experience or a Master's degree and 3 years of related experience.
Pilot A-12 (\$61,578 - \$95,447) Job Code: 000681	Pilot and navigate the flight of fixed-wing aircraft on nonscheduled air carrier routes. Assists with additional duties as assigned by the Aviation Director/Chief Pilot. Duties to include, but not limited to: Maintenance coordination, operations flight management, safety, training, security, information technology, scheduling, standardization, facility maintenance and/or aircraft servicing.	Commercial pilot certificate, 1000 flight hours, 2 nd Class Medical Qualification, and incident and accident free flying record.

<p>Aviation Manager/Chief Pilot A-15 (\$100,013 - \$160,021)</p> <p>Job Code: 000641</p>	<p>Oversees all aviation operations for the University. Responsible for all human resources and unit budget. Ensures compliance with FAA regulations and oversees the maintenance, scheduling and safety procedures. Ensures staff are trained and maintain current on license requirements. Responsible for maintenance of records and reports, reviews aircraft accident reports, determination of aviation safety and enforcement needs, scheduling of aircraft use, maintenance and replacement. Serves as a pilot for the University as needed. Supervises staff.</p>	<p>Bachelor's degree. Current Airline Transport Certification. Experience as a certified flight instructor, airport manager, or related field. Experience with all law, rules and regulations as well as safety requirements regarding aircraft procedures and management. 5 years' experience in the management of an FAA Part 91 or equivalent flight operation, total flight time 8,000 hours with 4,000 hours in a multi-engine turbojet.</p>
<p>House Manager A-07 (\$33,297 – \$48,281)</p> <p>Job Code: 000678</p>	<p>Oversees the maintenance, upkeep and cleanliness of the interior of the residence. Coordinates schedules with other departments on work done on the exterior of the home. Coordinates with the Office of the Chancellor, caterers, and other suppliers for all events held at the residence. Assists the Chancellor and family, as needed.</p>	<p>HS Diploma/GED and five years of related experience, with two years of facility management.</p>
<p>Code Compliance Coordinator A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000651</p>	<p>Ensures code compliance with all applicable statutes/regulation/building codes/policies by reviewing design drawings, code footprints, and construction documents. Provides detailed level of review to reduce errors, improve document clarity and reconcile conflicting information. Coordinates with university project managers and makes recommendations as well as provides training. Works with university fire marshal with inspections and management of projects that require correction. Assists with mass notification system inspections, testing and reporting. May make recommendations on mechanical purchasing requirements. Responsible for writing and filing of reports.</p>	<p>Bachelor's degree in a related field and 5 years of related experience. Fire Inspector Certified or ability to obtain within the first 6 months of employment.</p>
<p>Accreditation Coordinator A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000579</p>	<p>Manages and coordinates processes and procedures associated with academic administration, accreditation and compliance. Researches, monitors and tracks academic processes and projects; manages documentation and reports; assists campus personnel with accreditation and academic compliance tasks and site visits. Designs assessments and data collection methods and analyzes data. Liaison with State agencies, professional accreditation agencies, and/or other education preparatory programs.</p>	<p>Master's degree in a related field and three years of relevant experience or a Bachelor's degree in a related field and five years of relevant experience.</p>

<p>Energy Program Manager A-12 (\$61,578 - \$95,447) Job Code: 000664</p>	<p>Monitors the organization’s energy usage. Develops and implements practices and procedures designed to reduce energy consumption and/or improve efficiency of usage. May research alternative/renewable energy technologies and determine feasibility and cost-effectiveness. Works with internal and external energy partners. Coordinates development and implementation of a comprehensive campus energy management plan and budget. Coordinates implementation of approved energy conservation measures with campus partners in new construction, renovation designs, etc. May supervise staff/students.</p>	<p>Bachelor’s degree in engineering or five years of progressively responsible work experience in Utility Management, Energy Conservation or related field. Must have successfully completed the Engineer in Training (EIT) exam by time of hire or within six month of employment.</p>
<p>Advertising/Mktg Account Coord A-08 (\$36,710 - \$55,065) Job Code: 000580</p>	<p>Develops, acquires, and maintains relationships and favorable contacts with current and potential advertising/sponsorship accounts. Targets potential clients/donors/sponsors and develops relationships in order to acquire new advertising opportunities, sales or donation equivalent. Develops and presents output and promotional initiatives for an organization through underwriting support or other measures. May write electronic or print pieces to assist clients to gain exposure. Negotiate and prepares contracts, tracks invoicing and payment on accounts. Creates and delivers presentations of opportunities to secure new clients and retain existing members. Plans and coordinates fund raising drives and works on other special projects as it relates to soliciting funding.</p>	<p>Bachelor’s degree in a related field and three years of experience in the field or in a related area with a high volume of sales.</p>
<p>Industry Liaison Officer A-14 (\$83,344 - \$133,351) Job Code: 000713</p>	<p>Leads efforts to actively recruit and retain industrial partners in a specific discipline area or related areas. Be responsive of needs to industry partners. Promote industry, start-up and other parties to help secure sponsored research, and donations when possible. Coordinate communications between industrial partners and KU faculty. May facilitate student/industry interactions. Develops a commercialization and marketing strategy with leadership. Identifies areas of commercialization potential. Works with commercialization and technology transfer partners across different university, industry partners, etc. Educates students, partners, faculty on the mission of external efforts. Maintain effective partnerships, manages educational outreach programs.</p>	<p>Bachelor’s degree. Three years of direct work experience in corporate relations or five years of industry related experience.</p>
Research Administration		
<p>Grant Specialist A-08 (\$36,710 - \$55,065) Job Code: 000677</p>	<p>Performs pre and/or post award transactional activities relating to grant and contract proposals, with some supervisor oversight. Pre award activities may include preparing or reviewing draft proposals, preparing initial budget, gathering supporting documentation and research compliances, and tracking project deadlines and proposal submissions to the agency. Post award activities include initial determination and audit of appropriate expenditures and coding, establishing accounts in the financial accounting system, and processing fund reallocation or grant re-budgeting requests. Monitors and audits activities for financial compliance, sponsored project compliance, and consistency according to federal, state and university regulations. Ensures accuracy of payroll distribution for faculty, GRAs, fellows, and support staff and processes changes. Conducts an initial interpretation of agency guidelines. Serves as a liaison between departments and principal investigators. May supervise student employees.</p>	<p>Bachelor’s degree OR High School GED/Diploma with two years of related experience.</p>

<p>Grant Coordinator A-09 (\$41,299 - \$61,948)</p> <p>Job Code: 000674</p>	<p>Serves as the administrative resource or liaison between the university, state, and/or granting agency personnel regarding grant requirements for compliance for pre and/or post award activities. Coordinates and monitors the daily operations and processing (e.g. budget preparation, award set-up, budget adjustment, expenditures, etc.) of transactions for compliance to federal, state, and university guidelines. Monitors the financial management of grants (e.g., budget preparation, budget adjustments, expenditures, etc.). Monitors all budget and matching fund/cost share information for accurate reporting, maintenance, compliance. May develop and prepare budgets and work with agencies to clarify project budgets and any re-budgeting requirements. May draft and review agreements and subcontracts. Reviews the work of others to ensure appropriate expenditures and coding and assists with project administration. Audits activities for financial compliance, sponsored project compliance, and consistency with grant rules over the life of the project. Interprets sponsor guidelines. May research grant opportunities for the purpose of developing additional funding resources. May participate in training in grants administration. May coordinate reporting to sponsoring agencies. May be delegated by PI to sign and approve transactions. Analyzes financial reports and tracks budget to actual expenditures notifying Principal Investigators of balance information. May lead a team of grant specialists and/or supervise student employees.</p>	<p>Bachelor's Degree and two years of related experience OR High School GED/Diploma with four years of related experience.</p>
<p>Grant Officer A-10 (\$47,493 - \$71,240)</p> <p>Job Code: 000676</p>	<p>Serves as the primary resource for staff and others needing pre or post award administration guidance. Assists manager in setting priorities for specialists and monitors to meet organization and agency deadlines. May supervise grant administration staff. Reviews all budget and matching fund/cost share information for accurate reporting, maintenance, compliance. Conducts audits for pre and/or post award activities relating to grants/contracts. Represents the manager or department in meetings. May be delegated to sign documents on behalf of the signing authority for agreements and purchases. Reviews and preliminarily negotiates contracts and sub-contracts. Works with principal investigators to determine the distribution of indirect costs on awards. Assures university and federal standards for management of sponsored project funds. Trains staff and researchers in grants administration, federal requirements, and university guidelines. Assists in the development of policies. Interprets regulations, rules, and policies in the development of proposals, operating plans, program designs, program limitations, contract negotiation, and allowance of matching. Develops corrective actions for compliance or resolution of negative audit findings. Communicates with investigators and sponsors to resolve complex grant administration problems/issues. Reviews compliance information and prepares reports to submission for sponsors. May Sets-up awards and resolves complex issues in the set-up or close out of awards. May supervise staff/students.</p>	<p>Bachelor's Degree and four years of related experience.</p>

<p>Grant Manager A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000675</p>	<p>Provides leadership and direction for programs funded by federal, state, and private funds. Oversees the financial administration of federal, state and private grants; ensures that program staff accomplishes program initiatives according to compliance guidelines and reporting requirements. Manages the budget development process and performs budget/financial analysis duties as delegated by the primary financial director. Ensures research integrity and compliance with rules and regulations as outlined by the grantor/agency. Oversees the timely submission and set up of awards. Oversees and participates in all internal and external audits. Performs functions of financial administration and reporting including preparation of timely submission of grant applications and reports development and adjustment of associated budgets, coordination of budgeted funds, screening processing requests for expenditures, ensuring timely application of reimbursements and other metric reporting. Serves as a principal mentor and liaison regarding grants, contracts, and sponsored project activity. Monitors work activity of all staff. Develops policies and procedures. Interprets legislative and federal requirements. Supervises staff/students.</p>	<p>Master's and two years of related experience OR a Bachelor's Degree and six years of related experience.</p>
<p>Research Programs Director A-13 (\$70,815 - \$109,764)</p> <p>Job Code: 000703</p>	<p>Provides strategic direction, leadership, and overall management of all aspects of multiple academic and/or research programs. Conceptualizes and develops funding strategies. Directs development of multiple research projects and their budgets and expenses. Assures safety, research integrity and compliance, and effectiveness and accountability of management for multiple projects. May perform direct research. Directs day-to-day operations and personnel and works to expand a programs capacity and funding base by developing collaborative initiatives in field of study/ expertise. Expands and develops networks in field of study, plans for and manages day-to-day operations and personnel, and works to expand a programs capacity and funding base. May co-author scientific papers for presentation and publication and coordinates writing, submission and administration of grants. Supervises staff.</p>	<p>Ph.D. and two years of experience in field of study OR Master's degree and 5 years of experience in field of study.</p>
<p>Research Lab Director C-10 (\$73,982 - \$114,673)</p> <p>Job Code: 000702</p>	<p>Oversees, develops, and directs defined components of multiple research projects' progress, and oversees strategic planning, and direction for these projects. Reviews protocols for new research projects, and develops and monitors multiple projects including project budgets with research collaborators. Provides comprehensive budgetary oversight for the Research Laboratory. Works to generate proposed budgets for research projects, collaborates with the University rate setting committee to assign service costs, and benchmarks costs of services among peer institutions providing similar service. Interacts with KU researchers and researchers outside of KU to develop a network of clients for sustaining and expanding laboratory activities. Sustains and expands equipment, resources, and facilities for the mission of the lab. Plans for and manages day-to-day operations and personnel. Formulates, develops and executes meaningful measures for programs performance, safety, program reporting, work plan, research integrity and compliance, annual reports of the overall program. Identifies opportunities to collaborate with other KU core research laboratories on specific projects. Contributes to and co-authors scientific papers for presentation and publication. Acts as a contributor in the role of key personnel, co-PI or occasionally as a PI on grant submissions. Provides regular annual reports on the laboratory and personal accomplishments. Supervises staff.</p>	<p>Ph.D. and 3 years of experience in field of study OR Master's degree and 6 years of experience in field of study.</p>

<p>Research Integrity Director A-14 (\$83,344 - \$133,351)</p> <p>Job Code: 000701</p>	<p>Directs the implementation, maintenance and assessment of all essential research compliance and integrity activities for the Lawrence campus. Leads the research compliance team, develops policies, procedures and training materials related to research compliance and the responsible conduct of research. Oversees compliance and integrity related issues with the schools and departments across the Lawrence campus. Assures updated knowledge of federal regulations affecting compliance policies and procedures and best practices in compliance programming and relates policies to the Lawrence campus. Provides guidance and serves as research integrity and compliance liaison on various University Committees, and is part of the leadership team in the Office of Research. Supervises staff.</p>	<p>Master's or JD degree and 3 years of experience in research administration OR Bachelor's degree and 6 years of experience in research administration</p>
<p>Research Contract Specialist A-08 (\$36,710 - \$55,065)</p> <p>Job Code: 000697</p>	<p>This position serves as the initial contact for the Office of Research for the University. Reviews, negotiates, and signs simple contracts from federal, state, and private funding sources supporting sponsored activity for the KU Center for Research, Inc. and the University of Kansas. Determines the need for issuing subrecipient agreements on awarded projects and reviews sufficiency of information needed to issue those agreements. Prepares subrecipient agreements and negotiates terms with subrecipient organizations. Manages all subaward and interagency agreements for sponsored projects between the Lawrence and Medical Center campuses. Maintains Contract Negotiations Access databases and documents work flow in the unit. Enters and maintains data in the Federal reporting systems required under the Federal Funding Accountability and Transparency Act (FFATA) and other systems as needed. Creates and maintains an effective and efficient electronic and paper filing system which requires the ability to analyze incoming documents. Tracks contractual documents at all stages and coordinates the flow of documents to assure good communication and timely handling. Archives Contract Negotiations unit's files. Supervises student employees.</p>	<p>Bachelor's degree and 2 years of related experience OR JD.</p>
<p>Research Contract Officer A-10 (\$47,493 - \$71,240)</p> <p>Job Code: 000695</p>	<p>This position is in the Office of Research for the University. Reviews, negotiates, and signs contracts from federal, state, and private funding sources supporting sponsored activity for the KU Center for Research, Inc. and the University of Kansas. Serves as a resource for the KU research community and sponsoring agencies on matters related to negotiation or acceptance of terms and conditions in grants and contracts. Leads team meetings to resolve issues related to procedures or the interpretation of policies related to contracts or grants. Determines the acceptability of terms and conditions for terms that are unusual or require acceptance or interpretation prior to submittal of a proposal. Composes exception letters in response to RFPs when certain terms are unacceptable or will require future negotiation if an award is offered. Conducts training for research community as needed.</p>	<p>Bachelor's degree and 4 years of relevant experience OR JD and 2 years of relevant experience</p>

<p>Research Contract Officer Sr A-11 (\$53,546 - \$82,997) Job Code: 000696</p>	<p>This position is in the Office of Research for the University. Reviews, negotiates, and signs complex contracts from federal, state, and private funding sources supporting sponsored activity for the KU Center for Research, Inc. and the University of Kansas. Serves as a resource for the KU research community and sponsoring agencies on matters related to negotiation or acceptance of terms and conditions in grants and contracts. Leads team meetings to resolve issues related to procedures or the interpretation of policies related to contracts or grants. Determines the acceptability of terms and conditions for terms that are unusual or require acceptance or interpretation prior to submittal of a proposal. Composes exception letters in response to RFPs when certain terms are unacceptable or will require future negotiation if an award is offered. Conducts training for research community as needed. Acts as unit head in absence of unit head. May represents the unit head or department in meetings. Provides direction to other contract staff.</p>	<p>Bachelor's degree and 6 years of relevant experience OR JD and 3 years of relevant experience</p>
<p>Research Compliance Coord A-09 (\$41,299 - \$61,948) Job Code: 000692</p>	<p>This position serves in the Office of Research for the University. Acts as a resource to KU research community regarding rules and processes for the research compliance area. Makes independent determinations according to compliance guidelines. Provides assistance to various end users in navigating complex rules, procedures, and systems. Facilitates work of University committee or review board. Processes applications or certifications timely and accurately to meet needs of research community while assuring compliance with rules and regulations. May assist with developing and/or delivering training to relevant research or administrative communities. Prepares certifications of program status, protocol status, management plans, etc. required for sponsored project administration or federal reporting.</p>	<p>Bachelor's degree and two years of relevant experience OR 6 years relevant experience</p>
<p>Research Compliance Officer A-10 (\$47,493 - \$71,240) Job Code: 000694</p>	<p>This position serves in the Office of Research for the University. Acts as primary resource to compliance staff, research administrators, investigators, internal review board or committee regarding a major research compliance area. Interprets and applies Rules appropriately to standard and novel cases. Analyzes risk factors and recommend appropriate dispensation, resolution, or need for institutional-level review. Trains staff and researchers regarding Rules of a major compliance area. Communicates with investigators and research administrators to resolve complex compliance issues. Assists investigators and others to develop clear and complete protocols and management plans. Develops materials and may deliver training to investigators and other users in standard program procedures and the use of online compliance management systems. Assures accuracy of certifications required for sponsored project administration or federal reporting. Assists unit head with program improvement initiatives. Conducts post-approval audits, program assessments, provides reports of activity to university committee or review board. May supervise staff and/or students.</p>	<p>Bachelor's degree and 4 years of relevant experience, including two years in a research compliance or administration or professional certification in a compliance area.</p>

<p>Research Compliance Manager A-11 (\$53,546 - \$82,997) Job Code: 000693</p>	<p>This position serves in the Office of Research for the University. Provides leadership to research community regarding relevant compliance areas and responsible conduct of research. Assists the unit head to ensure compliance policies, programs and procedures reflect changing regulations and emerging best practices. Contributes to strategic planning for compliance program development. Oversees implementation of strategic plan for one or more compliance areas, including policy review and implementation plans, process improvement initiatives, program assessments and audits, development of training and outreach materials, committee and review board development, preparing quantitative and qualitative reports. Analyzes complex and/or sensitive issues in the context of regulations, policies and procedures, and drafts materials such as correspondence or executive summaries to aid in institutional responses. May assist with scholarly misconduct proceedings and other compliance investigations. Represents unit on behalf of unit head when required. Supervises staff and/or students.</p>	<p>Master's degree and 3 years of experience in at least one compliance area OR bachelor's and 6 years of experience.</p>
<p>Research Development Spec A-10 (\$47,493 - \$71,240) Job Code: 000669</p>	<p>The research development specialist has major responsibility for individual and interdisciplinary research team proposals. Primary liaison between Pre-Award and the investigator/team and provides direct support for proposal preparation to the investigator/team. Researches and communicates funding opportunities based on specific investigator/team criteria. Facilitates collaborations across disciplines. Assists researchers/teams in developing long-term funding plan/strategy based on investigators/teams research agenda/career goals. Provides guidance to investigators/teams on strategic approaches to funding calls based on analysis of funding call and agency priorities. Develops project management plan for investigators/teams to meet proposal deadlines and advises investigators/teams on university/agency submission requirements including issues of compliance. Provides technical editing and reviews written materials. Develops proposal materials related to standard elements such as management plans, educational outreach, technology transfer, and data management to include editing for format, page length, and coherence. Works with investigators/teams to develop comprehensive budgets that support the research needs based on the research plans and sponsor guidelines. Reviews/negotiates agreements and subcontracts. Develops and presents investigator events such as trainings, presentations, and other activities on a variety of research-related topics.</p>	<p>Master's degree and one year of relevant experience OR Bachelor's Degree and two years of relevant experience.</p>

<p>Research Development Officer A-11 (\$53,546 - \$82,997) Job Code: 000698</p>	<p>May lead or manage a team of research development specialists/other staff/students. Organizes collaborative research teams and facilitates complex interdisciplinary proposals. Assigns RDS's to individual and interdisciplinary research team proposals and other tasks and prioritizes work to ensure deadlines are met. Collaborates and advises senior departmental/organization leadership on strategic organizational issues. Leads development of outreach and research development educational initiatives. Primary liaison between Pre-Award and the investigator/team and provides direct support for proposal preparation to the investigators/teams. Monitors relevant federal agency priorities and develops/maintains contact with program officers for advance knowledge of new or revised funding programs and initiatives and communicates with researchers and research development teams. Researches and communicates funding opportunities based on specific investigators/teams criteria. Facilitates collaborations across disciplines. Assists researchers/teams in developing long-term funding plan/strategy based on investigators/teams research agenda/career goals. Provides guidance to investigators/teams on strategic approaches to funding calls based on analysis of funding call and agency priorities. Develops project management plan for investigators/teams to meet proposal deadlines and advises investigators/teams on university/agency submission requirements including issues of compliance. Provides technical editing and reviews written materials. Develops proposal materials related to standard elements such as management plans, educational outreach, technology transfer, and data management to include editing for format, page length, and coherence. Works with the investigators/teams to develop a comprehensive budget that supports the research needs based on the research plan and sponsor guidelines. Reviews and preliminarily negotiates contracts and sub-contracts. Develops and presents investigator events such as trainings, presentations, and other activities on a variety of research-related topics. Trains research development staff in grants administration, federal requirements, and university guidelines. Assists in the development of policies. May supervise staff/students.</p>	<p>Master's degree and two years of relevant experience OR a Bachelor's Degree and six years of relevant experience.</p>
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	Administrative Systems	
Functional Systems Analyst A-09 (\$41,299 - \$61,948) Job Code: 000670	Provides ongoing maintenance, upgrades and support of management system modules. Communicates with functional team, IT and end users to ensure appropriate configuration and security within the management system. Investigates new system functionality to resolve system issues. Performs functional system testing for enhancements. May develop and present training materials and coach users on system functionality. Responds to user requests, including help desk support.	Bachelor's degree and 1 year of relevant experience OR a high school diploma and 3 years of relevant experience
Functional Systems Analyst Sr A-11 (\$53,546 - \$82,997) Job Code: 000671	Serves as subject matter expert for the functionality of assigned management system modules. Analyzes business processes to identify management systems applications and requirements. Documents and communicates programming requirements and/or system configuration requirements. Sets up and maintains system configuration and/or security access profiles. Coordinates application modules and upgrades with technical resources. Develops test scripts and tests system functionality - identifies processing issues, evaluates for cause, recommends solutions in a timely and accurate manner to allow for continuous and uninterrupted processing of information in the management system. Makes recommendations to approve migrations and fixes to the management system as needed. Creates and modifies queries and reports for users as requested. Continuous monitoring of management system processes to ensure successful completion of transactions in the system. Provides ongoing maintenance and support of management system. Investigates new system functionality for improvements in user experience. May develop and/or present training materials and coach users on system functionality. May supervise staff.	Bachelor's degree and 3 years of relevant experience OR a high school diploma and 5 years of relevant experience
Functional Systems Manager A-12 (\$61,578 - \$95,447) Job Code: 000672	Oversees overall system functionality. Coordinates system projects and priorities. Reviews and evaluates project requirements to determine applicability to overall business operations and system integrity. Serves as a functional project management leader in the planning and implementation of assigned system projects by utilizing appropriate project management tools for resource requirements/coordination, task planning, timeline tracking and reporting to executive leadership. Responds to University leadership and stakeholders on system goals, issues, and changes. Investigate system functionality with outside vendors. Solves the highest level system problems. Supervises applications and upgrades with technical resources. Expert on subject matters across the complete system. Work closely with technical teams and end users during system projects, identify changes and impact to users, effectively communicate with users. Liaison between system and technical administration. Supervises staff.	Bachelor's degree and 5 years of relevant experience OR a high school diploma and 7 years of relevant experience.
Research Analyst A-10 (\$47,493 - \$71,240) Job Code: 000691	Assists in the preparation of quantitative and qualitative studies across a spectrum of areas (e.g., enrollment, financial reporting, salary studies, etc.) through proofreading, data checking, and performing tests of reasonableness. Utilizes multiple technology applications to collect and/or analyze data and to prepare/present results. Provides staff support for departmental staff, departmental leadership and university committees. Uses content management system to maintain the departmental website, including the design and creation of new content providing efficient dissemination of information to internal and external constituents. Assists with the development of web-based analytical applications and other projects as needed. May supervise students	Bachelor's degree.

<p>Principal Analyst A-12 (\$61,578 - \$95,447)</p> <p>Job Code: 000682</p>	<p>Plans and develops quantitative and qualitative studies across a spectrum of areas (e.g., enrollment, financial reporting, salary studies, etc.) in support of senior university administrators' decision making. Utilizes multiple technology applications to collect and/or analyze data and to prepare/present results. Provides staff support and/or serves as member on university committees. Prepares analyses of comparative metrics for KU and other AAU and Big 12 universities. Conducts analyses to assess efficacy of policies, procedures, and current and planned university initiatives. Develops content area expertise and serve as a resource person to departmental staff. Develops web-based analytical applications and other projects, as needed. Assists with program and departmental assessments as requested by university administrators. Designs, develops, maintains, and documents data warehouse tables, business intelligence reporting systems, Tableau dashboards, and DEMIS reports and queries to meet analytical and operational needs of administrators and other campus users. May supervise students.</p>	<p>Bachelor's degree and three years of relevant experience.</p>
<p>Principal Analyst Senior A-13 (\$70,815 - \$109,764)</p> <p>Job Code: 000683</p>	<p>Serves as a subject matter expert able to engineer and independently design and direct studies both quantitative and qualitative across a spectrum of areas (e.g., enrollment, financial reporting, salary studies, etc.) Initiates new tools or analysis based upon user or leader description of workflow. Utilizes multiple technology applications to manage and/or conduct analytical projects from inception to completion, including presentation of results. Provides staff support and/or serves as member on university committees. Serves as content expert in the development and analysis of metrics to benchmark KU to other AAU and Big 12 universities. Design and conduct analyses to assess efficacy of policies, procedures, and current and planned university initiatives. Mentors staff to develop mission critical expertise and professional growth. Provides leadership for the development and implementation of business intelligence analytics and predictive analytics for university administration. Assist with design and implementation of program and departmental assessments as requested by university administrators. Consults with administrators to assess their data needs. Selects appropriate tools to deliver information and analyses to administrators for decision-making. May supervise students and/or staff.</p>	<p>Master's degree and three years of relevant experience OR Bachelor's degree and five years of relevant experience.</p>
<p>Client Support & Training Spec A-07 (\$33,297 - \$48,281)</p> <p>Job Code: 000650</p>	<p>Trains and assists new and existing campus personnel in specific business processes, systems and University related policy and procedures. Provides troubleshooting and help desk related support for the area served. Problem solves and provides answers to questions pertaining to systems, policies, funding and processes. May issue and resolve tickets generated by customers for support services. Works collaboratively with appropriate systems related team as well as other business related functions to help insure that campus's requirements are met. Trains users in use and functionality of the application and serves as the subject matter expert in how the system interrelates to business process and workflow activities to ensure efficient operations and customer satisfaction.</p>	<p>Associate's degree OR High School Diploma/ GED and 2 years of relevant experience.</p>

	Business Intelligence	
Business Intelligence Analyst A-10 (\$47,493 - \$71,240) Job Code: 000730	Assists in the quantitative and qualitative data analysis and reporting of patterns, insights, and trends to decision-makers. Assists in collecting, aggregating, and analyzing data from multiple internal and external sources. Responds to ad-hoc report requests across multiple business areas. Communicates findings and insight to stakeholders and provide business strategy recommendations for optimizing business performance. May participate in the design and development of business intelligence reporting tools.	Bachelor's Degree and two years of relevant professional experience.
Senior Business Intelligence Analyst A-12 (\$61,578 - \$95,447) Job Code: 000729	Drives business decisions by providing quantitative and qualitative data analysis and reporting of patterns, insights, and trends to decision-makers. Collects, aggregates, and analyzes data from multiple internal and external sources to drive insights into business performance. Designs and develops business intelligence reporting tools. Provides reporting solutions and produces actionable reports that show key performance indicators, identifies areas of improvement into current operations, and displays root cause analysis of problems. Uses analytics and metrics to improve processes and provide data-driven forecasts of potential costs, risks, and profits of new business initiatives. May supervise staff.	Bachelor's Degree and three years of relevant professional experience.
Data Modeler A-12 (\$61,578 - \$95,447) Job Code: 000728	Collects and analyzes data requirements, and develops complex logical and physical database designs and data models in support of enterprise information management. Works with data architecture, applications and systems teams to ensure database designs and data models support the integration of data/information flow across systems and platforms. Assists with the development and enforcement of methodologies and standards for data modeling. Works in all phases of database design and data modeling activities. May lead and coach less experienced data modelers in the identification and resolution of information flow, content issues and the translation of business requirements into logical data models.	Bachelor's degree and three years of relevant professional experience.
Data Architect A-14 (\$83,344 - \$133,351) Job Code: 000727	Under general direction works in data warehouse environment which includes data design, database architecture, metadata and repository creation. Responsible for developing data warehousing blueprint, evaluating hardware and software platforms, and integrating systems. Translates business needs into long-term architecture solutions for client. Defines, designs and builds dimensional database schemas. Evaluates reusability of current data for separate analyses. Conducts data sheering to rid the system of old, unused or duplicate data. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.	Bachelor's degree and six years of relevant professional experience or a Master's degree and four years of relevant professional experience.