

 Educational Support and Delivery University of Kansas Job Title Definitions		
Job Family Definition: Directly supports faculty and academic units in or is indirectly involved in the development and delivery of educational offerings and programs to the University's broad array of students.		
Proposed Title	Title Description	Minimum Qualifications
Education Program Manager A-11 (\$53,546 - \$82,997) Job Code: 000425	Envisions, conceptualizes, designs, and develops materials content, programs and/or activities to foster engagement of students, visitors, an/or community members in the research, instruction and/or service of the unit. Independently coordinates large scale and/or complex unit education program(s) from its inception to final presentation of the program, including administrative responsibilities. Designs and conducts program assessments, analyzes results, and modifies programs based on results. May teach programs and/or oversee those who teach. Collaborates with University faculty, staff, students, visiting scholars, artists or professionals from varied disciplines, and/or members of the community in developing and managing education programs. Leads initiatives and secures external funding. Supervises staff and/or student employees.	Master's or Bachelor's plus five years related experience. Degree depends upon area of discipline. Degree equivalency may occur in some disciplines.
Education Program Coordinator A-09 (\$41,299 - \$61,948) Job Code: 000424	Independently coordinates unit education program or components of larger programs with direction from supervisor, including administrative responsibilities. Designs and develops materials content, programs and/or activities to foster engagement of students, visitors, and community members in the research, instruction and/or service of the unit. Designs and conducts campus program assessments, analyzes results, and modifies programs based on results. May teach programs or may supervise those who teach. Collaborates with University faculty, staff, students and/or members of the community in developing and managing education programs. May participate in grants projects. May supervise staff and or student employees.	Master's degree or Bachelor's plus three years related experience. Degree depends upon area of discipline.
Education Program Specialist A-07 (\$33,297 - \$48,281) Job Code: 000426	Organizes the logistical arrangements for camps, workshops, and/or educational events with the oversight of others. Prepares and may teach program content to foster engagement of students, visitors, and/or community members in the research, instruction and service of the unit. Creates materials. May assist with grant projects.	Bachelor's degree depends upon area of discipline. One year of related professional experience.
Digital Media Coordinator A-10 (\$47,493 - \$71,240) Job Code: 000422	Provides and teaches graphic design services in the form of design layout and production, photo selection /editing, and branding/identity development. Provides this service for print and digital marketing, social media campaigns, academic courses, and/or educational programs that promote the professional programs, academic courses, and events offered by a KU unit. Designs and produces both online and print materials. Communicates with the KU community and the public through various media platforms. Supervises staff and/or student employees.	Bachelor's or Master's degree depends upon area of discipline, for example: Fine Arts, Design, Museum Studies, and Science Education. Three years of related professional experience.

<p>Digital Media Specialist A-08 (\$36,710 - \$55,065)</p> <p>Job Code: 000423</p>	<p>Researches and coordinates the production of photography, audio, and/or digital images. Provides this service for digital marketing, social media campaigns, academic courses, and/or educational programs that promote the professional programs and events offered by a KU unit. Communicates with the KU community and the public through varied electronic media platforms.</p>	<p>Associate's degree and two years relevant experience, or a Bachelor's degree in a related field. Experience in studio photography, photography software, and video/multimedia production.</p>
<p>Instructional Designer A-09 (\$41,299 - \$61,948)</p> <p>Job Code: 000428</p>	<p>Collaborates to design and create customized instructional elements in academic and professional education context. Manages and develops projects from inception to completion. Creates or supervises production of elements with multiple educational technologies.</p>	<p>Bachelor's degree and two years of related professional experience.</p>
<p>Educational Support Technologist A-09 (\$41,299 - \$61,948)</p> <p>Job Code: 000392</p>	<p>Directly supports faculty, staff and students in the use of technology based teaching and learning tools. Is a partner in the learning and design process to ensure that the best use of available teaching methods and technology is used to enhance student learning. Creates websites and digital learning materials to support on-campus and online courses. Supports current communication technologies and explores new systems. Develops course materials and documentation, provides desk side coaching and technical support on specific educational tools, and assists in the assessment of training effectiveness. May manage the development process of assigned projects and training courses.</p>	<p>Associate's degree and two years relevant experience or a Bachelor's degree.</p>
<p>Police Instructor Senior A-12 (\$61,578 - \$95,447)</p> <p>Job Code: 000434</p>	<p>Develops curricula, learning objectives, syllabuses, lesson plans, and reference/presentation materials for police subjects and instruction of basic training (eligible for KU academic credit) and in-service training classes at Kansas Law Enforcement Training Center (KLETC) and outreach sites across the State of Kansas. Assesses and enhances curricula based on law statute changes, court decisions, or research. Coordinates with other contacts to obtain needed support services and/or instructional resources. Provides student officers with academic counseling services and evaluates student officer's achievement and provide/record appropriate records and reports. May participate in hiring of Police Instructor staff.</p> <p>In addition to instructional duties, independently coordinates police education program or components of larger programs (e.g. Range Master, EVOC, etc.) with direction from supervisor, including administrative responsibilities. Designs and develops materials content, programs and/or activities to foster engagement of students, visitors, and community members in the research, instruction and/or service of KLETC. Designs and conducts KLETC program assessments, analyzes results, and modifies programs based on results. May instruct programs or may supervise those who instruct. May participate in grants projects. May supervise staff.</p>	<p>Bachelor's degree and a minimum of five years of increasingly responsible experience as a full-time certified law enforcement officer. Degree depends upon area of discipline. Degree equivalency may occur in some disciplines.</p> <p>Special Position Requirements: Holder of or ability to obtain a valid and current Kansas driver's license; May be exposed to hazards of firearms; emergency vehicle operations; physically demanding defensive tactics; and extreme weather conditions. May require occasional travel. No convictions of or diversions from any felony crimes, or any misdemeanor or felony crimes of domestic violence.</p>

<p>Police Instructor A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000433</p>	<p>Instruct student officers and police officers in basic (eligible for KU academic credit), intermediate, advanced, and/or specialized law enforcement classes, courses, seminars, and workshops at the Kansas Law Enforcement Training Center (KLETC) and outreach sites throughout Kansas. Provides student officers with academic counseling services and evaluates student officer's achievement and provide/record appropriate records and reports. Develop curricula, learning objectives, lesson plans and handout reference material for all certified and authorized basic law enforcement training academy programs in Kansas. Regularly reviews current curriculum to assess and analyze validity.</p>	<p>Bachelor's degree or the ability to obtain within six months of hire date and a minimum of five years of increasingly responsible experience as a full-time, certified law enforcement officer.</p> <p>Special Position Requirements: Holder of or ability to obtain a valid and current Kansas driver's license; May be exposed to hazards of firearms; emergency vehicle operations; physically demanding defensive tactics; and extreme weather conditions. May require occasional travel; No convictions of or diversions from any felony crimes, or any misdemeanor or felony crimes of domestic violence.</p>
<p>Teacher A-10 (\$47,493 - \$71,240)</p> <p>Job Code: 000435</p>	<p>Develops curricula, learning objectives, syllabuses, lesson plans, and reference/presentation materials for coursework provided by an academic KU unit for academic credit. Instructs students in classes, courses, workshops, and/or seminars. Evaluates student achievement and provide/record appropriate records and reports. Assesses and enhances curricula. Coordinates with other contacts to obtain needed support services and/or instructional resources. May participate in hiring of staff or student employees.</p>	<p>Bachelor's degree based in area of discipline. Three years of instructional experience in related field.</p>
<p>Master Teacher A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000432</p>	<p>Develops programs, curricula, learning objectives, syllabuses, lesson plans, and reference/presentation materials for coursework to enhance secondary school teacher preparation. Instructs KU students and secondary teachers in classes, courses, workshops, and/or seminars. Coordinates and supervises teacher field experiences and models effective classroom instruction. Advises students on lesson design and other instructional strategies. Evaluates student achievement and provide/record appropriate records and reports. Assesses and enhances curricula and programs. Serves as liaison and program advocate with public school district administration and teachers and with higher education, business, and legislative leaders. Develops and administers grants.</p>	<p>Master's degree based in area of discipline. Three years of secondary public school instructional experience in related field.</p>

<p>Trainer Senior A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000437</p>	<p>Develops curricula, learning objectives, lesson plans, and reference/presentation materials for seminars, workshops, and programs. Instruct students programs, workshops, and/or seminars. Evaluates student achievement and provides/records appropriate records and reports. May certify professional accreditation. Assesses and enhances curricula. Coordinates with other contacts to obtain needed support services. May participate in hiring of staff or student employees.</p>	<p>Bachelor's degree based in area of discipline. Five years of instructional or professional experience in related field.</p>
<p>Trainer A-10 (\$47,493 - \$71,240)</p> <p>Job Code: 000436</p>	<p>Develops learning objectives, lesson plans, and reference/presentation materials for seminars, workshops, and programs. Instruct students programs, workshops, and/or seminars. Evaluates student achievement and provides/records appropriate records and reports. May certify professional accreditation. Assesses and enhances curricula. Coordinates with other contacts to obtain needed support services.</p>	<p>Bachelor's degree based in area of discipline. Three years of instructional or professional experience in related field.</p>
<p>Tutor A-05 (\$26,597 - \$38,147)</p> <p>Job Code: 000438</p>	<p>Assist students with coursework, projects, study skills, and test taking to support student academic success.</p>	<p>Possess or be in process of obtaining Bachelor's degree in area of discipline.</p>
<p>Fire Service Trainer A-09 (\$41,299 - \$61,948)</p> <p>Job Code: 000427</p>	<p>Deliver training props to class locations, coordinate set up of props, and assume the role of lead instructor/coordinator for the training. May include supervision of other instructors. Teach authorized training courses and coordinate dissemination of instructional materials. Complete and submit course documentation as directed by Kansas Fire & Rescue Training Institute policies.</p>	<p>High school diploma plus five years' progressive experience conducting/ providing fire service training; National Certification as a Fire Service Instructor I; National Certification as a Fire Fighter. May Require: Kansas Class A Commercial Driver's License with a Hazardous Materials Endorsement or the ability to obtain license within four months of employment.</p>

<p>Fire Service Training Coordinator A-10 (\$47,493 - \$71,240)</p> <p>Job Code: 000725</p>	<p>Independently coordinates unit program or components of larger programs with direction from supervisor, including administrative responsibilities. Designs and develops materials content, programs and/or activities to meet the needs of the Kansas fire service. Designs and conducts program assessments, analyzes results, and modifies programs based on results. May participate in grant projects. Deliver training props to class locations, coordinate set up of props, and assume the role of lead instructor/coordinator for the training. Teach authorized training courses and coordinate dissemination of instructional materials. May include supervision of other instructors or student employees. Complete and submit course documentation as directed by Kansas Fire & Rescue Training Institute policies.</p>	<p>High school diploma plus seven years' experience conducting/providing fire service training or a bachelor's degree plus three years' experience conducting/providing fire service training. National Certification as a Fire Service Instructor I; National Certification as a Fire Fighter; Kansas Class A Commercial Driver's License with a Hazardous Materials Endorsement or the ability to obtain license within four months of employment; Demonstrated technical expertise in the position's area of responsibility through national certifications and/or professional experience.</p>
<p>Laboratory Program Director A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000430</p>	<p>Oversees operation of educational and/or research laboratory program(s) in collaboration with other professionals. Develops curricula and may teach classes. Oversees designing, testing, training and performing and/or for lecture demonstrations and/or experiments for KU courses and/or research. Creates academic course/lab schedules. May procure, maintain, fabricate and/or troubleshoot laboratory equipment or materials. Develops and gives tutorials; trains/instructs faculty and students in utilizing facility and equipment including safety/security protocols. Compiles and disseminates findings for publication and/or presentations. May engage in grant writing. Supervises staff; may supervise graduate students and student employees.</p>	<p><u>Science (Bio/Chem/Phys):</u> Master's degree and three years related experience.</p> <p><u>Engineering:</u> PhD</p>

<p>Laboratory Coordinator A-09 (\$41,296 - \$61,948)</p> <p>Job Code: 000429</p>	<p>Designs, tests, and/or executes instructional experiments or demonstrations and research. May procure, build, transport, operate, and maintain equipment and materials. Trains faculty, staff, and students in the use of facilities/equipment; may include curriculum development. Assists with scheduling of space and equipment for research, instruction, and other functions. Assists with security. Supervises student employees; may supervise staff.</p>	<p>High school/GED and 5 years related experience OR Bachelor's degree with one year of related experience OR Master's degree in field related to discipline.</p>
<p>Laboratory Technologist A-08 (\$36,710 - \$55,065)</p> <p>Job Code: 000431</p>	<p>Assists with day-to-day operation of teaching and/or research spaces. Handles equipment and/or technology inventory and scheduling or loaning processes. Supports training of faculty, staff, and students. Operates and provides technical support for equipment, instrumentation, and other technological resources. May assist with security.</p>	<p><u>Science (Bio/Chem/Phys):</u> Bachelor's degree in field specific to discipline with one year of related experience. <u>Engineering:</u> High school/GED and 3 years related experience OR Bachelor's and 1 year related experience OR Master's degree in field related to discipline.</p>
<p>Art/Design Lab Specialist A-08 (\$36,710 - \$55,065)</p> <p>Job Code: 000420</p>	<p>Coordinate and perform daily maintenance of specialized art, film/media, design and/or architectural equipment. Design and build specialized equipment or structures. May maintain production, acquisition of film software, and create media content. Design and teach associated safety protocols to students and student employees. Consult with faculty and students to fabricate objects for their research or coursework. Instruct students in design and construction of materials in the application of artistic, film/media, design and/or architectural principles. May supervise student employees and may instruct laboratory activities or classes.</p>	<p>Bachelor's Degree in a related field. 1 year of professional experience. Or an equivalent combination of education/experience.</p>
<p>Art/Design Lab Coordinator A-09 (\$41,296 - \$61,948)</p> <p>Job Code: 000747</p>	<p>Coordinates daily maintenance of specialized art, film/media, design and/or architectural equipment. Designs and builds specialized equipment or structures. Designs and teaches associated safety protocols to students and student employees. Manages inventory and funding for equipment and laboratory supplies. Maintains production, acquisition of film software, and/or creates media content. May hold administrative access from IT to install and update software on lab computers. May determine software, equipment, and/or laboratory needs for faculty and staff. Hires, trains, and supervises staff and/or student employees and instructs laboratory activities or classes.</p>	<p>Bachelor's Degree in a related field and three years of related experience OR a high school diploma and 5 years of related experience.</p>
<p>AV Technician A-06 (\$30,000 - \$42,916)</p> <p>Job Code: 000421</p>	<p>Sets up, operates, maintains and repairs equipment used to enhance events such as microphones, video recorders, projectors, lighting and sound mixing equipment. May record meetings and presentations with video cameras, operate spotlights, adjust sound equipment, coordinate graphics used in displays and provide technical support for teleconferences, webinars and distance learning. May also edit, copy and store recordings, track inventory of equipment (including any check out or loan programs) and order supplies.</p>	<p>High School Diploma/GED with two years of experience in the management of film, video, and or editing equipment; or an Associate's degree in Audio Visual Technology, Digital Media, Film, Music or a related field and one year experience in production. Strong written and verbal communication skills.</p>