

# CLASSIFICATION SPECIFICATIONS

*Position  
Specifications*

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# **UNIVERSITY WORK FORCE CLASSIFICATIONS**

	Effective 4/5/2017
Class Code:	9982
Title:	Academic Advisor
Pay Grade:	N/A
Pay Band:	Professional
FLSA:	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Academic Advisor

#### Job Summary:

The academic advisor will work with students to facilitate successful and timely degree completion by monitoring student progress and providing information regarding curriculum policies, procedures, and guidelines for the degree programs that are advised. The advisor will also identify students who are experiencing academic difficulty and develop strategies for success in partnership with the student. The advisor is responsible for assisting students with reviewing degree plans, course registration, maintaining advising records and other duties related to student success.

#### Example description of duties (not all-inclusive):

- Use a learning-centered approach to advising which enhances students' decision-making skills and contributes to the development of students' intellectual and personal growth;
- Will be knowledgeable of and provide students with the resources, support, and opportunities available to make informed decisions, enhance their educational experience, and promote student success;
- Will provide students with accurate information about degree requirements and institutional and departmental policies and procedures;
- Will encourage students to participate in learning opportunities outside of the classroom setting;
- Will develop realistic educational plans that meet the needs, goals, and interests of individual students;
- Will accurately and efficiently document interactions with students and students' progress toward meeting educational, personal, and professional goals using adopted software programs;
- Will demonstrate efficient and effective use of technology;
- Will demonstrate excellent written and oral communication skills;
- Will maintain confidentiality and comply with FERPA guidelines.

#### Minimum Qualification Requirements:

Bachelor's Degree in an appropriate area of specialization

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9478
Title:	N/A	Academic Infrastructure Services Manager
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Academic Infrastructure Services Manager

#### **Job Summary:**

This is work providing services to a variety of enterprise support resources and services available to UWF instructors, staff, and students for the purpose of providing information technology tools for teaching and learning.

#### **Example description of duties (not all-inclusive):**

Develops, enhances, and directs a comprehensive suite of academic infrastructure services.

Works collaboratively with other members of IT Support Services and within ITS to insure timely, responsive, and appropriate service delivery.

Insures that all phases of assigned projects are completed using current ITS project methodologies.

Plans, organizes, and provides supervision for area of responsibility.

Directs and assists staff in the research, evaluation, and implementation of new technologies.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	1427	1427
Title:	Accountant	Accountant
Pay Grade:	21	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-exempt	Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Accountant

#### **Job Summary:**

This is work applying generally accepted accounting principles and procedures in working with specialized accounting records and reports.

#### **Example description of duties (not all-inclusive):**

Prepares statements, reports, and/or supporting work-papers related to an assigned area of responsibility.

Reconciles bank accounting records and statements.

Assists in the preparation of annual operating budget requests.

Balances, reconciles, and audits all adjustments made within the accounting month.

Maintains or monitors an accounting system and internal control procedures.

Conducts special cost and/or budgetary studies, analyzes findings, and prepares proposals concerning accounting improvements.

Monitors departmental accounts for specific projects for compliance with applicable regulations.

Receives subsidiary records and prepares appropriate billings.

Reviews automated financial reports for accuracy, completion, and propriety.

Processes accounting input source documents (i.e., billings, invoices, receipts, payment codes, cash sheets, account receivable records, inter-fund billing, and expenditure records).

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A bachelor's degree in an appropriate area of specialization; or a high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	0114, 0117, 0710	0114
Title:	Executive Secretary Sr. Executive Sec. Administrative Asst.	Administrative Specialist Administrative Specialist Administrative Specialist
Pay Grade:	20, 22, 23	N/A
Pay Band:	N/A	Office/Program Support
FLSA:	Non-exempt	Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Administrative Specialist

#### Job Summary:

This is work implementing and maintaining administrative policies, procedures, or programs for a college, division, major operation or higher-level unit.

#### Example description of duties (not all-inclusive):

Provides information to inquiries received or refers to appropriate unit for action.

Provides high-level administrative support by conducting research, preparing statistical reports, and handling information requests.

Performs clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Attends meetings and compiles, transcribes, and distributes meeting minutes.

Coordinates and directs office functions, such as records and budget preparation and personnel.

Handles travel arrangements for departmental employees.

Manages and maintains departmental employees' schedules.

Opens, sorts, and distributes incoming correspondence, including faxes and email.

Prepares agendas and makes arrangements for committee, board, and other meetings.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### Minimum Qualification Requirements:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class Code: 5297  
Title: Advanced Registered Nurse  
Practitioner  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Advanced Registered Nurse Practitioner

#### **Job Summary:**

This is work performing medical procedures within protocols established mutually with licensed medical professionals at the Student Health Center and or Student Counseling Center.

#### **Description of Duties: (not all-inclusive):**

Performs physical examinations of patients.

Identifies and evaluates illnesses and injuries, treats common illnesses, and monitors the progress of acute and chronic illnesses.

Complies and evaluates patient medical histories and physical findings, and if necessary, initiates further diagnostic laboratory tests. Interprets and evaluates laboratory results.

Initiates treatment under a physician's supervision or, within the limits of established protocols, makes diagnoses and chooses, initiates, and modifies selected therapies or treatments.

Diagnoses behavioral problems and makes treatment recommendations.

Performs minor surgical procedures.

Provides psychiatric assessment, medication evaluation and follow up, and crisis intervention/emergency services for students.

Maintains confidential assessment and treatment records.

Coordinates the implementation and continuity of care and provides guidance to patients and families regarding appropriate community resources.

#### **Minimum Qualification Requirements:**

Certification as an advanced registered nurse practitioner in accordance with Chapter 464, Florida Statutes.

	Prior 7/1/2004	After 7/1/2004
Class Code:	9467	9467
Title:	Assistant Athletic Coach	Assistant Athletic Coach
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Assistant Athletic Coach

#### **Job Summary:**

This is work assisting in the coaching of an intercollegiate sports program within the framework of policies or affiliated national, regional, and state intercollegiate athletic associations (conferences), and UWF. Reports to a Head Athletic Coach or Associate Head Athletic Coach.

#### **Example description of duties (not all-inclusive):**

Assists in responsibilities such as recruiting of student-athletes, maintaining their discipline and development programs, fundraising for athletic programs and making speeches related to an athletic sport.

Performs related duties, as required or deemed appropriate, to the accomplishment of the responsibilities and functions of his/her sport.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Bachelor's degree in an appropriate area of specialization and one year of coaching experience at the high school level or above. Successful experience as a graduate assistant or intern in an athletic program is acceptable for up to one year of the required experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	9295	9295
Title:	Assistant Controller	Assistant Controller
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Assistant Controller

#### **Job Summary:**

Responsible to the Controller or Associate Controller. This is work developing and directing one or more fiscal and accounting functions.

#### **Example description of duties (not all-inclusive):**

Develops and recommends policies relating to assigned areas of responsibility.

Coordinates the development, implementation, and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, UWF, and Board of Trustees are communicated and achieved.

Recommends operating budgetary needs for assigned areas of responsibility. Responsible for liaison activities among functional area(s) and other departments. Serves on UWF and/or Board of Trustees committees, as required.

Coordinates the completion of studies and the preparation of reports.

Functions for the Controller or Associate Controller in his/her absence, as required.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

For some positions assigned to this class special qualifications may be added to the minimum, such as possession of a State of Florida CPA certificate.

Effective 7/1/2004

Revised 8.10.2023



	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9426
Title:	N/A	Assistant Dean
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Assistant Dean

#### **Job Summary:**

This is work developing and directing one or more Student Affairs programs. May function for the Dean or Associate Dean in his/her absence, as required. Responsible to a Dean or Associate Dean.

#### **Example description of duties (not all-inclusive):**

Develops and recommends policies relating to the department.

Coordinates the development, implementation, and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, UWF and/or Board of Trustees are communicated and achieved.

Performs liaison activities among functional area(s) and other departments.

Serves on UWF and/or Board of Trustees Florida Division of College and University Comm. or University Comm., as required.

Coordinates the completion of studies and the preparation of reports.

Recommends operating budgetary needs for assigned areas of responsibility.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	Varies	9293
Title:	Assistant Director	Assistant Director
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Assistant Director

#### **Work Statement:**

This is work managing or assisting in the management of an institute/center, department, division, or program to perform academic support, student services, and other professional activities. Responsible to a Director, Associate Director, or an appropriate Administrator.

This position involves knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.

#### **Example description of duties (not all-inclusive):**

Interprets plans and executes work within general guidelines to achieve departmental objectives.

Makes decisions that affect schools, colleges, or major departments.

Acts as resource to help resolve complex issues and generally works with other areas, departments, or work units to achieve objectives.

Performs assignments independently and work is evaluated on results achieved.

Recommends employment and termination decisions (e.g., hiring, promotions, pay increases, termination, performance reviews).

Applies or imparts experience and the advanced concepts, practices, and procedures of specialty field to achieve objectives.

Manages routine operations for a unit, department, or program(s).

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and two years of appropriate experience: or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

Effective 7/1/2004

Revised 8.10.2023

Class Code: 9984  
Title: Assistant Director, Child Development  
Pay Band: Administrative/Managerial  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Assistant Director, Child Development

#### **Job Summary:**

Assists in the management of one or more Educational Research Center for Child Development (ERCCD) centers. Assists in the analysis of policy and program effectiveness and establishes future direction for functional policies and programs. The primary duty is supervision of managers, professionals, and support staff. This position reports to a Vice President, Assistant/Associate Vice President, Director, or other appropriate administrator.

#### **Example of Duties: (Not all inclusive)**

Oversees the daily operations of one or more ERCCD centers including the supervision of all teaching and support staff of assigned area.

Responsible for ensuring compliance with state and federal licensing and accreditation requirements.

Serves on the management team with the Director.

Participates in the strategic planning for assigned areas and assists the Director in developing and implementing the overall departmental strategic plan.

Establishes performance goals and measures to evaluate success of assigned area of responsibility.

Participates in formulating and implementing policies and procedures.

Supervises the day-to-day operations of assigned area including the supervision of departmental employees.

Provides guidance and direction to staff involved in department services and programs.

Responsible for ensuring that all programs, activities, and series comply with university, state, and federal regulations.

Responsible for maintaining an inclusive working environment that is free from discrimination and harassment.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on position's job questionnaire.

#### **Minimum Qualifications:**

Master's degree in an appropriate area and two years of relevant experience; or a bachelor's degree in

an appropriate area and four years of relevant experience.

Class Code: 9498  
Title: Assistant General  
Counsel  
Pay Band: Admin/Managerial  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Assistant General Counsel

#### **Job Summary:**

Responsible to the General Counsel or higher level administrator.

#### **Description:**

May assume responsibility for the operation of the office of the General Counsel in his/her absence. May be delegated responsibility for the overall direction and management of specific areas of the legal function of the Board of Regents or a university.

Assists in the planning, organizing and directing of all legal activities involving the Board of Regents or the university.

Advises and consults with university or Board officials on legal rights and obligations and assists in the formulation of legal policy.

May represent the Board, university, or employees before courts and administrative bodies in cases involving the Board, university, or employees.

May assist in drafting proposed legislation for the Board or university.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

#### **Minimum Qualification Requirements:**

Law degree (L.L.B or J.D.), must be a member of the Florida Bar.

Effective 11-19-13

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	6397	6397
	Assistant	Assistant
	Landscaping/Groundskeeping	Landscaping/Groundskeeping
Title:	Superintendent	Superintendent
Pay Grade:	21	N/A
Pay Band:	N/A	Services
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Assistant Landscaping/Groundskeeping Superintendent

#### **Job Summary:**

This is work managing landscape services.

#### **Example description of duties (not all-inclusive):**

Develops, prioritizes, schedules, and conducts tasks and performance related to grounds management.

Provides direct supervision of supervisors.

Ensures that all supervised employees are using time in a productive manner.

Communicates effectively with community members.

Works with staff and customers to identify improvement opportunities.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	0294	0294
Title:	Assistant University Postal Manager	Assistant Manager of Postal Services
Pay Grade:	18	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-exempt	Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Assistant Manager of Postal Services

#### **Job Summary:**

This is work assisting in the management of the UWF postal facility.

#### **Example description of duties (not all-inclusive):**

Maintains records concerning University Work Force employees and students, mail volume, property inventory, and/or financial transactions with the U.S. Postal Service.

Coordinates and directs mail processing and receipt and dispatch of all mail.

Manages the postal facility in the absence of the manager of postal services.

Assists in the receipt, sorting, and distribution of mail.

Establishes and maintains mail routes and delivery schedules.

Requisitions stamps and postal supplies from master stock and orders postal supplies for the lobby.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and three years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

Class  
Code: 9270  
Title: Assistant Vice President  
Pay Band: Admin/Managerial  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Assistant Vice President

Responsible to an Associate Vice President or Vice President, Student Affairs, Administrative Services, Academic Affairs, University Advancement or appropriate administrator, may function for the Vice President in his/her absence, as appropriate.

#### **Description:**

Responsible for the formulation, development and direction of university and division policies which affect campus activities.

Responsible for the administration of all operational units in the divisions and the coordination of all staff to maximize the integration of policies and achievement of objectives.

Initiates the development of division objectives, and initiates the development of budgetary guidelines and allocation policies; evaluates program effectiveness.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.



	Prior 7/1/2004	After 7/1/2004
Class Code:	9298	9298
Title:	Associate Controller	Associate Controller
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Associate Controller

#### **Job Summary:**

This is work assisting in the direction of fiscal and accounting functions and functions as the Controller in his/her absence, as required. Reports to the Controller or appropriate administrator.

#### **Example description of duties (not all-inclusive):**

Assists in insuring that goals and objectives for the department, UWF, and the Board of Trustees are communicated and achieved.

Assists in the administration and interpretation of laws, rules, policies, and procedures.

Assists in the planning and finalizing of studies and reports.

Represents the department on UWF, Board of Trustees, or state committees.

Assists in the preparation and administration of the annual operating budget.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

For some positions assigned to this class special qualifications may be added to the minimum, such as possession of a State of Florida CPA certificate.

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9425
Title:	N/A	Associate Dean
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Associate Dean

#### **Job Summary:**

This is work developing and directing one or more Student Affairs programs. May function for the Dean in his/her absence, as required. Responsible to a Dean or above.

#### **Example description of duties (not all-inclusive):**

Performs liaison activities among functional area(s) and other departments.

Serves on UWF and/or Board of Trustees Florida Division of College and University Comm. or University Comm., as required.

Responsible for assisting in the operational management, leadership, and policy direction for multiple student life, programs, and activities.

Provides coordination, guidance and process management for departments involved in services and programs delivered to students, parents and families.

Serves in the absence of the Dean of Students.

Consults with student groups, alumni, parents, and other advocacy groups to provide for the personal and academic needs of the student population.

Assists in developing partnerships throughout the University in order to attain departmental goals and objectives.

Conducts research as appropriate for projects or initiatives within Student Affairs.

Coordinates the completion of studies and the preparation of reports.

Recommends operating budgetary needs for assigned areas of responsibility.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

Effective 6/28/2007

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	Varies	9250
Title:	Associate Director	Associate Director
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Associate Director

#### **Job Summary:**

This is work assisting in the administration, direction and/or supervision of an institute/center, department, division, or program to perform academic/administrative support, student services, and other professional activities. Reports to a Director or an appropriate Administrator.

#### **Example description of duties (not all-inclusive):**

Assists in directing, planning, and implementing policies and objectives of an organization or business.

Responsible for the overall direction and management of a specific functional area, as required.

Interprets and applies university policies, manages resources, and initiates actions to achieve objectives.

Provides input into strategic decisions that affect planning, policies, practices, and operations for a department, function, and/or school/college.

Manages a department, unit, or major project(s).

Provides input into the budget planning process and is responsible for controlling and recommending budget expenditures within their area.

Oversees, interprets, organizes, and executes assignments.

Functions for Director in his/her absence, and may represent the Director on committees and meetings.

Recommends employment and termination decisions (e.g., hiring, promotions, pay increases, termination, performance reviews).

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

Effective 7/1/2004

Revised 8.10.2023

Class Code: 9983  
Associate Director, Child  
Development  
Title: Development  
Pay Grade: N/A  
Pay Band: Administrative/Managerial  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Associate Director, Child Development

#### **Job Summary:**

Assists the Director or other appropriate administrators in the management of all Educational Research Center for Child Development (ERCCD) centers. Assists in the analysis of policy and program effectiveness and establishes future direction for functional policies and programs. The primary duty is supervisor of other managers, professionals, and support staff. This position reports to a Vice President, Assistant/Associate Vice President, Director, or other appropriate administrator.

#### **Example of Duties: (Not all inclusive)**

Assists the Director or other appropriate administration in the overall management of ERCCD center(s).

Supervises Assistant Directors, as well as, center teaching and support staff. Ensures compliance with federal, state and university regulations, as well as, compliance with licensing and accreditation requirements.

Serves on the management team with the Director.

Leads the strategic planning for assigned areas and assists the Director in developing and implementing the overall departmental strategic plan.

Establishes performance goals and measures to evaluate success of assigned area of responsibility.

Assists the Director or other appropriate administration in formulating and implementing policies and procedures.

Oversees the day-to-day operations of assigned area including the supervision of departmental employees.

Provides guidance and direction to staff involved in department services and programs.

Responsible for ensuring that all programs, activities, and series comply with university, state, and federal regulations.

Responsible for maintaining an inclusive working environment that is free from discrimination and harassment.

Performs other duties as assigned by the Director or other appropriate administrator.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on position's job questionnaire.

**Minimum Qualifications:**

Master's degree in an appropriate area and four years of relevant experience; or a bachelor's degree in an appropriate area and six years of relevant experience.

Class  
Code: 9306  
Title: Associate General  
Pay  
Grade: N/A  
Pay  
Band: Administrative/Managerial  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Associate General Counsel

#### **Job Summary:**

This is work responsible to the General Counsel or appropriate administrator. Assumes the responsibility for the operation of the office of the General Counsel in the absence of The General Counsel. May be delegated responsibility for the overall direction and management of specific areas of the legal function of the Board of Trustees or a university.

#### **Description of duties (not all-inclusive):**

Assists in planning, organizing, and directing all legal activities involving the Board of Trustees or the university.

Advises and consults with university or Board officials on legal rights and obligations and assists in the formulation of legal policy.

Interprets and applies university policies, manages resources, and initiates actions to achieve objectives.

Provides input into strategic decisions that affect planning, policies, practices, and operations for the Board officials or university.

Represents the Board, university, or employees before courts and administrative bodies in cases involving the Board, university, or employees.

Assist in drafting proposed legislation for the board officials or university. Assist in reviewing and negotiating contracts, as required.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each Position's job questionnaire.

#### **Minimum Qualification Requirements:**

Law degree (L.L.B or J.D.) and two years' experience as an attorney. Must be a member of the Florida Bar.

Effective 11-19-13

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	9324	9324
Title:	Associate Registrar	Associate Registrar
Pay Grade:	N/A	N/A
Pay Band:	N/A	Admin/Managerial
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Associate Registrar

#### **Job Summary:**

This is work assisting in the planning, organizing, and directing of all functional areas within the Office of the Registrar. Responsible to the University Registrar or equivalent higher-level administrator.

#### **Example description of duties (not all-inclusive):**

Functions for the Registrar in his/her absence, as required. May be delegated responsibility for the overall direction and management of a specific functional area.

Assists the Registrar in providing management, administrative direction, coordination, and control of activities within the Office of the Registrar.

Develops schedules for classes and examinations, utilization and assignment of instructional space, and publication of UWF course and program catalogs.

Coordinates UWF Registrar operations with UWF colleges and schools and for inter- institutional relationships.

Prepares, interprets, and disseminates academic records for deans, faculty, students, and parents, as appropriate.

Develops programs and operating systems for improving UWF Registrar operations and oversees customer service areas.

Assists in the preparation of budgets for student record keeping activities, and statistical reports and analyses for UWF, Board of Trustees, and governmental agencies.

Reviews and implements policies, procedures, and objectives for the Office of the Registrar.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and three years directly related professional work experience; or a bachelor's degree in an appropriate area of specialization and five years directly related professional work experience.

Effective 7/1/2004

Revised 8.10.2023

Class  
Code: 9261  
Associate Vice  
Title: President  
Pay Band: Admin/Managerial  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Associate Vice President

#### Description:

#### Job Summary:

Responsible to the President or a Vice President of a state university.

#### Example of duties:

Responsible for strategic planning, development of systems and studies, coordination of electronic data processing and the administration of information resource activities. Develops administrative plans relating to all or specific phases of university management, information resource management and/or sponsored/institutional research.

May supervise the administration of appropriate operating departments, which may include Administrative Computing, Academic Computing, Telecommunications, Institutional Research, and Data Management.

Responsible for coordination, management, and dissemination of data within the university, the State University System, and other agencies and contacts, as appropriate.

Assists in the formulation and implementation of operational policies and procedures. Interprets federal, state, and Board of Regents guidelines and procedures relating to the sphere of assigned responsibilities.

Represents the university on matters relating to information resources within the university and to external agencies, both public and private.

May serve as a member of appropriate university and inter-institutional councils/committees, and represents the President or Vice President as appropriate.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of the office.

#### Minimum Qualification Requirements:

Master's degree in an appropriate area of specialization and seven years of appropriate Experience; or a bachelor's degree in an appropriate area of specialization and nine years of appropriate experience.



	Prior 7/1/2004	After 7/1/2004
Class Code:	9483	9483
Title:	Athletic Trainer	Athletic Trainer
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Athletic Trainer

#### Job Summary:

This is work administering and/or supervising one phase or assisting in all phases of the athletic training programs at UWF with an intercollegiate athletic program to include both women's' and men's' sports offerings. Responsible to the Head Athletic Trainer, Director, Intercollegiate Athletics, or appropriate higher level administrator in the athletic department.

#### Example description of duties (not all-inclusive):

Prevents and treats athletic injuries, maintains physical fitness programs throughout the season.

Screens, selects, and appoints students for training preparation; and assigns and supervises student and assistant trainers.

Assists in establishing athletic departmental policies regarding athletic training in all sports under supervision of the Director Intercollegiate Athletics, Head Athletic Trainer, and in conjunction with all coaches.

Interacts with public contacts, which may include sporting goods representatives, pharmaceutical sales, human resources, and athletic training suppliers.

Maintains a close working relationship with UWF health center facilities, local hospitals, surgeons and physicians.

Performs related duties, as required or deemed appropriate, to the accomplishment of the responsibilities and functions of his/her areas.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### Minimum Qualification Requirements:

Master's degree in an appropriate area of specialization and one year of directly-related professional experience, or a bachelor's degree in the appropriate area of specialization and three years of directly related experience. Experience with a professional sports entity may be substituted for college/university experience.

Must possess or be able to obtain the National Athletic Trainer Associate Certificate.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	6541	6541
Title:	Same	Automotive/Marine Equipment Mechanic Supervisor
Pay Grade:	20	N/A
Pay Band:	N/A	Crafts/Trades
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Automotive/Marine Equipment Mechanic Supervisor

#### **Job Summary:**

This is work managing the University Automotive Maintenance Department.

#### **Example description of duties (not all-inclusive):**

Directs the recording of expenses for department.

Develops and implements operating policies and procedures for a specific area.

Evaluates and maintains condition of equipment and tools.

Prepares and submits operating budget for a specific area.

Coordinates the maintenance, preventive maintenance, and/or service of university vehicles, engines, and related equipment.

Maintains a variety of records relating to work orders, monthly time reports, inventory and purchase of supplies and repair parts.

Inspects equipment for adherence to safety standards.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Completion of an approved apprenticeship program in automotive repair and one year of appropriate experience; or a high school diploma and five years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 12/31/2007	After 12/31/2007
Class Code:	6540	6540
	Automotive	Automotive
Title:	Equipment Mechanic	Equipment Mechanic
Pay Grade:	18	N/A
Pay Band:	N/A	Services
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Automotive Equipment Mechanic

#### **Job Summary:**

This is work performing automotive maintenance and service.

#### **Example description of duties (not all-inclusive):**

Repairs and replaces engines, transmissions, blowers, generators, distributors, starters, pumps, and fuel injection systems.

Rewires ignition systems, lights, and instrument panels.

Realigns and rebuilds brake systems, aligns front ends, replaces shock absorbers, and repairs radiators.

Instructs lower level mechanics.

Submits requests for new parts and equipment.

Performs welding on engines, frames, and bodies of vehicles and equipment.

#### **Minimum Qualification Requirements:**

Completion of an approved apprenticeship program in automotive repair; or a high school diploma and four years of appropriate experience. Appropriate vocational/ technical training may substitute at an equivalent rate for the required experience.

Effective 12/31/2007

Revised 8.10.2023

Class Code: 3781  
Broadcast  
Title: Specialist  
Pay Band: Para Professional  
FLSA: Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Broadcast Specialist

#### Job Summary:

This is work developing, arranging, and assisting in broadcast and/or video productions.

#### Description of duties (not all-inclusive):

Research, writes, and edits scripts and other program materials.

Selects acquires, and maintains a library of program materials.

Schedule set-up, technical arrangement, and production of programming.

Conduct talent or quest searches.

Hosts radio or television programs.

Operate a variety of radio or television production equipment. Assist in editing video programs for broadcasting.

Selects and edits music for video production.

#### Minimum Qualification Requirements:

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Class Code:	After 8/04/06
Title:	8417
Pay Grade:	Building Code Inspector
Pay Band:	NA
FLSA:	Professional Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Building Code Inspector

#### **Job Summary:**

This is work performing technical inspections, enforcement of Florida Building Code and Storm Water Regulations, and administrative work as mandated by Florida State Statutes and laws.

#### **Example description of duties (not all-inclusive):**

Serves as Building Code Inspector in accordance with Florida Building Code and Florida Statutes 468, 471, 489 and 553.

Serves as Storm Water Inspector in accordance with Florida Department of Environmental Protection Storm Water, Erosion, and Sedimentation Control Regulations.

Conducts site building and storm water plan reviews.

Reviews plans, specifications, and product approval information from perspective to ensure conformance with applicable current federal, state, and county codes, ordinances, and laws.

Conducts physical inspection to job sites including new construction areas, campus renovations/projects, and renovation/projects.

Verifies State, County, and Local mandated contractor licensing and insurance requirements for issuance of permits in all trades, building, mechanical, plumbing, electrical, fire suppression, and storm water.

Issues and/or distributes permits, plans, and specifications to contractors and projects managers.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Effective 8/16/2006

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	9459	9459
Title:	Business Manager	Business Manager
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Business Manager

#### **Job Summary:**

This is work formulating and implementing fiscal policies, procedures, and objectives of an organization or business program or unit.

#### **Example description of duties (not all-inclusive):**

Directs and coordinates financial and budget activities to fund operations.

Provides input into the budget planning process and is responsible for controlling and recommending budget expenditures with designated area.

Establishes, formulates, and implements departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members.

Controls budgets and receipts and disbursement of funds and prepares required financial statements of the program or unit.

Formulates, interprets, and applies UWF policies, manages resources and operations, which include human resources, purchasing, and administrative services.

Manages staff, if applicable, to prepare work schedules and assigns specific duties.

Reviews financial statements, activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and improvement.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and four years of appropriate experience: or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

Effective 7/1/2004

Revised 8.10.2023

Class  
Code: 9265  
Business Process  
Title: Analyst  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Business Process Analyst

#### **Job Summary:**

Responsible for providing analysis functions for a division or department. Responsible for leading or participating in the design, development implementation and maintenance of electronic and/or standard business work flow processes and recommending and implementing sustainable improvements, with the use of information technology. Serve as liaison between business units and technology teams; collaborate with developers and subject matter experts to establish the technical vision and analyze various solutions, resource requirements, implementation time, functionality and performance needs.

#### **Description of duties (not all-inclusive):**

Identify and implement organizational improvements; coordinate across functions to optimize results.

Translate organizational needs into application and operational requirements.

Lead and /or participate with cross-functional teams to evaluate and implement new technology products and organizational processes and improvements.

Gather requirements using interviews, document analyses, workshops, surveys, process descriptions, use cases, scenarios and work flow analyses.

Extract data from databases or other tracking mechanism for use in analysis or metrics.

Understand UWF Enterprise Applications (such as Banner ERP modules) and support end users in retrieving and entering accurate data in enterprise databases.

Effectively utilize database query and reporting technology, such as SQL, PL/SQL, Tableau and Crystal Reports, to develop ad-hoc and enterprise-level reports.

Develop and maintain basic web sites or web applications using HTML and other web development technologies such as ColdFusion or Java.

Communicate and work within all levels of the organization.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	2013
Title:	N/A	Business Systems Specialist
Pay Band:	N/A	Special/Paraprofessional
FLSA:	N/A	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Business Systems Specialist

#### **Job Summary:**

This is work providing technical assistance to computer system users.

#### **Example description of duties (not all-inclusive):**

Answers questions or resolves computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

Answers users' inquiries regarding computer software and hardware operation to resolve problems.

Enters commands and observes system functioning to verify correct operations and detect errors.

Maintains record of daily data communication transactions, problems, remedial action taken, and installation activities.

Reads technical manuals, confer with users, and conducts computer diagnostics to investigate and resolve problems and to provide technical assistance and support.

Refers major hardware or software problems or defective products to vendors or technicians for service.

Conducts office automation feasibility studies, including workflow analysis, space design, and cost comparison analysis.

Confers with staff, users, and management to establish requirements for new systems or modifications.

Develops training materials and procedures, and/or trains users in the proper use of hardware and software.

Inspects equipment and reads order sheets to prepare for delivery to users.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004



	Prior 7/1/2004	After 7/1/2004
Class Code:	0815	0815
Title:	Sr. Purchasing Agent	Buyer
Pay Grade:	24	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Buyer

#### **Job Summary:**

This is work procuring commodities and services and may consist of work procuring specialized commodities and services.

#### **Example description of duties (not all-inclusive):**

Prepares bid specifications, formal bid invitations, and correspondence regarding purchasing companies and may analyze procurement requisitions by evaluating price proposals and other data information to determine reasonable prices.

Prepares purchase orders, solicits bid proposals, and reviews requisitions for goods and services and may determine method of purchase.

Researches and evaluates suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history and may interview prospective vendors and encourage vendors to submit vendor applications.

Purchases a variety of highly technical and/or scientific equipment and materials.

Confers with and makes recommendations to university officials regarding needs for commodities in terms of quality of product, quantity of order, and type of equipment.

Confers with technical representatives, manufacturers' representatives, and sales representatives.

Develops and investigates sources of supply and issues requests for quotations, proposals or bids for those items not covered by any existing procurement arrangement.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A bachelor's degree in an appropriate area of specialization and three years of experience; or a high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class Code: 4142  
Child Care Classroom  
Title: Teacher  
Pay Band: Professional  
FLSA Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Child Care Classroom Teacher

#### **Job Summary:**

This position is responsible to a Director.

The Child Care Classroom Teacher is responsible for planning, developing, and supervising the total program for the classroom environments in the Educational Research Center for Child Development.

#### **Example description of duties (not all-inclusive):**

Prepares and implements daily lesson plans and learning centers; supervises assistant teachers and child care assistants assigned to the classroom.

Coordinates and approve lesson plans and activities; maintains records of children's performance and progress through evaluations and observations; arranges for further screening and remediation as necessary.

Confers with parents frequently to reinforce home-center expectations and understandings; and works with ERCCD Director to coordinate special events and activities. Also responsible for the coordination of the Voluntary Pre-Kindergarten program, the formal assessment of the children, and the maintenance of all documentation related to the children's classroom experience.

#### **Minimum Qualification Requirements:**

Bachelor's degree in early childhood education and Child Development Associate Credential in accordance with the State of Florida RSA1002.55-59. CF-FSP Form 5206 Staff Credential Verification required.

Class Code: 1306  
Title: Child Care Group Leader  
Pay Band: Specialized/Paraprofessional  
FLSA: Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Child Care Group Leader

#### **Job Summary:**

This is work teaching children in a child care center.

#### **Example description of duties (not all-inclusive):**

- Prepares daily lesson plans.
- Plans and assigns activities and supervises other staff.
- Prepares evaluations and maintains records of child's progress.
- Instructs children in various areas according to lesson plan.
- Monitors individual child's needs

#### **Minimum Qualification Requirements:**

A high school diploma and one year of appropriate experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience. Incumbents in a licensed child care facility must meet the requirements of Chapter 402, Florida Statutes.

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9334
Title:	N/A	Classroom Technology Engineer
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Classroom Technology Engineer

#### **Job Summary:**

This is work operating, repairing, and maintaining enterprise-wide technology-enabled classrooms.

#### **Example description of duties (not all-inclusive):**

Diagnoses, troubleshoots, and repairs classroom technology systems with interconnected audio, video, and control equipment via phone and onsite.

Researches, evaluates, and recommends classroom technology resources.

Provides ad hoc user training and support for appropriate use of classroom technology resources.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	1601	1601
Title:	Collection/Loan Manager	Collection & Loan Manager
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Collection and Loan Manager

#### **Job Summary:**

Directs and coordinates activities to implement institutional policies, procedures, and practices concerning granting or extending lines of credit and collections.

#### **Example description of duties (not all-inclusive):**

Arranges for debt repayment or establishes repayment schedules.

Confers with customers by telephone or in person to determine reasons for overdue payments and to review the terms of contracts.

Locates and monitors overdue accounts, using computers and a variety of automated systems.

Negotiates credit extensions, when necessary.

Notifies credit agencies and turns over account records to attorneys when customers fail to respond to collection attempts.

Performs various administrative functions for assigned accounts, such as recording address changes and purging the records of deceased customers.

Recommends and implements processes and procedures.

Communicates with federal and state agencies and lending institutions regarding student loans.

Records information about financial status of customers and status of collection efforts.

Directs the release of funds for student financial aid.

Maintains records and prepares reports.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and six years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9500
Title:	N/A	Computer Labs Administrator
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Computer Labs Administrator

#### **Job Summary:**

This is work coordinating, supervising, and managing the day-to-day operations of all student computer labs operated or supported by Information Technology Services and is responsible to a Director or an appropriate Administrator.

#### **Example description of duties (not all-inclusive):**

Supervises and manages the day-to-day operations of multiple UWF computer lab facilities.

Coordinates scheduling and training of technicians for Interactive Distance Learning Studios.

Provides helpful and courteous assistance to students using ITS computing facilities.

Trains and mentors the student lab staff.

Schedules, coordinates, and actively participates in lab maintenance activities, including the periodic regeneration of workstation images and general facility improvements.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	9297	9297
Title:	Controller	Controller
Pay Grade:	N/A	N/A
Pay Band:	N/A	Admin/Managerial
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Controller

#### **Job Summary:**

This is work directing, planning, developing, implementing and managing the fiscal and accounting functions of UWF and is responsible to a Vice President or appropriate administrator.

#### **Example description of duties (not all-inclusive):**

Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained.

Provides leadership and direction in policy development.

Develops internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.

Prepares or directs preparation of financial statements, business activity reports, financial position forecasts, annual budgets, and/or reports required by regulatory agencies.

Delegates authority for the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments.

Advises management on short-term and long-term financial objectives, policies, and actions.

Maintains current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.

Serves as liaison between UWF, Board of Trustees and state agencies and/or departments and other organizations on fiscal and accounting matters.

Represents UWF and/or Board of Trustees on Florida Division of Colleges and University or state committees and attends meetings and conferences, as appropriate.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

For some positions assigned to this class, special qualifications may be added to the minimum, such as possession of a State of Florida CPA certificate.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	Varies	9225
Title:	Coordinator	Coordinator
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Coordinator

#### **Job Summary:**

This is work performing academic/administrative support, student services, and other professional activities and is responsible to a Director or an appropriate Administrator.

#### **Example description of duties (not all-inclusive):**

Plans, coordinates, and manages one or more program(s).

Coordinates, trains, supervises, and/or manages the activities of others to accomplish goals.

Coordinates resources and initiates actions within established guidelines to achieve unit/departmental objectives.

Recommends and/or makes decisions that may affect activities, programs, groups, and/or departmental operations.

Provides input into the budget planning process and/or responsible for controlling and recommending budget expenditures.

Interprets policies and procedures and recommends new and improved programs.

Provides input on employment and termination decisions (hiring, promotions, pay increases, termination, and performance reviews).

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Effective 7/1/2004

Revised 8.10.2023



	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9335
Title:	N/A	Data Analyst
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Data Analyst

#### Job Summary:

This is work that provides support to users of administrative computing systems, focusing primarily on helping users retrieve and interpret the information contained in the enterprise databases.

#### Example description of duties (not all-inclusive):

Follows ITS Support Center processes, providing customers with needed information, resolving technical problems, and/or delivering a specific technical service.

Performs all phases of system development.

Enhances, supports, and maintains assigned services.

Collaborates effectively with the team leader and other team members and understands, accepts, and executes their assigned individual tasks.

Insures that all phases of a project are completed.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### Minimum Qualification Requirements:

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Class code: 9524  
Title: Data Management Engineer (FLVC)  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Data Management Engineer (FLVC)

#### **Job Summary:**

This position is for FLVC use only.

The Data Management Engineer performs tasks related to managing large-scale datasets, databases, data transformations and integrations, and data life-cycle management. The Engineer also defines policies, procedures, and processes that assure the quality and proper maintenance of data. In the context of the Florida Virtual Campus (FLVC), the Data Management Engineer is responsible for both shared and institution-specific data for all public universities and colleges libraries in Florida, and the role requires a high level of expertise in data and data standards specific to the library realm.

#### **Example description of duties (not all inclusive):**

Maintains and analyzes data in large-scale datasets and databases.

Designs and implements data management processes, procedures, and projects.

Designs, executes, and provides data quality assurance for data loads, extracts, integrations, and transformations.

In the context of the Florida Virtual Campus (FLVC) and Florida Academic Library Systems Consortium (FALSC):

- Retrieves, analyzes, and interprets online library management system data files to add, delete, or modify data to assure compliance with established database standards.
- Analyzes, interprets, and corrects FALSC library management system authority records to assure compliance with the latest Library of Congress standards. Analyzes MARC data.
- Identifies and implements data management projects and procedures in the State University System and Florida College System databases.
- Analyzes statistical data and reports for accuracy.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization, or a Bachelor's degree in an appropriate area of specialization with two (2) years of experience.

Effective 06/01/2016

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9501
Title:	N/A	Database Administrator
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	N/A

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Database Administrator

#### **Job Summary:**

This is work providing development, administrative, and technical support of enterprise systems operated by ITS, and the services provided via those systems.

#### **Example description of duties (not all-inclusive):**

Provides management, maintenance, monitoring, documentation, and support of a designated server or system.

Recommends, maintains, and monitors security as it relates to the Banner application.

Acts as backup DBA with responsibility focused on maintaining system integrity and availability in the absence of the DBA.

Analyzes and designs management and support of database systems as identified in the ITS knowledge management system to ensure the integrity and availability of designated database systems.

Acts as BARR Print Server Administrator and is responsible for maintaining the server and its integration with the dependent systems.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Class  
Code: 9424  
Title: Dean, Student Affairs  
Pay Band: Admin/Managerial  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Dean, Student Affairs

#### **Job Summary:**

Responsible to a President, Vice President or Associate Vice President

#### **Example of duties:**

Responsible for providing leadership and policy direction on issues affecting student life. Consults with student groups, alumni, parents, and other outside interest groups to provide for the personal and academic needs of the student population.

Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained.

May formulate and administer the annual operating budget.

Serves as liaison between the University/Board of Regents and other state agencies/departments and other organizations on student affairs matters.

Represents the University/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

Effective 10/7/2009

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9502
Title:	N/A	Desktop Support Engineer
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Desktop Support Engineer

#### **Job Summary:**

This is work providing secondary technical support to end users and other technical support staff.

#### **Example description of duties (not all-inclusive):**

Provides advanced desktop support.

Provides personalized desktop support to UWF executives.

Serves as a secondary level of technical support for IT support center staff and for UWF technology partners.

Designs, develops, distributes, maintains, and documents multiple computer/software images for various UWF computing facilities, IDLS classrooms, and for library check-out equipment.

Manages enterprise wide desktop services related to desktop support including anti- virus protection and software licenses.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	2017	2017
Title:	Computer Operation Sup	Desktop Systems Administrator
Pay Grade:	23	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Desktop Systems Administrator

#### **Job Summary:**

This is work managing UWF computer labs and/or supervising computer operations staff on one or more assigned shifts.

#### **Example description of duties (not all-inclusive):**

Recommends the acquisition of technology equipment and software for assigned area.

Develops, plans, and recommends system hardware and software configuration upgrades and/or enhancements.

Assigns work to Computer Operators and/or data processing staff.

Trains new employees in operating and maintaining computer systems and in following procedures.

Prepares production schedules, determines priorities, and monitors workflow through several production areas.

Acts as liaison with assigned departments and outside vendors to purchase equipment. Formulates and improves operations documentation.

Assists users with job submission and output material. Monitors environmental control of computer facilities.

Implements operational policies and procedures including production scheduling and quality control.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	2050, 2056, 2103	2050
	Computer Support Spec. Computer Support Analyst	
Title:	Sr. Computer Programmer-	Desktop Systems Specialist
Pay Grade:	Analyst 20,24,27	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-exempt	Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Desktop Systems Specialist

#### **Job Summary:**

This is work monitoring and controlling electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions.

#### **Example description of duties (not all-inclusive):**

Determines computer software or hardware needed to set up or alter system.

Provides staff and users with assistance solving computer-related problems, such as malfunctions and program problems.

Assists and develops documents and revises system design procedures, test procedures, and quality standards.

Establishes, maintains, and modifies existing databases and database management systems.

Assists with testing and evaluation of hardware and software to determine efficiency, reliability, and compatibility with existing system, and make purchase recommendations.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023





Class code: 9993  
Title: Development Team Lead  
Pay Band: Professional  
FLSA: Exempt

UNIVERSITY OF WEST FLORIDA  
POSITION SPECIFICATION

## Development Team Lead

### **Job Summary:**

The Development Team Lead is responsible for leading the activities of a software development team.

### **Example description of duties (not all inclusive):**

Lead the activities of a team of software application engineers and other software developers, including design, programming, and documentation.

Monitor and enforce the use of relevant standards, processes and procedures for software development.

Coordinate the integration of work product from multiple software engineers into a complete and consistent product architecture.

Coordinate the testing and installation of software.

Coordinate delivery of software development services considering multiple priorities, business needs, and workload constraints.

Specific job functions, position qualifications, knowledge, skills and abilities are listed in each position's job description.

### **Minimum Qualification Requirements:**

Bachelor's degree in an appropriate area of specialization and five years of appropriate experience or Master's degree in appropriate area of specialization and two years of appropriate experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	Varies	9499
Title:	N/A	Director
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Director

#### **Job Summary:**

This is work directing all programs and activities related to a specific department, institute, or center to plan, develop, and implement growth plans, leadership, policy development, operating budget, interpretation of operating procedures. Responsible to a Dean, Assistant or Associate Vice-President, Vice-President or an appropriate Administrator.

#### **Example description of duties (not all-inclusive):**

Directs a major department or multiple departments to insure that established goals and objectives are communicated and attained.

Develops strategies, designs policies, and deploys resources to achieve objectives.

Makes decisions that affect more than one school/college or department and sometimes the entire university.

Applies highly developed creative problem solving skills and uses high-level persuasion and negotiation skills.

Administers and plans budgets and controls expenditures.

Plans, develops, and implements programs of assigned functions.

Represents UWF and/or Board of Trustees at meetings and on committees.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

Class Code: Prior 7/1/2004	After 7/1/2006
Title:	6565
Pay Grade:	Dive Safety Officer
Pay Band:	N/A
FLSA:	Crafts/Trade
	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Dive Safety Officer

#### **Job Summary:**

This is work responsible for maintaining and supervising a diving program, training of divers, maintaining diver certification logs and vessel maintenance.

#### **Example description of duties (not all-inclusive):**

Develops and implements Scientific Diving and Dive Safety Program in conjunction with the Diving Control Board.

Maintains file on divers certifications and project dive logs.

Maintains dive lockers, including inventorying, repairing and ordering dive-related scientific equipment and supplies.

Instructs staff and students in the safe and efficient operation of marine diving and boating projects.

Supervises deck crew and all operational and safety functions.

Dives on marine investigations, recording scientific data.

Conducts first aid, CPR, oxygen administration, and Continuing Education classes.

Liaison with visiting diving scientists and Dive Safety Officers from other agencies.

Enforces diving safety regulations and approve dive plans.

Recommend budgets for the Diving Program and compiles an annual report of diving activities for the Diving Control Board.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and ten years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Must be certified as an Open Water SCUBA Diving Instructor.

Effective 7/20/2006

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	3757	3757
Title:	Editor	Editor
Pay Grade:	21	N/A
Pay Band:	N/A	Special/Paraprofessional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Editor

#### **Job Summary:**

This is work implementing one or more phases of publications policy or production for books, journals, or university publications.

#### **Example description of duties (not all-inclusive):**

Identifies subjects for articles and interviews sources.

Writes copy and/or manuscripts for publication.

Reads and evaluates submitted manuscripts.

Consults with authors regarding editorial changes and production techniques to assure consistency of style and presentation.

Arranges for the design, development, and production of publications.

Lays out publications, marks copy, and works with production staff.

Schedules work phases for publication development.

Solicits and secures manuscripts for publication.

#### **Minimum Qualification Requirements:**

A high school diploma and six years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience

Effective 6/27/2007

Revised 8.10.2023

Class Code:	7233
Title:	Electronic Technician
Pay Grade:	N/A
Pay Band:	Special/Paraprofessional
FLSA:	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Electronic Technician

#### **Job Summary:**

This is work installing and maintaining electronic equipment.

#### **Example description of duties (not all-inclusive):**

Calibrates electronic instruments and test equipment.

Maintains parts inventory and keeps track of repair parts used.

Inspects electronic equipment, diagnoses problems, and initiates repairs.

#### **Minimum Qualification Requirements:**

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Class Code:	7235
Title:	Electronic Technician Supervisor
Pay Grade:	N/A
Pay Band:	Special/Paraprofessional
FLSA:	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Electronic Technician Supervisor

#### **Job Summary:**

This is work supervising Electronic Technicians and/or Senior Electronic Technicians.

#### **Example description of duties (not all-inclusive):**

Assists in determining design needs, material content, and acceptable production procedures.

Determines and implements production methods, techniques, and quality control standards.

Implements a preventive maintenance program for equipment.

Trains personnel in electronic maintenance techniques and procedures.

#### **Minimum Qualification Requirements:**

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9503
Title:	N/A	Enterprise Systems Architect
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Enterprise Systems Architect

#### **Job Summary:**

This is work researching, designing, and implementing leading-edge software applications and middleware to provide information technology solutions for strategic business needs.

#### **Example description of duties (not all-inclusive):**

Plans, designs, and supervises the construction of UWF's technology infrastructure.

Performs all phases of system development.

Insures all phases of a project are completed.

Enhances, supports, and maintains assigned services of responsibility.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9504
Title:	N/A	Enterprise Systems Engineer
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Enterprise Systems Engineer

#### **Job Summary:**

This is work providing development, administrative, and technical support of enterprise systems operated by ITS and the services provided via those systems.

#### **Example description of duties (not all-inclusive):**

Acts as Server Administrator by providing management, maintenance, monitoring, documentation, and support of a designated server or system as identified in the ITS knowledge management system to ensure the integrity and availability of distributive servers.

Acts as Active Directory Administrator for the ArgoNet domain, Exchanges e-mail administration and services.

Manages file storage administration for students, faculty/staff, and UWF departments.

Creates security standards and provisions for server setup.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Effective 7/1/2004

Revised 8.10.2023



	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9505
Title:	N/A	Enterprise Systems Integrator
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Enterprise Systems Integrator

#### **Job Summary:**

This is work advising higher management as to current trends in information technology that affect the direction and scope of information resources management systems.

#### **Example description of duties (not all-inclusive):**

Insures that all phases of a project are completed.

Develops programs and systems incorporating many technologies from web and application programming languages to back-end system design and maintenance.

Performs all phases of system development.

Plans, designs, and supervises the construction of UWF's technology infrastructure.

Serves on and meets with various University and inter-institutional groups about technology projects and needs on behalf of ITS.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Class Code: 6527  
Environmental Services  
Title: Specialist  
Pay Band: Services  
FLSA: Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Environmental Services Specialist

**Job Summary:**

This is work supervising custodial activities.

**Description of duties: (not all-inclusive)**

Supervises employees directly involved with cleaning services Inspects assigned areas to make sure duties are performed.

Maintains and advises supervisor of supply and equipment needs.

Facilitates the reporting of required building maintenance.

Responds to special cleaning needs

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Distributes work assignments.

**Minimum Qualification Requirements:**

Completion of the ninth grade and two years of appropriate experience.

Class Code: 6529  
Environmental Services  
Title: Supervisor  
Pay Band: Services  
FLSA: Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Environmental Services Supervisor

#### **Job Summary:**

This is work managing all custodial activities for UWF campus.

#### **Description of duties: (not all-inclusive)**

Assign and supervises the cleaning services provided by Building Services.

Ensure corrective measures necessary to achieve and maintain satisfactory performance.

Supervise and coordinates activities of workers engaged in custodial services.

Assign custodial work to employees, following material and work requirements.

Inspect work performed to ensure conformance to specifications and established standards.

Record personnel data on specified forms.

Recommend personnel actions, such as hires and discharges, to ensure proper staffing.

Train workers in custodial methods and procedures and proper operation of equipment.

Issue janitorial supplies and equipment to workers to ensure quality and timely delivery of services.

Distribute and provides security of custodial equipment and supplies.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Class Code: 6526  
Title: Environmental Services Technician  
Pay Band: Services  
FLSA: Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Environmental Services Technician

**Job Summary:**

This is work providing custodial services.

**Description of duties: (not all-inclusive):**

Sweeps, mops, scrubs, waxes and buffs floors.

Dusts and cleans offices, laboratories, and/or other facilities.

Cleans and sanitizes bathroom facilities.

Replaces light bulbs, makes simple repairs to buildings and cleaning equipment, and reports more extensive damage.

Sweeps and cleans walks, washes windows.

Disposes of contaminated trash and waste materials.

Performs specialized cleaning in patient care areas. May move furniture or equipment.

**Minimum Qualification Requirements:**

Completion of the ninth grade.

	Prior 11/14/2007	After 11/14/2007
Class Code:	9454	9454
	Director	
Title:	Information/Publications	Executive Administrative
	Services	Assistant
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Executive Administrative Assistant

#### **Job Summary:**

This is work responsible to and reports to a Chief of Staff, Vice President, or appropriate Administrator. Responsible for interpreting administrative and fiscal rules and policies, for recommending new and improved programs, services, and functions, and for effectively managing administrative and fiscal administration of the department/unit.

#### **Example description of duties (not all-inclusive):**

Responsible for managing the administrative and fiscal operations which may include the areas of purchasing, personnel, contracting services, and property control.

Assist University President and other administrators and groups in resolving specific administrative and fiscal problems and in disseminating information in regard to University rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned areas of administrative and fiscal operations. Collects and analyzes data as appropriate.

Prepares and administers operating budgets.

Serves as liaison between the department/unit and other departments/units.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and one year of appropriate experience; or a bachelor's degree in an appropriate area of specialization and three years of appropriate experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	9217	9217
Title:	Executive Assistant	Executive Assistant
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Executive Assistant

#### **Job Summary:**

This is work performing a variety of administrative duties and professional support services. This position is responsible to the President, Provost, Executive Vice President, or Vice President.

#### **Example description of duties (not all-inclusive):**

Assists and advises in the development, evaluation, and implementation of goals, and objectives within the functional area(s) to which assigned.

Provides research support and conducts special studies and investigations.

Supports, assists, and recommends changes to existing policies, objectives and procedures, as appropriate.

Coordinates budget preparation, administration, and related fiscal matters.

Serves as liaison between the program area and other departments/units, state agencies, and outside groups and organizations.

Serves on a variety of councils or committees as a representative of the executive administration.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and three years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and five years of appropriate experience. Additional college course work may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class	Prior 7/1/2004	After 7/1/2004
Code:	9217	9217
Title:	Executive Assistant	Executive Assistant
Pay Grade:	N/A	-Upper Level
Pay Band:	N/A	N/A
FLSA:	Exempt	Administrative/Managerial
		Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Executive Assistant-Upper Level

#### **Job Summary:**

This is work performing a variety of administrative duties and professional support services. This position is responsible to the President, Provost, Executive Vice President, or Vice President.

#### **Example description of duties (not all-inclusive):**

Assists and advises in the development, evaluation, and implementation of goals, and objectives within the functional area(s) to which assigned.

Provides research support and conducts special studies and investigations.

Supports, assists, and recommends changes to existing policies, objectives and procedures, as appropriate.

Coordinates budget preparation, administration, and related fiscal matters.

Serves as liaison between the program area and other departments/units, state agencies, and outside groups and organizations.

Serves on a variety of councils or committees as a representative of the executive administration.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and five years of appropriate experience.

Effective 6/27/2007

Revised 8.10.2023

Class  
Code: 9255  
Title: Executive Director  
Pay Band: Administrative/Managerial  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Executive Director

#### **Job Summary:**

This position is responsible for executive leadership and administration of the overall operation of multiple units within a division or the operation of a corporation.

This position must either report to a Board of Directors of an institute, which may be defined by Florida Statutes, or provide executive leadership that provides oversight, management and strategic planning for multiple units whose overarching objectives are cross relational within a Division.

#### **Example of duties (not all-inclusive):**

Implement policies and procedures approved by the Board of Directors and administer the business operations of the institute/program.

Establish goals and objectives for the institute/program and insures that such goals and objectives are met, in conjunction with the Board of Directors.

Provide executive leadership and administration for the overall operation of the organization/corporation or multiple units with a division including: Reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organizational and administrative policies and programs; and ensuring strategic objectives are aligned with the organization's mission.

Serve as a liaison with a variety of federal, state, and private research agencies, educational institutions, professional organizations, and other groups and individuals to keep abreast of current developments and ensure compliance with relevant laws and regulations.

Represent the Board of Directors and/or Vice President on appropriate committees/councils.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and six years of directly related professional experience; or a bachelor's degree in an appropriate area of specialization and eight years of directly related professional experience.



	Prior 7/1/2004	After 7/1/2004
Class Code:	0715	0715
Title:	Sr. Administrative Assistant	Executive Specialist
Pay Grade:	26	N/A
Pay Band:	N/A	Office/Program Support
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Executive Specialist

#### **Job Summary:**

This is work implementing and maintaining administrative policies, procedures, and/or programs for UWF.

#### **Example description of duties (not all-inclusive):**

Administers in Human Resources and Payroll processes.

Coordinates the collection, analyses, compilation, and submission of information resource management data for reporting.

Coordinates academic course assignments and course scheduling with faculty, Academic Affairs, Registrar's Office, and other related offices.

Recommends policy for program operations and advises faculty/administrators in the unit regarding interpretations, applications, and implementation of new or revised rules, policies, and procedures.

Negotiates contracts for a variety of services.

Assists with development and justification of operating budget requests and approves subsequent expenditures. Manages budget including salary, expense, operating capital, and other funds, and projects budgetary needs. Maintains financial records for the unit, providing periodic reports and advising on emergency needs.

Composes, edits, and coordinates departmental correspondence and prepares agendas and makes arrangements for committee, board, and other meetings, special event activities and attends departmental meetings and various university-wide committee meetings.

Prepares invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.

Researches and gathers information to assist in developing speeches and reports.

Plans and arranges official social functions, meetings, conferences, and other events and records minutes.

Performs a variety of highly sensitive and confidential duties and maintains confidential files. Coordinates internal and external contracts and communications.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

**Minimum Qualification Requirements:**

A high school diploma and eight years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	1415	1415
Title:	Fiscal Assistant	Fiscal Assistant
Pay Grade:	16	N/A
Pay Band:	N/A	Office/Prog Supp
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Fiscal Assistant

#### Job Summary:

This is work performing a variety of clerical-accounting tasks.

#### Example description of duties (not all-inclusive):

Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures.

Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.

Classifies, records, and summarizes numerical and financial data in order to compile and keep financial records.

Compares computer printouts to maintained journals in order to review fiscal documents for accuracy.

Posts details of business transactions into ledgers and compiles fiscal data.

Prepares routine fiscal reports listing account balance and transactions.

Keeps records of invoices and supporting documents.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### Minimum Qualification Requirements:

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	1418	1418
Title:	Senior Fiscal Assistant	Fiscal Specialist
Pay Grade:	17	N/A
Pay Band:	N/A	Office/Program Support
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Fiscal Specialist

#### Job Summary:

This is work reviewing and/or performing specialized clerical-accounting transactions.

#### Example description of duties (not all-inclusive):

Reviews and signs fiscal documents.

Balances and reconciles subsidiary accounting records.

Collects data for budget projections and/or requests for release of funds.

Assembles, researches, verifies, and corrects data.

Coordinates the clerical-accounting workflow of an accounting section.

Prepares non-routine fiscal reports.

Debits, credits, and totals accounts on computer spreadsheets and databases.

Compiles statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and payroll.

Processes payments made by checks, credit cards, wires, and/or cash.

Reviews documents, such as purchase orders, travel vouchers, or student and library fees in order to compute charges due.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### Minimum Qualification Requirements:

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior to 7/1/2004	After 7/1/2004
Class Code:	9274	9274
Title:	General Counsel	General Counsel
Pay Grade:	N/A	N/A
Pay Band:	N/A	Executive Administration
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### General Counsel

#### **Job Summary:**

This is work planning, organizing and directing all legal activities for UWF administration and responsible to the President.

#### **Example description of duties (not all-inclusive):**

Advises UWF administration or the Board of Directors concerning its legal rights and obligations.

Represents the Board, UWF, or employees before courts and administrative bodies in cases involving the Board, UWF, or employees.

Reviews and negotiates contracts, as required.

Acts as an agent of the Board or UWF in various transactions.

Informs administration of legal aspects of pertinent pending legislation. May draft proposed legislation.

Coordinates with outside counsel, as required.

Performs related duties, as required or deemed appropriate, for the accomplishment of the responsibilities and functions of his/her area.

#### **Minimum Qualification Requirements:**

Law degree (L.L.B. or J.D.) and four years' experience as an attorney. Must be a member of the Florida Bar.

	Prior 7/1/2004	After 7/1/2004
Class Code:	2401	2401
Title:	Grants Assistant	Grants Assistant
Pay Grade:	19	N/A
Pay Band:	N/A	Office/Program
FLSA:	Non-exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Grants Assistant

#### **Work Statement:**

This is work assisting with one or more phases of contract/grant proposal preparation and/or award implementation.

#### **Example description of duties (not all-inclusive):**

Assists in collecting and compiling data for proposal development and submission.

Assists principal investigators in budget preparation, budget revisions, or time extensions, as needed.

Maintains files of reporting requirements for the fiscal, technical, and administrative management of projects.

Prepares letters and documents for extensions of existing projects and requirements for additional funds.

Assists with review of contracts for compliance with federal, state, and agency policies.

Prepares action sheets for positions paid from Grants & Contracts.

Balances accounts using monthly ledgers.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and four years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	2417	2417
Title:	Grants Specialist Supervisor	Grants Specialist Supervisor
Pay Grade:	27	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Grants Specialist Supervisor

**Work Statement:**

This is work supervising contract/grant activities, employees and monitoring all phases of contract grant proposal preparation and implementation.

**Example description of duties (not all-inclusive):**

Develops and implements proposal review processes. Develops and participates in workshops and conferences.

Researches and recommends policy and procedure changes.

Manages awards and grants provided to UWF.

Acts as lead administrator/manager for pre-award activities under direction of Sponsored Research.

Provides technical assistance to UWF faculty/administrators negotiating contract and grant documents, justifications, and verifications.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

**Minimum Qualification Requirements:**

A high school diploma and eight years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	2403	2403
Title:	Grants Specialist	Grants Specialist
Pay Grade:	21	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-exempt	Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Grants Specialist

**Work Statement:**

This is work monitoring, compiling, and implementing research contract/grant activities.

**Example description of duties (not all-inclusive):**

Compiles and reviews contract/grant proposals for appropriate administrative and budgetary requirements.

Implements awarded grant/contract budgets in UWF budgeting and accounting systems.

Serves as liaison with grant/contract sources.

Monitors daily grant/contract project activities.

Coordinates reporting requirements.

Provides technical assistance during contract/grant negotiations and administration.

Prepares faculty grant proposals for submission to agencies.

Gathers appropriate documents, compiles a proposal, and submits proposal to sponsoring agency.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

**Minimum Qualification Requirements:**

A high school diploma and five years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.



Class  
Code: 6395  
Title: Groundskeeper Specialist  
Pay Band: Services  
FLSA: Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Groundskeeper Specialist

**Job Summary:**

This is work which coordinates grounds keeping/landscaping tasks.

**Description of duties: (not all-inclusive)**

Oversee the work of grounds keeping/landscape employees.

Participates in grounds maintenance activities.

Inspects assigned areas and initiates corrective action.

Assist in training grounds keeping/landscaping employees.

**Minimum Qualification Requirements:**

Completion of the ninth grade and two years of appropriate experience.

Class Code: 6394  
Groundskeeper  
Title: Technician  
Pay Band: Services  
FLSA: Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Groundskeeper Technician

#### **Job Summary:**

This is work maintaining grounds and yards.

#### **Description of duties: (not all-inclusive):**

Rakes, grades, excavates, and prepares grounds.

Removes soil, rubbish, and leaves from grounds.

Waters prunes and moves plants, trees and shrubs.

Applies unrestricted-use pesticides and herbicides.

Operate equipment such as trimmers, hedgers, mowers, edgers, and sweepers.

Insure equipment is kept in operating order and reports maintenance needs to supervisor.

#### **Minimum Qualification Requirements:**

Completion of the ninth grade.

	Prior 7/1/2004	After 7/1/2004
Class Code:	9469	9469
Title:	Head Athletic Coach	Head Athletic Coach
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Head Athletic Coach

#### **Job Summary:**

This is work directing and coordinating a particular intercollegiate sports program at the UWF. Responsible to the Director of Intercollegiate Athletics or appropriate higher level administrator in the athletic department.

#### **Example description of duties (not all-inclusive):**

Performs duties within the framework of the policies, rules, and regulations of affiliated national, regional, and state intercollegiate athletic associations and UWF.

Defines and implements the depth and scope of the program.

Selects and supervises coaching staff toward the fulfillment of program objectives.

Organizes and coordinates the student-athlete recruiting program for a particular sport within the rules and regulations and policies of appropriate athletic associations and UWF.

Determines the various aspects of a particular sports program to include recruitment of student athletes, budget preparation, team travel arrangements, public relations appearances, fundraising activities, practice time and organization.

Handles discipline, conduct, and image of the student-athlete as it specifically relates to the athletic program.

Performs related duties, as required or deemed appropriate, for the accomplishment of the responsibilities and functions of his/her sport.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and one year of coaching experience at the high school level or above; or a bachelor's degree in an appropriate area of specialization and three years' experience at the high school level or above.

Successful experience as a graduate assistant or intern in an athletic program is acceptable for up to one year of the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	9466	9466
Title:	Head Athletic Trainer	Head Athletic Trainer
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Head Athletic Trainer

#### **Job Summary:**

This is work coordinating all phases of athletic training programs and/or supervising other intercollegiate athletic trainers in the prevention and treatment of athletic injuries. This position is responsible to the Director or Associate Director, Intercollegiate Athletics, or appropriate higher-level administrator in the athletic department.

#### **Example description of duties (not all-inclusive):**

Develops physical fitness programs for student-athletes and establishes in-season and off-season schedules for their physical conditioning.

Screens, selects, and appoints students for training preparation; assigns and supervises all student and assistant trainers.

Represents the athletic department on policy-making issues, particularly regarding the physical conditioning of athletics and sports medicine.

Communicates with sporting goods representatives, pharmaceutical sales, human resources, and athletic training supplier.

Maintains a close working relationship with local medical facilities, surgeons, physicians, and sports medicine specialists.

Represents the athletic department/UWF on state, regional, and national committees, as required.

Performs other related duties, as required or deemed appropriate, for the accomplishment of the responsibilities and functions of his/her area.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and two years of directly related work experience, or a bachelor's degree and four years of directly related work experience. Experience with a professional sports entity may be substituted for college/university experience.

Must possess or be able to obtain the National Athletic Trainers Association certificate.

Effective 7/1/2004

Revised 8.10.2023

Class Code: 9472  
Head Strength and Conditioning  
Title: Coach  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Head Strength and Conditioning Coach

#### **Job Summary:**

Responsible for the coordination and administration of the athletic performance center/weight room

#### **Description of duties (not all-inclusive):**

The Head Strength and Conditioning Coach will have administrative oversight of the strength and conditioning program, including management of assistant coaches to insure proper evaluation and instruction of student-athletes within a fully functioning strength and conditioning program.

Responsible for insuring good communication between the strength and conditioning staff and sport coaching staffs with regard to program design, instruction and organization of all team and/or general sessions and with the Athletics Training Room with regard to injury prevention and rehabilitation.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and one year of coaching experience at the high school level or above; or a bachelor's degree in an appropriate area of specialization and three years' experience.

Class Code: 6367  
Heavy Equipment  
Title: Operator  
Pay Band: Services  
FLSA: Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Heavy Equipment Operator

#### **Job Summary:**

This is work operating large automotive or farm vehicles and/or small construction equipment.

#### **Description of duties (not all-inclusive):**

Operates large trucks, street sweepers, passenger buses or vans, front end loaders, backhoes, and related mechanical attachments.

Operates large farm tractors and related equipment.

May operate emergency-equipped ambulances or similar emergency vehicles.

#### **Minimum Qualification Requirements:**

Completion of the ninth grade possession of a classified driver's license appropriate to the type of vehicle operated, and one year of appropriate experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9475
Title:	N/A	Help Desk Analyst
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Help Desk Analyst

**Job Summary:**

This is work answering questions and resolving problems regarding UWF information technology services, troubleshooting software and hardware problems.

**Example description of duties (not all-inclusive):**

Troubleshoots, analyzes, diagnoses, and resolves problems regarding UWF information technology services.

Records all calls and work orders into an electronic tracking system.

Ensures that questions or problems that cannot be resolved by the help desk are redirected to appropriate individuals.

Sets up UWF owned computers with UWF sanctioned software.

Provides first level support for connectivity problems for campus main networks and for remote users via dial-up.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

**Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9506
Title:	N/A	Help Desk Manager
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Help Desk Manager

#### **Job Summary:**

This is work managing and operating the ITS Help Desk at UWF.

#### **Example description of duties (not all-inclusive):**

Supervises and manages the day-to-day operations and staff of a 24/7 information technology support help desk.

Provides for the continuous development and enhancement of troubleshooting tools and techniques for use at the help desk.

Analyzes internal processes and plants to facilitate and promote the continuous improvements of help desk operations, services, and increased productivity.

Identifies, reviews, develops, and implements help desk telephone and on-site support policies, procedures, and standards.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.



	Prior 7/1/2004	After 7/1/2004
Class Code:	1006	1006
Title:	Personnel Representative	Human Resources Assistant
Pay Grade:	21	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Human Resources Assistant

#### **Job Summary:**

This is work assisting in the performance of workforce administration in a human resources department.

#### **Example description of duties (not all-inclusive):**

Compiles and prepares reports and documents pertaining to personnel activities.

Examines employee files to answer inquiries and provides information for personnel actions.

Gathers personnel records from other departments and/or employees.

Compiles and types reports from employment records.

Searches employee files and furnishes information to authorized persons.

Assists the business operations of the Human Resources office.

Answers routine benefits questions concerning coverage and plan components.

Provides administrative support to Human Resources staff.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A bachelor's degree in an appropriate area of specialization; or a high school diploma and four years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004	Effective 11/20/2016
Class Code	1012	1012	1012
Title:	Sr. Personnel Representative	Human Resources Specialist	Human Resources Specialist
Pay Grade:	24	N/A	N/A
Pay Band:	N/A	Special/Paraprofessional	Professional
FLSA:	Exempt	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Human Resources Specialist

#### Job Summary:

This is work implementing and/or coordinating one or more professional workforce administration functions in a human resource department.

#### Example description of duties (not all-inclusive):

Processes, verifies, and maintains documentation related to personnel activities such as retirement, recruitment, training, grievances, disciplinary actions, performance evaluations, and classifications, compensation, leave administration.

Provides assistance in administering employee benefit programs and worker's compensation plans.

Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information. Compile employee time, production, and payroll data from time sheets and other records.

Complete, verify, and process forms and documentation for administration of benefits such as pension plans, and unemployment and medical insurance.

Issue and record adjustments to pay related to previous errors or retroactive increases.

Record employee information, such as exemptions, transfers, and resignations, in order to maintain and update payroll records. Compute wages and deductions, and enter data into computers.

Review time sheets, work charts, wage computation, and other information in order to detect and reconcile payroll discrepancies.

Verify attendance, hours worked, and pay adjustments, and post information onto designated records.

Reviews job questionnaires and determines appropriate position classification.

Conducts salary analysis and report data.

Interprets human resources policies, procedures, and processes.

Maintains performance review process - notification, distribution and retrieval of forms.

Posts open positions in accordance with policy on the online recruitment system and implements recruitment programs; serves as liaison for search committees.

Facilities new hire process insuring all paperwork is completed accurately.

Assists employees in administration of company benefit plans, processing paperwork, responding to inquiries on plan coverage, assisting on resolving insurance claims etc.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

**Minimum Qualification Requirements:**

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class Code: 6452  
Title: HVAC Specialist  
Pay Band: Craft/Trade  
FLSA: Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### HVAC Specialist

#### **Job Summary:**

This is work installing, operating, and maintaining refrigeration and air conditioning equipment and systems with digital controls. This is work monitoring and controlling the operations of a heating, ventilation, and/or air conditioning system.

#### **Description (not all-inclusive):**

Installs new digital control systems.

Performs technical preventative maintenance on electronic and digital air conditioning control systems; installs, services, and repairs refrigeration/air conditioning equipment.

Repairs pneumatic/digital interfacing control systems.

Adjusts analog or binary variables; calibrates sensors of digital control systems.

Inspects and services digital variable speed control systems for pumps and air handlers.

Diagnoses problems with systems that incorporate digital controllers.

Downloads software programs to control units.

Installs and maintains digital fire alarm control systems.

Monitors the operation of computerized heating, ventilation, and air conditioning system components and associated peripheral equipment.

Reads and analyzes trend logs for each building system and reacts to curb or to eliminate substantial deviations in energy consumption.

Keeps logs for operational trends and energy consumption.

Makes emergency decisions affecting systems operation and/or shut-down.

#### **Minimum Qualification Requirements:**

Completion of an approved program in digital controlled air conditioning, refrigeration, and heating and appropriate experience to total five years; or a high school diploma and five years of appropriate experience, two years of which must have been working with digital control systems. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	4306	4306
	Library Technical	
Title:	Assistant Supervisor	Information Administrator
Pay Grade:	19	NA
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-exempt	Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Information Administrator

#### **Work Statement:**

This is work supervising paraprofessional library staff.

#### **Example description of duties (not all-inclusive):**

Supervises, trains, evaluates and/or schedules designated staff for a library department. Acts for the department head in his/her absence, including overseeing daily operations.

Explains use of library facilities, resources, equipment, and services, and provides information about library policies.

Analyzes patrons' requests to determine needed information, and assists in furnishing or locating that information.

Makes recommendations for changes and additions to departmental policies and procedures

Implements changes to departmental policies and procedures as authorized

Resolves workflow, complex cataloging issues, and other complex problems related to departmental operations, and determines when to refer problems to the department head

Exercises conflict resolution strategies related to customer relations and to staff interactions.

Assists in the design of internal information storage and retrieval systems, and develops procedures for collecting, organizing, interpreting, and classifying information.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and five years of appropriate experience. Appropriate college course work or vocational/technical training may substitute on an equivalent basis for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class Code:	Prior 7/1/2004 4303, 4304	After 7/1/2004 4304
Title:	Library Technical Assistant, Sr. Library Technical Assistant.	Information Specialist
Pay Grade:	13,18	NA
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-exempt	Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Information Specialist

#### Work Statement:

This is work performing specialized paraprofessional library tasks.

#### Example description of duties (not all-inclusive):

Provides library services to patrons at designated library service desks; e.g., circulating materials, assisting with the use of the online catalog and/or electronic databases, answering routine reference questions, retrieving materials from other libraries for use by UWF patrons.

Maintains specialized internal library databases; e.g., patron records, serials subscriptions.

Assists faculty by placing library materials on course reserve through print and/or electronic means, or by providing electronic links within classroom management software.

Manages activities and files related to delinquent library materials and coordinates related information with the Controller's Office and the Registrar's Office.

Coordinates collection management activities in the general collection, serials, reference, government documents, special collections, and/or branch libraries.

Identifies appropriate cataloging records from centralized national databases and performs complex copy cataloging of print and non-print materials, making adjustments and additions as necessary, for inclusion of cataloging records in the library's electronic database.

Handles processes related to ordering and/or receipt of library materials in all formats; e.g., determining availability, prices, possible duplication, and unique conditions requiring referral to a librarian.

Maintains appropriate fiscal records related to orders for library materials and subscriptions. Collects, maintains, and provides reports on library statistics related to library departments. Processes print and non-print library materials in preparation for use by library patrons.

Oversees specialized equipment available for use by library patrons; e.g., laptop computers, data projectors, microform equipment, media equipment, equipment for patrons with disabilities.

Assists with the development of information access aids such as indexes, annotated bibliographies, web pages, electronic pathfinders, and online tutorials.

Supervises designated student employees for library departments.

Opens and/or closes physical facilities, reporting problems to appropriate personnel.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### Minimum Qualification Requirements:

A high school diploma and two years of appropriate experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class  
Code: 9508  
Title: Internal Auditor II  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Internal Auditor II

#### **Job Summary:**

Responsible for performing operational, compliance, financial, and investigative audits of intermediate complexity and providing management advisory services. The Internal Auditor II will be responsible for developing audit plans, performing initial and follow-up audits in accordance with professional standards, evaluating audit findings, and preparing and presenting the results of audit work and recommendations to management in the form of oral and written communications. Also responsible for having the ability to analyze data and prepare findings, reports, and/or provide recommendations for corrective actions and process improvements acting in an advisory capacity.

#### **Example of duties (not all-inclusive):**

Conduct moderate to complex audits of financial transactions and related records, conduct operational reviews, and evaluate university resources to optimize operational performance and cost-effectiveness.

Document, evaluate, and test manual and automated systems and controls to determine their existence, adequacy, effectiveness, and continuity.

Monitor compliance with security policies and procedures. Review systems and processes and identify business risk. Assess the risk of fraud.

Lead audit projects that are moderate in scope.

Maintain and report metrics for key performance indicators (KPIs) for the department and assist in implementing the Quality Assurance Improvement Program (QAIP) for the department.

Conduct special studies, using tools such as data mining software.

Designs, develops, and conducts special studies and collects and analyzes data.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a Bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

Class  
Code: 9267  
Title: Internal Auditor III  
Pay Band: Administrative/Managerial  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Internal Auditor III

#### **Job Summary:**

Position Reports to: Associate Vice President for Internal Auditing Management or any senior administrator over the Office of Internal Auditing or Inspector General's Office.

Responsible for assisting in implementing the annual strategic plan.

Responsible for performing audit and investigative field work and other duties as required in implementing the annual strategic plan.

Designs, develops and conducts special studies, collecting and analyzing data as appropriate.

Assists the senior administrator in planning and supervising audits, investigative management advisory or other functional needs.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and four years of appropriate experience: or Bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

Special Requirements: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), or Certified Information Systems Auditor (CISA)



Class Code: 9395  
Internal/ Auditor  
Title: Investigator  
Pay Band: N/A  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Internal Auditor/Investigator

#### **Job Summary:**

Responsible to an Audit Services/Investigations Administrator, Assistant Audit Services/Investigations Administrator, or other appropriate administrator in the Office of Inspector General.

#### **Example of duties (not all-inclusive):**

Responsible for performing the audit and investigative fieldwork and other duties to implement the annual work plan.

Responsible for interpreting rules and policies of the Office of Inspector General.

Responsible for designing, developing, and conducting special studies and collecting and analyzing data as appropriate.

Performs related duties, as deemed appropriate, in order to accomplish the responsibilities and functions of his/her areas.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

#### **Preferred Qualifications:**

For some positions assigned to this class, special qualifications may be added to the minimum, such as possession of a Certified Public Accountant or a Certified Internal Auditor certificate.

	Prior 7/1/2004	After 8/14/2006
Class Code:	NA	9332
Title:	N/A	IT Security Administrator
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### IT Security Administrator

#### **Job Summary:**

This is work directing the overall security and protection of the University's networked information infrastructure, digital assets, and electronic communications.

#### **Example description of duties (not all-inclusive):**

Coordinates a comprehensive institutional security plan that includes business continuity planning, systems access control, system development and maintenance, physical and environmental security, organizational and personnel security, desktop computers and operations security, and asset classification and control.

Develop and implement information security standards and services for the general university population to increase overall systems, desktop and laptop workstation, and campus network security.

Publicize and educate the university community on issues and procedures for eliminating and avoiding IT security threats.

Reviews and implements security processes, educates the university community, and drafts policies.

Coordinate the implementation of a university security architecture plan as it relates to network infrastructure, digital assets, and electronic communications.

Coordinate and manage activities of the ITS Security Response Team. Develop and implement policies and guidelines.

Review, audit, and enhance IT security processes and procedures insuring compliance with industry standards.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and three years of appropriate experience.

Effective 8/14/2006

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9291
Title:	N/A	IT Training & Publishing Administrator
Pay Grade:	N/A	N/A
Pay Band:	N/A	
FLSA:	N/A	Professional Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### IT Training & Publishing Administrator

#### **Job Summary:**

This is work directing the operations and delivery of university-wide technology specific documentation and training including setting standards, developing materials, needs analysis, deployment, and evaluation for training and documentation initiatives.

#### **Example description of duties (not all-inclusive):**

Directs the content and structure of IT documentation.

Demonstrates experience and instructional skill in development and delivery of strategic training.

Leads and directs strategic UWF training initiatives. Designs and directs documentation and training operations.

Establishes and maintains proactive and successful liaisons with UWF partners.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9509
Title:	N/A	IT Training & Publishing Specialist
Pay Grade:	N/A	N/A
Pay Band:	N/A	
FLSA:	N/A	Professional Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### IT Training & Publishing Specialist

#### **Job Summary:**

This is work planning, developing, coordinating, and delivering technical training and publication materials for UWF faculty, staff, and students.

#### **Example description of duties (not all-inclusive):**

Develops technical and administrative documentation by coordinating content or conducting interviews with content experts.

Recommends content and structure of IT documentation.

Recommends and implements policies and standards related to IT documentation and training.

Understands, develops, and delivers basic training related to critical strategic initiatives.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	5082	5082
Title:	Laboratory Manager	Laboratory Manager
Pay Grade:	23	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Laboratory Manager

#### **Job Summary:**

This is work managing the operations of a teaching, service, or research laboratory, or a specialized scientific or hazardous materials storage facility on UWF campus.

#### **Example description of duties (not all-inclusive):**

Categorizes and stores sensitive scientific materials/instruments.

Ensures compliance with federal regulations for hazardous waste disposal.

Researches and evaluates new products and compares and negotiates vendor prices.

Develops laboratory procedures.

Prepares operating budgets.

Prepares justification for laboratory equipment requests.

Directs the maintenance program for laboratory equipment.

Reviews and coordinates all machine shop work orders for special or modified equipment needs.

Coordinates the developmental safety program for all laboratory settings, or specialized scientific or hazardous materials stores.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and six years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior to 7/1/2004	After 7/1/2004
Class Code	5017	5017
Title	Laboratory Technician	Laboratory Technician
Pay Grade	18	N/A
Pay Band	N/A	Paraprofessional
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Laboratory Technician

**Job Summary:**

Performing established Laboratory procedures.

**Examples of work (not all-inclusive):**

Performs a variety of standard laboratory tests and analyses.

Operates and maintains a variety of laboratory equipment.

Dissects tissues and prepares specimens and samples for study.

Performs field work by gathering data and collecting samples.

Assists in embalming human bodies.

Collects and organizes data and documents results.

**Minimum Qualification Requirements:**

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Class Code: 6389  
Title: Laborer  
Pay Band: Services  
FLSA: Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Laborer

#### **Job Summary:**

This is work performing unskilled labor or applying unrestricted-use pesticides.

#### **Example description of duties (not all-inclusive):**

- Spreads sand, gravel, and asphalt to road foundations; fills potholes.
- Polices grounds and picks up, loads, and hauls trash.
- Loads and unloads trucks of equipment and supplies.
- Inspects buildings and adjacent grounds for pest infestations and reports areas of concern.
- Moves furniture and heavy equipment.
- Applies unrestricted-use pesticides which are pre-mixed or have pre-established recipes.
- Performs groundskeeping tasks.

#### **Minimum Qualification Requirements:**

Completion of the ninth grade.

	Prior 7/1/2004	After 7/1/2004
Class Code:	6390	6390
Title:	Laborer Supervisor	Laborer Supervisor
Pay Grade:	15	N/A
Pay Band:	N/A	Services
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Laborer Supervisor

#### Job Summary:

This is working directing, coordinating and supervising laborers at UWF.

#### Example description of duties (not all-inclusive):

Provides supervision of Landscape staff in maintaining grounds on UWF campus.

Coordinates workers to perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation,

Imparts supervision of group meeting set ups and tear downs.

Directs the movement and placement office items and equipment.

Provides supervision in setting up and tearing down special events.

Keeps warehouse storage space in order.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### Minimum Qualification Requirements:

A high school diploma and one year of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023



	Prior 7/1/2004	After 7/1/2004
Class Code:	6396	6396
	Landscaping/Groundskeeping	Landscaping/Groundskeeping
Title:	Supervisor	Supervisor
Pay Grade:	19	N/A
Pay Band:	N/A	Services
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Landscaping/Groundskeeping Supervisor

#### **Job Summary:**

This is work supervising landscaping/ grounds keeping employees.

#### **Example description of duties (not all-inclusive):**

Oversees the performance of soil sampling and inspection of foliage for disease. Implements horticulture programs for fertilization, irrigation, weed and pest control.

Coordinates the propagation of nursery stock and the tagging and processing of stock for moving.

Implements landscape projects.

Insures the maintenance of tools and equipment. Assists in maintaining plant inventory.

Maintains and renews the departmental seed collection.

Coordinates irrigation related activity, including drain tile, pipe, pump, valve, and time installation and maintenance.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and three years of appropriate experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 12/14/2007	After 12/14/2007
Class Code:	8517	8517
	Law Enforcement	
Title:	Corporal	Law Enforcement Corporal
Pay Grade:	53	N/A
Pay Band:	N/A	Special/Paraprofessional
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Law Enforcement Corporal

#### **Job Summary:**

This is work assisting a Law Enforcement Sergeant.

#### **Example description of duties (not all-inclusive):**

Provides direction in securing a crime scene.

Coordinates the collection, preservation and chain of custody for evidence.

Applies for arrest warrants and appears in court as needed.

Assists in coordinating special assignments including surveillance operations.

Assumes full supervisory responsibilities in the absence of Shift Field Supervisor Sergeant).

Reviews, evaluates, and/or prepares reports.

#### **Minimum Qualification Requirements:**

Must meet the requirements of Chapter 943, Florida Statutes, and have two years of sworn law enforcement experience, and for promotional appointments, successful completion of the Board of Regents' written test for this class. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/11/2007

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	8522	8522
Title:	Law Enforcement Lieutenant	Law Enforcement Lieutenant
Pay Grade:	55	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Law Enforcement Lieutenant

#### **Job Summary:**

This is work assisting in the management of operations for a designated component of the UWF Police Department.

#### **Example description of duties (not all-inclusive):**

Directs, supervises, and/or assists officers, as required, in implementing law enforcement programs.

Assists in developing law enforcement policies and procedures.

Advises law enforcement as to new laws, regulations, procedures, and assignments.

Reviews police activities through incident reports and/or personal conferences.

Assists in budget preparation for assigned area(s).

Serves as law enforcement liaison with outside law enforcement and other regulatory agencies.

Prepares administrative reports.

Pursues, apprehends, and arrests law violators or suspected law violators.

Supervises, develops, and instructs training programs consistent with requirements by federal and state law.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Must meet the requirements of Chapter 943, Florida Statutes and have four years of sworn law enforcement or sworn investigative experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 12/14/2007	After 12/14/2007
Class Code:	8515	8515
Title:	Law Enforcement Officer	Law Enforcement Officer
Pay Grade:	52	N/A
Pay Band:	N/A	Special/Paraprofessional
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Law Enforcement Officer

#### **Job Summary:**

This is work performing university sworn law enforcement duties.

#### **Example description of duties (not all-inclusive):**

Patrols assigned area(s) to insure the personal safety of the university populace and to provide protection and security to facilities.

Directs traffic.

Investigates accidents, complaints, disturbances, and law violations by interviewing complainants, suspects, and witnesses; secures incident area; and collects and preserves evidence.

Pursues, apprehends, and arrests law violators and suspected law violators. Issues traffic warnings and citations.

Controls crowds during special events, catastrophes, riots, and demonstrations. Provides armed escort for university monies.

#### **Minimum Qualification Requirements:**

Must meet the requirements of Chapter 943, Florida Statutes, and have one year of law enforcement experience. Two years of military or other appropriate experience may substitute for the required one year of law enforcement experience. Appropriate college course work or vocational/ technical training may substitute at an equivalent rate for the required experience.

Effective 7/11/2007

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	8519	8519
	Law Enforcement	Law Enforcement
Title:	Sergeant	Sergeant
Pay Grade:	54	N/A
Pay Band:	N/A	Professional
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Law Enforcement Sergeant

#### **Job Summary:**

This is work supervising law enforcement operations on an assigned shift, law enforcement operations on a branch campus, or a specialized law enforcement function.

#### **Example description of duties (not all-inclusive):**

Directs and supervises duties and activities of law enforcement officers.

Plans work assignments, workloads, objectives, and time utilization of law enforcement officers.

Interprets departmental policies, procedures, rules, regulations, and directives to subordinate officers.

Directs and participates in the arrest of criminal violators and in the enforcement of traffic laws and parking regulations.

Prepares, receives, reviews, and/or approves records and reports.

Conducts roll-call briefings prior to field assignments.

Conducts or assists in investigations and general law enforcement duties.

Develops, coordinates, and/or delivers in-service law enforcement training.

Supervises and coordinates the investigation of criminal cases, offering guidance and expertise to investigators, and ensuring that procedures are conducted in accordance with laws and regulations.

Investigates and resolves personnel problems within organization and charges of misconduct against staff.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Must meet the requirements of Chapter 943, Florida Statutes, and have three years of sworn law enforcement or sworn investigation experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 08/13/08

Class Code:	Prior 7/1/2004	After 7/1/2004
	N/A	9510
Title:	N/A	Lead Classroom Technology
Pay Grade:	N/A	Engineer
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Lead Classroom Technology Engineer

#### **Job Summary:**

This is work participating in the identification and development of classroom technology resources and services.

#### **Example description of duties (not all-inclusive):**

Designs, develops, and constructs technology-supported classes.

Provides technical support for and oversees maintenance of the technology-enabled classrooms on campus.

Organizes with various groups within the ITS Support Center to establish and maintain computer hard drive images for computers throughout campus.

Coordinates with the UWF library to maintain the laptops used for long- and short-term checkouts.

Conducts training sessions for faculty, staff, and students on the use of technology- equipped classrooms on campus.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Class code: 9525  
Title: Lead Data Management Engineer (FLVC)  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Lead Data Management Engineer (FLVC)

#### **Job Summary:**

This position is for FLVC use only.

The Lead Data Management Engineer designs, guides, and directs advanced data management processes and the activities of Data Management Engineers. The Lead is capable of performing all responsibilities of a Data Management Engineer, and in addition works extensively with external partners, vendors, and standards bodies to resolve data quality issues, update data standards and data management processes, lead large-scale projects, and design data integrations.

#### **Example description of duties (not all inclusive):**

Leads large-scale data management and integration projects.

Designs and implements data management guidelines, processes, procedures, and projects.

In the context of the Florida Virtual Campus (FLVC) and Florida Academic Library Systems Consortium (FALSC):

- Works extensively with institutional library staff, vendors, and external bodies.
- Designs and develops processes and technical structures to enable efficient and effective inter-institutional data sharing and integration and effective operation of shared library databases.
- Analyzes MARC data; decides and coordinates, in consultation with clients and partners, actions to be taken.
- Identifies and implements improvements data management projects and procedures in the State University System and Florida College System databases.
- Analyzes statistical data and data quality metrics. Produces and audits data quality reports for management and partners.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization, or a Bachelor's degree in an appropriate area of specialization with two (2) years of experience.

Effective 06/01/2016

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9511
Title:	N/A	Lead Enterprise Systems Engineer
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Lead Enterprise Systems Engineer

#### **Job Summary:**

This is work providing developmental, administrative, and technical support of enterprise systems operated by ITS and the services provided via those systems.

#### **Example description of duties (not all-inclusive):**

Acts as Server Administrator by providing management, maintenance, monitoring, documentation and support of a designated server or system as identified in the ITS knowledge management system to ensure the integrity and availability of enterprise and distribution servers.

Maintains, enhances, and troubleshoots UWF's enterprise/departmental data storage and backup architecture.

Maintains, enhances, and troubleshoots UWF's Windows 2000 Active Directory architecture.

Maintains, enhances, and troubleshoots UWF's email architecture. Participates as a project member. Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.



	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9512
Title:	N/A	Lead Help Desk Analyst
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Lead Help Desk Analyst

#### **Job Summary:**

This is work assisting the manager in directing and monitoring the work of others, troubleshooting software and hardware problems and ensuring consistent delivery of UWF computer support.

#### **Example description of duties (not all-inclusive):**

Directs work flow for on-site computer assistance requests for campus faculty and staff.

Troubleshoots, analyzes, and resolves problems regarding UWF information technology services.

Sets up UWF owned computers and installs UWF sanctioned software. Provides services in a 24/7 work environment.

Records all calls and work orders into an electronic tracking system to insure problems are documented.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Class Code: 9986  
Lead Teacher, Child  
Title: Development  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Lead Teacher, Child Development

#### **Job Summary:**

This position is responsible for planning, developing, and supervising the programs for the classroom environments.

#### **Example of Duties: (Not all inclusive)**

Ensure a room environment is developmentally appropriate for the age group.

Prepares and implements daily lesson plans and centers of interest.

Supervises and assigns work schedules for support personnel assigned to the classroom.

Maintains developmental portfolios for children's growth and progress through assessments, observations, and collecting work samples.

Arranges further screening and remediation as necessary.

Communicating with parents frequently to reinforce home-center expectations and understandings.

Collaborating with the Director to coordinate special events and activities.

Supervising student workers engaging in field experience and observations or internship experiences.

Oversee the Voluntary Pre-Kindergarten (VPK) program including collecting and reporting assessment data and maintenance of all documentation required by ELC.

Collaborate with teaching staff to identify training needs and explore opportunities for professional development.

Maintain documentation of improvement plan activities for reporting to accrediting agency (SACS).

Maintains confidentiality.

#### **Minimum Qualifications:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of relevant experience.

	Prior 7/1/2004	After 4/25/2007
Class Code:	0942	0942
Title:	Senior Property Manager	Legal Assistant
Pay Grade:	N/A	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Legal Assistant

#### **Job Summary:**

This is work performing legal research and support to the General Counsel and office.

#### **Example description of duties (not all-inclusive):**

Assists with responding to public records requests and subpoenas by gathering documents from relevant departments and drafting response letters.

Conducts legal research and analysis.

Assists in reviewing and analyzing rules and legislation.

Locates and interviews witnesses.

Conducts investigations and statistical and documentary research.

Drafts legal documents, correspondence and pleadings.

Summarizes depositions, and testimony.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A bachelor's degree in an appropriate area of specialization and two years of appropriate experience; or a high school diploma and six years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 4/25/2007

Revised 8.10.2023

Class code: 9522  
Title: Library Services Analyst (FLVC)  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Library Services Analyst (FLVC)

**Job Summary:**

This position is for FLVC use only.

This is work providing services and support for a variety of library systems and library technology resources, and consists of providing services to college and university libraries, staff, and students. This class is specific to the Florida Virtual Campus (FLVC) and involves supporting large-scale library systems that automate the library operations of all of Florida's public higher education institutions.

**Example description of duties (not all inclusive):**

Develops, enhances, and supports a comprehensive suite of library technology services.

Works closely with other staff members of the Florida Academic Library Services Consortium (FALSC) and information technology support services to insure timely, responsive, and appropriate service delivery.

Provides consultation and advice to state college and state university library staff regarding effective use of systems.

Works collaboratively with other FALSC and institutional staff in the research, evaluation, and implementation of new technologies.

Conducts information workshops and training for partner institution library staff.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

**Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization, or a Bachelor's degree in an appropriate area of specialization with two (2) years of experience.

Effective 06/01/2016

Revised 8.10.2023

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Licensed Social Worker I

#### **Job Summary:**

This position reports to a Director or Associate Director. This is work providing counseling services to individuals and groups regarding a wide range of student concerns related to their goals, needs, values, attitudes, conflicts personal and interpersonal problems, academic or work functioning, social relationships, and crises related to developmental stages of life transitions through participation in all aspects of the university counseling or mental health service.

#### **Example of Duties: (Not all inclusive)**

Applies principles, methods and procedures for facilitating effective functioning during the life span developmental process, intended to help students acquire or alter personal-social skills, improve adaptability to changing life demands, enhance environmental-coping skills, and develop a variety of problem solving and decision-making capabilities.

Provides professional consultation for students, parents, and others regarding a variety of issues related to personal growth and adjustment, developing in-service training programs, and assisting the educational institution in designing methods of coping with persistent problems of the students.

Participates in the educational programs, both graduate and undergraduate.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position job description.

#### **Minimum Qualifications:**

Must be a Licensed Clinical Social Worker (LCSW) in the State of Florida. Must have a master's degree in Social Work (MSW) from a Council on Social Work Education (CSWE) accredited school of social work.

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	0004
Title:	N/A	Mail Processor/Carrier
Pay Grade:	N/A	N/A
Pay Band:	N/A	Office/Program
FLSA:	N/A	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Mail Processor/Carrier

#### **Job Summary:**

This is work sorting, processing, and delivering mail at UWF and off-campus centers.

#### **Example description of duties (not all-inclusive):**

Receives and sorts all incoming Postal Mail and delivers to off campus locations.

Bundles, labels, and routes sorted mail to designated areas depending on destinations and according to established procedures and deadlines.

Meets schedules for the collection and return of mail. Returns incorrectly addressed mail to senders. Accepts and checks containers of mail from large volume mailers.

Checks items to ensure that addresses are legible and correct, that sufficient postage has been paid or the appropriate documentation is attached, and that items are in a suitable condition for processing.

Distributes incoming mail into the correct boxes or pigeonholes.

Loads and unloads mail trucks, sometimes lifting containers of mail onto equipment that transports items to sorting stations.

Operates mail processing equipment, bar code sorters, and optical bar code readers.

Processes and prepares all domestic and international metered mail for dispatch to the post office using appropriate equipment.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class  
Code: 6466  
Title: Maintenance Specialist  
Pay Band: Craft/Trade  
FLSA : Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Maintenance Specialist

#### **Job Summary:**

This is work is in two or more skilled trade areas maintaining buildings and/or equipment.

#### **Description of duties (not all-inclusive):**

Install and maintains electric motors, generators, and related electrical and mechanical equipment and grounds keeping equipment and vehicles.

Installs and maintains valves, sinks, wash bowls, sewers, and other sanitary fixtures.

Perform a variety of brick, concrete, and carpentry work.

Perform electric and acetylene welding and brazing. Maintain heating and air conditioning equipment.

Operate lathes, drill presses, threading machines, and grinding machines.

#### **Minimum Qualification Requirements:**

Completion of an approved apprenticeship program for multiple trades; or a high school diploma and four years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	6381	6381
Title:	Maintenance Superintendent	Maintenance Superintendent
Pay Grade:	23	N/A
Pay Band:	N/A	Crafts/Trade
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Maintenance Superintendent

#### Job Summary:

This is work responsible for all day-to-day activities of the facility maintenance department at UWF.

#### Example description of duties (not all-inclusive):

Manages carpenters, painters, locksmiths, electricians, refrigeration mechanics, maintenance mechanics, plumbers and sign makers, to provide building maintenance.

Develops and maintains preventative maintenance systems.

Assists in the preparation of annual maintenance budget.

Marks underground utilities.

Coordinates utilities on campus for functions.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### Minimum Qualification Requirements:

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total seven years; or a high school diploma and seven years of appropriate experience. Appropriate college course work or vocational/ technical training may substitute at an equivalent rate for up to four years of the required experience.

Effective 7/1/2004

Revised 8.10.2023



	Prior 7/1/2004	After 7/1/2004
Class Code:	6376	6376
Title:	Maintenance Supervisor	Maintenance Supervisor
Pay Grade:	21	N/A
Pay Band:	N/A	Crafts/Trades
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Maintenance Supervisor

#### **Job Summary:**

This is work supervising skilled maintenance employees.

#### **Example description of duties (not all-inclusive):**

Manages the work for building and trades maintenance operations.

Prepares adjustments to HVAC/DDC for building HVAC systems.

Solves problems without supervision.

Coordinates projects with inside and outside personnel.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total five years; or a high school diploma and five years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

Class  
Code: 6374  
Title: Maintenance Technician  
Pay Band: Services  
FLSA: Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Maintenance Technician

#### **Job Summary:**

Assist skilled trade's employees and/or independently performs semiskilled maintenance tasks.

#### **Description of duties: (not all-inclusive)**

Assist skilled trade's employees by performing tasks such as preparation of job site or surfaces.

Assist in the installation, and maintenance of fixtures, equipment, pipes, and machinery.

Clean equipment and job site.

Follow preventive maintenance schedule in performing routine servicing and minor repair of mechanical and electrical systems.

Perform routine layout and construction for concrete, asphalt, and wood construction; assists in the demolition, renovation, and/or repair of structures.

Perform routine fabrication, cutting, welding, and installation of metal projects. Operates and adjusts controls for heating/cooling.

Receives, processes, and resolves student housing residents' requests for routine maintenance needs.

#### **Minimum Qualification Requirements**

Completion of the ninth grade and one year of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

Class Code: 9985  
Managing Lead Teacher,  
Title: Child Development  
Pay Band: Professional  
FLSA Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Managing Lead Teacher, Child Development

#### **Job Summary:**

This position is responsible for planning, developing, and supervising the programs for the classroom environments. This position also provides administrative oversight of center operation in support of the center director.

#### **Example of Duties: (Not all inclusive)**

Ensure a room environment is developmentally appropriate for the age group.

Prepares and implements daily lesson plans and centers of interest.

Supervises and assigns work schedules for support personnel assigned to the classroom.

Maintains developmental portfolios for children's growth and progress through assessments, observations, and collecting work samples.

Arranges further screening and remediation as necessary.

Communicating with parents frequently to reinforce home-center expectations and understandings.

Collaborating with the Director to coordinate special events and activities.

Supervising student workers engaging in field experience and observations or internship experiences.

Oversee the Voluntary Pre-Kindergarten (VPK) program including collecting and reporting assessment data and maintenance of all documentation required by ELC.

Collaborate with teaching staff to identify training needs and explore opportunities for professional development.

Maintain documentation of improvement plan activities for reporting to accrediting agency (SACS).

Ensure all employees meet DCF 40 hour training and other training required.

Maintains confidentiality.

#### **Minimum Qualifications:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of relevant experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	6554	6554
Title:	Marine Services Supervisor	Marine Services Supervisor
Pay Grade:	22	N/A
Pay Band:	N/A	Crafts/Trades
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Marine Services Supervisor

#### **Job Summary:**

This is work supervising the maintenance and operation of a marine research facility at UWF.

#### **Example description of duties (not all-inclusive):**

Coordinates the maintenance of vessels, and related buildings and equipment.

Consults with research human resources and students in design of marine and laboratory equipment and implements fabrication activity.

Operates boats on field trips.

Maintain and coordinate repair of marine machinery and equipment for installation on vessels and maintain records.

Projects needs for supplies and equipment and purchases as needed.

Supervises crew in repair or replacement of defective vessel gear and equipment.

Inspects equipment, such as cargo-handling gear, lifesaving equipment, fishing, towing, or dredging gear, and visual-signaling equipment, for defects.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Completion of an approved apprenticeship program in marine services technician; or a high school diploma and three years of appropriate experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class Code: 9410  
Title: Marketing Representative  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Marketing Representative

#### **Job Summary:**

Responsible for developing sponsorship relations and the solicitation of corporate support from business. Coordinate marketing programs, conduct marketing research, secure underwriting and/or advertising from sponsors. Develop and coordinate promotional events.

#### **Example of duties (not all-inclusive):**

Develop and maintain relationships with individuals and businesses in the solicitation of corporate sponsorship support.

Coordinates regularly scheduled visits, phone calls and emails with business contacts.

Research business markets and trends for new sponsors and generate proposals and marketing materials.

Develop scripting and underwriting for marketing announcements.

Represent UWF through involvement with community organizations, service clubs, Chambers of Commerce, and other networking opportunities.

Attend regular meetings with potential business regarding the product, service or organization.

Plan long range marketing strategies to ensure that service remains viable enough for sponsors to endorse.

Handle the advertising and public relations.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Class Code: 6530  
Title: Material Management/Events Supervisor  
Pay Band: Services  
FLSA: Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Material Management/Events Supervisor

#### **Job Summary:**

This is work providing supervision and assistance to material management staff to accomplish event setup, furniture/equipment moves, surplus property management, and package delivery.

#### **Example description of duties (not all-inclusive):**

- Plans, schedules, supervises, and assists with moves and special event setup.
- Schedules and performs pick up of surplus property to deliver to staging area for auction.
- Schedules work based on customer needs and worker availability.
- Delivers received items to campus community.

#### **Minimum Qualification Requirements:**

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Some positions may require possession of a classified driver's license appropriate to the type of vehicle operated.

Class Code: 0921  
Material/Mgmt. Events  
Title: Technician  
Pay Band: Services  
FLSA: Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Material/Management Events Technician

#### **Job Summary:**

This is work performing receipt and/or disbursement activities involving equipment and supplies of a specialized nature.

#### **Description of duties (not all-inclusive):**

Receives, sorts, records, stores, and issues chemicals, research supplies, and equipment, or other supplies and equipment of a specialized nature.

Maintains inventory control records. Initiates purchase requisitions.

Obtains verification of materials delivered.

Insures that chemicals and other toxic substances are properly handled, stored, or delivered.

#### **Minimum Qualification Requirements:**

A high school diploma and two years of appropriated experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Some positions may require possession of a classified driver's license appropriate to the type of vehicle operated.

Effective 12/2021  
Class Code: 9533  
Title: Mechanical Engineer  
Pay Grade: Professional  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Mechanical Engineer

#### **Job Summary:**

This is work performing technical assignments in the manufacturing, automotive, biotechnology, automation, aerospace, computer and electronics industries.

#### **Description of duties (not all-inclusive):**

Work involves designing, developing and inspecting machines and components used in various facilities.

Uses advanced design techniques to provide intuitive and functional additively manufactured prototypes as solutions to engineering projects.

Develops and designs prototype processes and technical plans based on research ideas.

Designs products.

Carries out surveys on equipment and various mechanical systems.

Prepares and presents design plans, reports, and proposals.

Conducts product testing.

Oversees quality control programs, coordinates schedule for overall maintenance.

Works directly with clients to translate product ideas into a final design concept.

Estimates quantities and cost of materials, equipment, or labor to determine project feasibility.

Provides technical advice regarding design, construction, or modifications.

Recommends design modifications and provides feedback.

Evaluates mechanical designs or prototypes.

Performs engineering calculations to support design work



Creates and reviews technical drawings, plans, documents, and specifications using computer software.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job description.

**Minimum Qualification Requirements:**

Bachelor's degree in mechanical engineering or in a closely related field from an accredited institution.

Class Code: 5518  
Title: Medical Assistant  
Pay Band: Paraprofessional  
FLSA: Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Medical Assistant

#### **Job Summary:**

A Medical Assistant is responsible for assisting health care professionals with routine medical procedures.

#### **Example of duties:**

Responsible for checking in patients: Obtaining vital signs including temperature, pulse, respirations, blood pressure, height and weight; obtaining chief complaint/ reason for visit; obtains pertinent labs based on patient history including urine testing, pregnancy testing, and strep screens on the direction of the medical provider; and obtains additional screenings based on the patient history including peak flow readings and pulse oximetry readings.

Responsible for providing assistance to Nurse Practitioner or Physician with exam and minor surgeries including pelvic examinations, biopsies, and suture placement.

Responsible for calling in medications to the pharmacy and administers medications as ordered by Associate Director/ARNP or Medical Director.

Responsible for obtaining specimens and processing in-house labs on request of medical provider, and preparing outgoing specimens for transport to the lab. Responsible for performing phlebotomy for lab tests.

Responsible for ensuring exam rooms are cleaned and stocked with supplies, and assisting the RN Manager with maintaining adequate medical supply inventory. Responsible for scrubbing and autoclaving instruments per protocol under direction of RN Manager.

Responsible for performing injections as directed by Associate Director/ARNP or Medical Director. Responsible for performing dressing changes or minor wound care as directed by the medical provider. Responsible for answering phone calls and routing calls appropriately, scheduling patients using established triage criteria, and referring to a nurse when appropriate.

Responsible for assisting patients with completion of pharmaceutical patient assistance application forms.

Responsible for processing referrals to specialists and community organizations for the medically needy.

Responsible for scheduling diagnostic testing as ordered by medical provider. Obtains insurance pre-authorizations when necessary.

Responsible for scanning records into EMR.

Responsible for checking and responding to Health Center email and performing other clerical and

administrative duties in support of the Health Center as needed.

**Minimum Qualification Requirements:**

This position requires a high school diploma or equivalent, with one year experience in a position that is directly related to the duties and responsibilities specified. Appropriate college coursework or vocational/technical training (i.e., Medical Assistant or equivalent clinical training) may substitute at an equivalent rate for the required experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9513
Title:	N/A	Network Architect
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Network Architect

#### **Job Summary:**

This is work designing, installing, and maintaining the operation of the campus/core network.

#### **Example description of duties (not all-inclusive):**

Designs, installs, and maintains the smooth operation of the Core Network.

Administers the design, installation, and maintenance of Campus Network.

Provides design solutions of Network management software systems.

Obtains special clandestine information as directed by the Vice President for investigations concerning network/Internet abuse.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9514
Title:	N/A	Network Engineer
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Network Engineer

#### **Job Summary:**

This is work designing, installing, maintaining, and troubleshooting the Wide Area Networks.

#### **Example description of duties (not all-inclusive):**

Designs and adapts an efficient, secure, and reliable connectivity to the UWF LAN and the internet via wireless panels and access points across the entire campus.

Analyzes network for security threats and vulnerabilities. Maintains up-to-date knowledge of networking equipment.

Maintains, installs, and operates custom network support servers.

Maintains an accurate database of availability and usage of campus fiber optics.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9516
Title:	N/A	Network Technician
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Network Technician

#### **Job Summary:**

This is work maintaining, upgrading, servicing, and managing UWF's data communications network.

#### **Example description of duties (not all-inclusive):**

Completes projects in close collaboration with the Network Administrator or Network Engineers.

Receives and responds to incoming calls, pages, and work orders regarding problems with data network connections and services.

Aids Network Engineers in installing and upgrading network equipment in both the network operations center and communications closets.

Prepares wireless access points for deployment on campus.

Updates necessary documentation related to cable plant systems and network equipment.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Class  
Code: 5294  
Title: Registered Nurse  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Registered Nurse

#### **Job Summary:**

This is work providing comprehensive nursing services, in a campus health center.

#### **Description of Duties: (not all-inclusive):**

Provides nursing services in a campus health clinic setting

Identify community resources; arranges and coordinates health, education, social, rehabilitative, and economic services for the family and students.

Participate as a member of a multi-disciplinary team in the planning and implementation of treatment for individual patients.

Provide emergency nursing services through crisis intervention techniques and/or medications as prescribed.

Observe patients' physical and behavioral reactions to identify problems related to the patients' illness in conjunction with therapeutic plan, and devises plans for resolution.

#### **Minimum Qualification Requirements:**

Licensed as a registered professional nurse in accordance with Chapter 464 Florida Statutes or eligible to practice nursing in accordance with Section 210 Florida Administrative Code, and two years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

Class Code: 5599  
Title: Licensed Practical Nurse  
Pay Band: Para Professional  
FLSA: Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Licensed Practical Nurse

#### **Job Summary:**

This is work providing practical nursing services to patients under the direction of a licensed medical professional, in the Student Health Center.

#### **Description of duties: (not all-inclusive)**

Perform initial assessments of patients.

Perform routine diagnostic tests and procedures such as taking vital signs, changing sterile dressings, and giving irrigations and enemas.

Administers medication and prepares intravenous set-ups.

Report any unusual symptoms of patients.

Provide documentation to and updates patient records.

Prepare and administers hypodermic injections as ordered by an attending physician.

#### **Minimum Qualification Requirements:**

Licensed as a practical nurse in accordance with Chapter 464, Florida Statutes, or eligible to practice nursing in accordance with Section 210, Florida Administrative Code.



Class Code: 9434  
Title: Licensed Psychologist I  
Pay Grade: 30  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Licensed Psychologist I

#### **Job Summary:**

Responsible to a Director or Associate Director. This is work providing counseling and psychotherapy for individuals, couples, and groups, regarding a wide range of personal concerns related to their goals, needs, values, attitudes, conflicts, personal and interpersonal styles, educational or career choice, academic or work functions, social relationships, developmental or emotional crises, and disabilities of a social, emotional, or physical nature.

#### **Example description of duties (not all-inclusive):**

Applies principles, methods, and procedures for understanding, predicting, and alleviating intellectual, academic, emotional, psychological, and/or behavioral disability and discomfort and to facilitate effective functioning during the life-span development process, intended to help persons acquire or alter personal-social skills, improve adaptability to changing life demands, enhance environmental coping skills, and/or develop a variety of problem-solving and decision-making capabilities.

Participates in the educational programs of UWF by offering seminars, courses, and/or supervises the clinical, academic, and research experiences of students.

Conducts assessment or research related to counseling, psychopathology, psychotherapy, understanding mental health characteristics and quality of life as it relates to academic/social/emotional functioning of the college students, understanding the psychological and developmental needs of students, and program evaluation.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position job description.

#### **Minimum Qualification Requirements:**

Florida license as a Psychologist or licensed in another state as a psychologist (Must become licensed within 12 months if licensed in another state).

Effective 10/12/2015

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	0705, 0716	0705
	Office Assistant	Office Administrator
Title:	Office Manager	Office Administrator
Pay Grade:	19, 21	N/A
Pay Band:	N/A	Office/Program Support
FLSA:	Non-exempt	Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Office Administrator

#### **Job Summary:**

This is work managing or assisting in the management of all office operations and/or supervising all office operations staff within a unit.

#### **Example description of duties (not all-inclusive):**

Manages the financial, human resources/payroll, and/or purchasing activities of a department.

Interprets applicable UWF policies and procedures.

Formulates, recommends, and implements internal operating policies, procedures, and processes for improved office operations and recommends/implements solutions.

Serves as liaison with other UWF departments and external agencies.

Analyzes office operation needs in terms of equipment, workflow, and materials, and makes recommendations.

Formulates and implements internal office operating procedures.

Manages budget including salary, expense, operating capital, and other funds, and projects budgetary needs.

Establishes and evaluates methods and procedures for processing data and materials and for setting up and maintaining manual and automated filing systems.

Oversees the assembly, compilation, and processing of routine and/or complex data and records for reports, filing, and storage.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class Code:	Prior 7/1/200f	After 7/1/2004
	0102 0108	0102
Title:	Secretary	Office Specialist
Pay Grade:	Senior Secretary	Office Specialist
	16, 18	N/A
Pay Band:	N/A	Office/Program Support
FLSA:	Non-exempt	Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Office Specialist

#### **Job Summary:**

This is work performing secretarial and/or administrative duties for an organizational unit.

#### **Example description of duties (not all-inclusive):**

Prepares a variety of materials including correspondence, reports, manuscripts, and forms, some of which may be confidential.

Maintains scheduling and event calendars.

Greets visitors and callers, handles their inquiries, and directs them to the appropriate person(s) according to their needs.

Initiates requisitions, change orders, travel requests, and similar forms and may perform bookkeeping functions.

Arranges conferences, meetings, and travel reservations for departmental employees.

Maintains administrative records for a unit.

Assists in facilitating the operation of the unit.

Exercises signature authority for various office transactions.

Assists in developing and monitoring annual operating budget for the unit.

Composes, types, and distributes meeting notes, routine correspondence, and reports.

Opens, reads, routes, and distributes incoming mail and other materials, and prepares answers to routine letters.

Mails newsletters, promotional materials, and other information.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	0003, 0004, 0078	0003
		Office Support Specialist
		Office Support Specialist
	Clerk	Office Support Specialist
	Senior Clerk	Office Support Specialist
Title:	Clerk Typist	Office Support Specialist
Pay Grade:	13, 14, 16	N/A
Pay Band:	N/A	Office/Program Support
FLSA:	Non-exempt	Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Office Support Specialist

#### Job Summary:

This is work performing a variety of assigned clerical tasks.

#### Example description of duties (not all-inclusive):

Compiles, copies, sorts, and files records.

Operates office equipment, such as photocopiers, scanners, facsimile machines, voice mail systems, and personal computers.

Computes, records, and proofreads data and other information, such as records or reports.

Answers incoming calls and directs calls to appropriate individuals.

Responds to inquiries and requests.

Maintains and updates filing, inventory, mailing, and database systems, either manually or using a computer.

Opens, sorts, and routes incoming mail, answers correspondence, and prepares outgoing mail.

Processes routine documents.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### Minimum Qualification Requirements:

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class  
Code: 8416  
Title: Parking Director  
Pay Grade: N/A  
Pay Band: Spec/Paraprofessional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Parking Director

#### **Job Summary:**

This is work managing and directing the activities of the parking and transportation services.

#### **Example description of duties (not all-inclusive):**

Plans and implements policies and procedures for the department.

Designs, develops, and/or coordinates special studies in the assigned area of parking and transportation services.

Coordinates the completion of surveys and prepares reports pertaining to areas of responsibility.

Researches and monitors current trends in parking and transportation services costs to provide the most effective and efficient operation, and creates methods to reduce demand.

Researches, recommends, and prioritizes parking lot improvement projects. Coordinates trolley services. Ensures campus signage and markings are maintained.

Coordinates the development, implementation and interpretation of all operating procedures of the program.

Prepares and recommends Parking Services reserve and operating budgets for approval.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Effective 2/28/2012

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	8402	8402
Title:	Sr. Campus Parking Patroller	Parking Patroller Specialist
Pay Grade:	16	N/A
Pay Band:	N/A	Services
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Parking Patroller Specialist

#### **Job Summary:**

This is work assisting the Parking Manager, enforcing the parking patroller activities regulations on campus, and supervising student patrollers.

#### **Example description of duties (not all-inclusive):**

Supervises the work of student patrollers and assist in training.

Assists with special event parking.

Reports safety hazards on roadways and parking lots.

Issues University parking citations to parked vehicles in violation of university Parking Regulations.

Submits work requests for all parking related signage, pavement repair, and markings requiring modifications or maintenance correction.

Monitors patrollers' productivity relating to citation issuance.

Coordinates supply and equipment needs for patrollers.

Clarifies relevant policies and procedures for patrollers and others.

Oversees accountability of citations.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and two years of appropriate experience and possession of a valid driver's license. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	3615	3615
Title:	Photographer	Photographer
Pay Grade:	17	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Photographer

#### **Job Summary:**

This is work providing a variety of photography services for UWF.

#### **Example description of duties (not all-inclusive):**

Takes and develops photographs in black-and-white and color.

Retouches negatives and positive prints.

Operates drying, enlarging, retouching devices, and other related equipment.

Requisitions, stores, and safeguards photographic equipment.

Prepares chemicals.

Frames subject matter and background in lens to capture desired image.

Focuses camera and adjusts settings based on lighting, subject material, distance, and film speed.

Selects and assembles equipment and required background properties, according to subject, materials, and conditions.

Arranges subject material in desired position.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and two years of appropriate experience. Appropriate college work or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class code 9462  
Title: Physician  
Pay Band: Administrative/Managerial  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Physician

#### **Job Summary:**

Responsible to a senior level administrator.

Provides medical care, including outpatient examinations/diagnoses and treatment/therapy, and/or minor surgical procedures.

#### **Example of duties: (Not all-inclusive):**

Prepare medical records and correspondence relating to patient care.

Conduct health counseling in preventative medicine, sex education, premarital and marital problems, emotional disturbances, or any other appropriate area requiring professional attention.

Provide consultative services to University administrators and department heads in matters relating to students' health limitations, needs, fitness, and ability to return to academic work.

Conduct health seminars for student organizations and attends, participates in and conducts staff training.

#### **Minimum Qualification Requirements:**

Licensed to practice medicine in accordance with Chapter 458, Florida Statutes plus four years of appropriate experience. Completion of a residency program may substitute for the required experience.



Class Code: 8412  
Police Communications  
Title Operator  
Pay Band: 70-Services/Mnt  
FLSA: Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Police Communications Operator

#### **Job Summary:**

This is non-sworn law enforcement work operating telephone, radio, and computer systems in a public safety communications center involving computerized radio dispatching.

#### **Example of duties: (not all-inclusive):**

Receives and evaluates calls from the public requesting police assistance of both emergency and non-emergency natures.

Inputs and transmits call information using computer terminal or manual card system.

Contacts appropriate parties to notify of complaints and/or actions required.

Operates two-way radio to dispatch calls to public safety units and to receive and communicate information.

Uses computer terminal to update and monitor the unit status.

Transmits requests for emergency services and retrieves various data and records.

Checks driver's license records, vehicle registrations, stolen article files, warrants, criminal histories, and missing person lists.

Monitors alarm systems and takes appropriate action upon activation.

Prepares various logs, reports, and forms.

Coordinates units responding to emergency situations.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Proficiency in typing and State certification, or ability to obtain certification within six months on the National Crime Information Center (NCIC)/Florida Crime Information Center (FCIC) computer system are required. Must have 232 hours of 911 dispatcher training and pass state issued certification exam within one year of employment or have previous dispatcher experience prior to April 2012 to substitute experience for training hours and pass state issued certification exam within one year of employment.

Class Code:	Prior 7/1/2004	After 10/11/06
Title:		8410
Pay Grade:		Police Service Technician
Pay Band:		N/A
FLSA:		Services
		Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Police Service Technician

#### **Job Summary:**

This is work performing non-sworn law enforcement support services.

#### **Example description of duties (not all-inclusive):**

Receives reports of bicycle theft, lost and found articles, etc.

Performs investigative work for traffic accidents not involving injury.

Foot patrol university buildings to safeguard against fire, trespassing thefts, and other hazards, insure that doors are properly secured and lights are off when facilities are not in use.

Provides lock-ups as directed and unlocks upon authorized request.

Performs basic crime scene duties such as lifting fingerprints, taking measurements and photographs, and collecting evidence.

Responds to non-emergency police incidents including abandoned property, criminal mischief, obscene/threatening phone calls, etc.

Performs desk officer duties, greeting public, taking reports, conducts fingerprinting activities, issue visitor permits, etc.

Performs traffic control junctions, crowd control at special events.

Assists with traffic accident investigations, assists motorists with disabled vehicles, traffic direction, etc.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 10/11/06

Revised 8.10.2023

Class Code:	Prior 7/1/2004	After 7/1/2004
	N/A	0018
Title:	N/A	Postal Service Clerk
Pay Grade:	N/A	N/A
Pay Band:	N/A	Office/Program
FLSA:	N/A	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Postal Service Clerk

#### **Job Summary:**

This is work performing clerical duties in the UWF post office.

#### **Example description of duties (not all-inclusive):**

Answers questions regarding mail regulations and procedures, postage rates, and post office boxes.

Checks mail in order to ensure correct postage and that packages and letters are in proper condition for mailing.

Completes forms regarding changes of address, or theft or loss of mail, or for special services such as registered or priority mail.

Keeps money drawers in order and records and balances daily transactions.

Obtains signatures from recipients of registered or special delivery mail.

Puts undelivered parcels away, retrieves them when customers come to claim them, and completes any related documentation.

Registers, certifies, and insures letters and parcels.

Accepts and signs for UPS, Airborne, Fed-Ex, and other private mail carriers.

Enters change of address orders into computers that process forwarding address stickers.

Records address changes and redirect mail for those addresses.

Maintains mailbox database containing mailbox numbers and combinations.

Forwards mail to students no longer residing on campus using a forwarding database.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Class Code: 9975  
Title: Pre-Doctoral Clinician  
Pay Grade: 30  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Pre-doctoral Clinician

#### **Job Summary:**

Responsible to a Director or Associate Director. This is work providing counseling and psychotherapy for individuals, couples, and groups, regarding a wide range of personal concerns related to their goals, needs, values, attitudes, conflicts, personal and interpersonal styles, educational or career choice, academic or work functions, social relationships, developmental or emotional crises, and disabilities of a social, emotional, or physical nature.

#### **Example description of duties (not all-inclusive):**

Applies principles, methods, and procedures for understanding, predicting, and alleviating intellectual, academic, emotional, psychological, and/or behavioral disability and discomfort and to facilitate effective functioning during the life-span development process, intended to help persons acquire or alter personal-social skills, improve adaptability to changing life demands, enhance environmental coping skills, and/or develop a variety of problem-solving and decision-making capabilities.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position job description.

#### **Minimum Qualification Requirements:**

All but dissertation completed for a doctorate in psychology from an accredited college or university, which including one year of supervised internship experience in professional psychology.

Class Code: 6310  
Title: Pre-Press Operator  
Pay Band: Craft Trade  
FLSA: Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Pre-Press Operator

#### **Job Summary:**

This is work operating a variety of printing equipment and related peripherals.

#### **Description of Duties: (not all-inclusive)**

Sets up and operates printing presses.

Regulates water and ink balance, roller adjustment, vacuum feed and blowers.

Maintains register, alignment and cleanliness of copy.

Maintains press and makes minor repairs and adjustments.

Operates high-volume duplicating equipment, programs print features and functions based upon work order specifications.

Operates multi-station book binding machine.

Makes screened and line negatives, reduces and enlarges copy. Uses film processing machines.

#### **Minimum Qualifications:**

A high school diploma and one year of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	0809	0809
Title:	Purchasing Agent	Procurement Agent
Pay Grade:	21	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Procurement Agent

#### **Work Statement:**

This is work procuring commodities and services.

#### **Example description of duties (not all-inclusive):**

Prepares bid specifications, formal bid invitations, and correspondence to purchasing companies.

Analyzes price proposals and other data and information to determine reasonable prices.

Prepares purchase orders, solicits bid proposals, and reviews requisitions for goods and services.

Researches and evaluates suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.

Analyzes purchasing requisitions.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A bachelor's degree in an appropriate area of specialization; or a high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Class Code: 9319  
Title: Procurement Manager  
Pay Band: 10-Administrative/Managerial  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Procurement Manager

#### **Job Summary:**

This is work responsible for development and directing of one or more purchasing functions. May function for the Director or Associate Director in his/her absence, as required. Responsible to a Director, Associate Director, or appropriate administrator

#### **Example of duties (not all-inclusive):**

Develops and recommends policies relating to assigned areas of responsibility.

Coordinates the development, implementation and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, and UWF/Board of Trustees are communicated and achieved.

Assists in the preparation of specifications, legal advertisements, formal bid invitations, and correspondence regarding purchasing matters.

Negotiates contracts as appropriate.

Recommends operating budgetary needs for assigned areas of responsibility.

Acts as liaison for activities among functional area(s) and other departments.

Serves on UWF/Board of Trustees committees.

Coordinates the completion of studies and the preparation of reports.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualifications:**

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	3782
Title:	N/A	Producer/Director
Pay Grade:	N/A	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Producer/Director

#### **Job Summary:**

This is work producing and/or directing broadcast programming and/or video productions for UWF.

#### **Example description of duties (not all-inclusive):**

Produces and maintains database programming.

Assists county residents interested in starting a Public Access information program.

Schedules, updates, and programs automated on-air system.

Produces, directs, or serves as a production assistant for studio and remote productions.

Edits and dubs production material.

Assists in developing programming policy for an assigned program area within defined parameters.

Reviews program materials for compliance with programming policy.

Directs and/or supervises production of programming in an assigned area.

Assists in the development and administration of the budget for the assigned program area.

Coordinates special community events and public relations programs/activities.

Assists in developing and editing video programs for broadcasting.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023



Class Code:	Prior 7/1/2004	After 7/1/2004
	N/A	3783
Title:	N/A	Producer/Host
Pay Grade:	N/A	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Producer/Host

#### **Job Summary:**

This is work producing and/or hosting broadcast programming and/or video productions for UWF.

#### **Example description of duties (not all-inclusive):**

Writes, edits, and anchors local news; airs public service announcements and other information.

Records programs and announcements for future broadcast.

Hosts radio programs, and oversees and maintains radio station record library.

Establishes and maintains contacts in record industry to keep current on new releases.

Assists in developing programming policy for an assigned program area within defined parameters.

Reviews program materials for compliance with programming policy.

Directs and/or supervises production of programming in an assigned area.

Assists in the development and administration of the budget for the assigned program area.

Coordinates special community events and public relations programs/activities.

Assists in developing and editing video programs for broadcasting.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	9281	9281
Title:	Professional Engineer	Professional Engineer
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Professional Engineer

#### **Job Summary:**

This is work performing engineering duties in planning, designing, and overseeing construction and maintenance of building structures and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units.

#### **Example description of duties (not all-inclusive):**

Analyzes survey reports, maps, drawings, blueprints, and aerial photography.

Plans and designs transportation or hydraulic systems and structures, following construction and government standards, using design software and drawing tools.

Computes load and grade requirements, water flow rates, and material stress factors to determine design specifications.

Inspects project sites to monitor progress and ensure conformance to design specifications and safety or sanitation standards.

Directs construction, operations, and maintenance activities at project site.

Directs or participates in surveying to lay out installations and establish reference points, grades, and elevations to guide construction.

Estimates quantities and cost of materials, equipment, or labor to determine project feasibility.

Prepares or present public reports, such as bid proposals, deeds, environmental impact statements, and property and right-of-way descriptions.

Tests soils and materials to determine the adequacy and strength of foundations, concrete, asphalt, or steel.

Provide technical advice regarding design, construction, or program modifications and structural repairs to industrial and managerial staff.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Registration as a professional engineer in accordance with Chapter 471, Florida Statutes.

Effective 7/1/2004

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	4650
Title:	N/A	Program Manager
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Program Manager

#### **Job Summary:**

This is work managing academic/administrative support, student services, and other professional activities and/or program(s) and responsible to a Director or an appropriate Administrator.

#### **Example description of duties (not all-inclusive):**

Plans and manages one or more program(s).

Coordinates, trains, supervises, and/or manages the activities of others to accomplish goals.

Manages resources and initiates actions within established guidelines to achieve unit/departmental objectives.

Recommends and makes decisions that may affect activities, programs, groups, and/or departmental operations.

Provides input into the budget planning process and/or responsibility for controlling and recommending budget expenditures.

Advises and interprets policies and procedures and recommends new and improved programs.

Provides input on employment and termination decisions (hiring, promotions, pay increases, termination, and performance reviews).

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A bachelor's degree in an appropriate area of specialization and two years of appropriate experience; or high school diploma and six years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	4206	4206
Title:	Program Assistant	Program Specialist
Pay Grade:	19	N/A
Pay Band:	N/A	Office/Program Support
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Program Specialist

#### **Job Summary:**

This is work assisting in program implementation by performing specialized functions distinctive to that program.

#### **Example description of duties (not all-inclusive):**

Assists in an assigned program or operational unit, including planning and implementation of new or revised programs.

Conducts studies and analyses of programs, organizations, procedures, or systems of limited scope and/or assists with more complex projects.

Collects, compiles, and organizes data pertinent to various ongoing studies. Analyzes, summarizes, and communicates this information to appropriate individuals.

Assists in the preparation of final reports, recommendations, and other information resources for the improvement of the organizational element or its programs.

Assists in planning and coordinating administrative activities of a program, such as assisting in the formulation and preparation of the organization's budgets, grant proposals, and project proposals.

Establishes effective communication channels and acts as liaison between the program and officials within and outside UWF.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class code: 9527  
Title: Project Coordinator (FLVC)  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Project Coordinator (FLVC)

#### **Job Summary:**

This position is for FLVC use only.

This role involves the work of assuring the successful execution and completion of large-scale and IT-intensive projects using project management standards, processes, and tools. The Project Coordinator assists project leads and project teams in clearly defining project goals, deliverables, risks, and critical success factors; understanding and using project portfolio management and project management tools and systems; in executing project coordination processes in the context of those systems; and in tracking work breakdown structures, team member assignments, and the status of individual tasks. The Project Coordinator conducts outreach and training as needed to improve project management practices in the organization.

#### **Example description of duties (not all inclusive):**

Researches and stays informed of current state-of-the-art project management theories, principles, and practices.

Assists project leads and project teams in managing projects using appropriate systems and tools.

Conducts training activities and information sessions regarding project management methods and tools.

Researches capabilities of the project management system and devises methods to use those capabilities to maximum advantage.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization, or a Bachelor's degree in an appropriate area of specialization with two (2) years of experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	4691	4691
Title:	Construction Project Specialist	Project Manager
Pay Grade:	29	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Project Manager

#### **Job Summary:**

This is work coordinating all phases of force account construction projects and/or assisting in the administration and control of fixed capital outlay construction projects.

#### **Example description of duties (not all-inclusive):**

Confers with supervisory staff, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.

Determines labor requirements and dispatches workers to project sites and directs and supervise workers.

Plans, organizes, and directs activities concerned with the construction and maintenance of structures, facilities, and systems.

Prepares and submits budget estimates and progress and cost tracking reports.

Schedules the project in logical steps and budgets time required to meet deadlines.

Selects, contracts, and oversees workers who complete specific pieces of the project, such as painting or plumbing.

Studies job specifications to determine appropriate construction methods.

Develops and implements quality control programs.

Reviews and approves drawings and specifications, cost estimates, and bids.

Approves and initiates change orders and substitutions of materials, equipment, and workmanship.

Conducts routine site, substantial completion, and final inspection of building projects.

Approves or assists in approving requisitions and payments to architects, engineers, contractors, and other contributing parties.

Insures or assists in insuring fulfillment of contractual obligations.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

**Minimum Qualification Requirements:**

A bachelor's degree in an appropriate area of specialization and four years of appropriate experience; or a high school diploma and eight years of appropriate experience. Appropriate college coursework or vocational/ technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Class  
Code: 9001  
Title: Provost  
Pay Band: Administrative/Managerial  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Provost

#### **Job Summary:**

The Provost is the senior administrative officer responsible for ensuring that the academic affairs division is a cohesive society in which community interests prevail over individual. The Provost is responsible to the President, Deans, students, and faculty governing bodies.

#### **Example of duties (not all-inclusive):**

Carries out the policies of the Board of Trustees and Board of Governors, the University, and the specific directives of the President.

Oversees the formulation of the academic goals and policies of the University, and assisting in the formulation of policies relating to the overall administration of the University.

Acts as the principle agent for change in the University through recommendations to the President of organizational structure of academic units, for selection of deans, and the exercise of Provost prerogatives concerning resource allocations to deans, approvals of faculty appointments, promotions and tenure, and the handling of disciplinary matters.

Fosters and atmosphere in which excellence is expected and accountability and diversity are assured.

Ensures the equitable distribution of resources and maintenance of the same standards at all campus locations.

Formulates the budgetary requirements for all academic programs and ensures the careful and effective management of academic activities within funds allocated.

Ensures that all employment actions and student programs are consistent with national, state, and University EEO/AA policies and procedures;

Represents the collective needs and aspirations of the colleges to those outside the Academic Affairs division involved in the decision-making process through the planning and budgeting process.

Encourages deans in their stimulation of faculty in a persistent re-examination of the curriculum and the quality thereof, to adapt courses and programs to the changing requirements of society.

Oversees the establishment and maintenance of a system for the collegial development and review of curriculum.

Oversees the establishment and maintenance of a comprehensive program for faculty development which includes attention to teaching, advising, creative/scholarly activity and service.



Oversees the establishment and maintenance of and ensuring equity in a comprehensive system for the annual evaluation of faculty, tenure reviews, promotion recommendations, and recognition of outstanding achievements in teaching, advising, creative/scholarly activities and service.

Facilitates the exchange of ideas between and among faculty members and staff in the various units of the Division.

Oversees the establishment and maintenance of curricula and teaching experience which prepares students for entry in to productive and fulfilling lives in society.

Makes final decisions on appeals from students concerning suspensions, readmissions, probationary decisions, and graduate admission refusals.

Enhances the quality of the University and university life through approval or rejection of recommendations and proposals set forth by the various governing and accrediting bodies.

Facilitates adaptations required to implement approved recommendations and proposals of the various governing bodies.

Establishes academic policies of the University.

In the absence of the President, make decision normally reserved for the President, as delegated by the President.

**Minimum Qualifications:**

Doctorate degree in an appropriate area of specialization. Earned tenure and promotion in rank in the field of the doctorate. Successful administrative experience in higher education with demonstrated achievement in academic personnel, budget administration, and comprehensive academic planning. At least one position held for a period of not less than three consecutive years. A successful track record demonstrating an ability to work effectively in an environment of shared governance that relies on collegiality and consultive decision-making. Experience in and knowledge of processes, planning, and policy implementation related to accreditation is required.

07/26/12

Revised 8.10.2023

Class Code: 9519  
Title: Psychological Assistant  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Psychological Assistant

#### **Job Summary:**

Provide individual, couples, and group psychotherapy and evaluations for a diverse student community with a broad range of psychopathology; Vocational counseling; Crisis intervention and emergency services.

#### **Example of duties (not all-inclusive):**

Analyze and resolve any restrictions in one's ability to engage in the practices of a university community.

Intervene in the entire cycle of significant life decisions so as to improve the range and types of behavioral functioning.

Intervention decisions range from simple information giving to involuntary hospitalizations due to suicidal risk.

Daily personal contact with students to assess and intervene in problems.

Daily contact with UWF staff and faculty regarding consultation and collaborative treatment of students.

#### **Minimum Qualifications:**

Master's degree in an appropriate area of specialization and two years of appropriate experience

	Prior 7/1/2004	After 7/1/2004
Class Code:	9434	9434
Title:	Psychologist	Psychologist
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Psychologist

#### **Job Summary:**

This is work providing counseling and psychotherapy for individuals, couples, and groups, regarding a wide range of personal concerns related to their goals, needs, values, attitudes, conflicts, personal and interpersonal styles, educational or career choice, academic or work functions, social relationships, developmental or emotional crises, and disabilities of a social, emotional, or physical nature. Responsible to a Director or appropriate administrator.

#### **Example description of duties (not all-inclusive):**

Applies principles, methods, and procedures for understanding, predicting, and alleviating intellectual, academic, emotional, psychological, and/or behavioral disability and discomfort and to facilitate effective functioning during the life-span development process, intended to help persons acquire or alter personal-social skills, improve adaptability to changing life demands, enhance environmental-coping skills, and/or develop a variety of problem-solving and decision-making capabilities.

Participates in the educational programs of UWF by offering seminars, courses, and/or supervises the clinical, academic, and research experiences of students.

Conducts research related to counseling, psychopathology, psychotherapy, understanding mental health characteristics and quality of life as it relates to academic/social/emotional functioning of the college students, understanding the psychological and developmental needs of students, and program evaluation.

Develops, implements, and directs clinical programs.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A doctorate in psychology from an accredited college or university, which includes one year of supervised internship experience in professional psychology; or licensure as a psychologist by the State of Florida in accordance with Chapter 490, F.S.\*

Effective 7/1/2004

Revised 8.10.2023

Class Code: 9976  
Title: Psychology Resident  
Pay Grade: 30  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Psychology Resident

#### **Job Summary:**

Responsible to a Director or Associate Director. This is work providing counseling and psychotherapy for individuals, couples, and groups, regarding a wide range of personal concerns related to their goals, needs, values, attitudes, conflicts, personal and interpersonal styles, educational or career choice, academic or work functions, social relationships, developmental or emotional crises, and disabilities of a social, emotional, or physical nature.

#### **Example description of duties (not all-inclusive):**

Applies principles, methods, and procedures for understanding, predicting, and alleviating intellectual, academic, emotional, psychological, and/or behavioral disability and discomfort and to facilitate effective functioning during the life-span development process, intended to help persons acquire or alter personal-social skills, improve adaptability to changing life demands, enhance environmental coping skills, and/or develop a variety of problem-solving and decision-making capabilities.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position job description.

#### **Minimum Qualification Requirements:**

A doctorate in counseling or clinical psychology from an accredited college or university, which includes one year of supervised internship experience in professional psychology.

Effective 10/12/2015

Revised 8.10.2023

Class code: 9523  
Title: Quality Analyst (FLVC)  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Quality Analyst (FLVC)

#### **Job Summary:**

This position is for FLVC use only.

The Quality Analyst performs tasks related to assuring the quality and proper functionality of software systems and software applications, whether developed in-house or deployed from a commercial solution. The Quality Analyst executes quality management processes throughout the entire software lifecycle, from initial conceptualization and design through deployment and post-deployment assessment. The Quality Analyst must be expert in user-centered design and software testing techniques, and must be able to work effectively with end users, project managers, and software development professionals.

#### **Example description of duties (not all inclusive):**

Designs and executes quality management and assurance processes in the context of large-scale software systems.

Assists in the elucidation of user requirements and translation of requirements into software feature definitions.

Performs quality testing of software tools and systems in focus group, observational, self-testing, and black box testing scenarios.

Analyzes data and user feedback results to areas of software design defects and opportunities for improvement.

Collects, compiles, and interprets statistical quality data, and produces reports for management, project leads, and software development leads.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization, or a Bachelor's degree in an appropriate area of specialization with two (2) years of experience.

Effective 06/01/2016

Class Code: 9203  
Research Scientist/  
Title: Analyst  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Research Scientist/Analyst

#### **Job Summary:**

Responsible to a Director or appropriate administrator.

#### **Example of duties (not all-inclusive):**

Responsible for planning, designing, and developing original research studies. Analyzes existing methodologies, formulates hypotheses, and develops new protocol.

Collects, synthesizes, studies, reports, and produces results based on data derived from measurements or observations.

Conducts multiple physical, life science, social science or other research functions within project parameters. Defines goals for research projects or activities. May conduct field research.

May serve as liaison between the program area and other departments/units, state agencies, and other groups or individuals as directed.

#### **Minimum Qualifications:**

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

Effective 11/08/2010

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	1434	1434
Title:	Senior Accountant	Senior Accountant
Pay Grade:	24	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Accountant

#### **Job Summary:**

This is work analyzing financial information and preparing financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within UWF.

#### **Example description of duties (not all-inclusive):**

Ensures compliance with generally accepted accounting principles in executing, analyzing, verifying, and reporting transactions of a fiscal nature.

Develops an auditing program and makes suggestions for policy and/or procedure changes.

Advises management regarding the effective use of resources and methods to maximize earnings.

Monitors records of past and present operations.

Supervises the maintenance, reconciliation, and accountability of subsidiary and departmental ledgers.

Assists and advises auxiliary operations regarding financial activities.

Recommends changes to existing accounting procedures and assists in developing new procedures.

Develops work papers and compiles information for financial statements or reports for a variety of funding sources.

Analyzes consolidated financial statements and reports.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class Code: 0710  
Title: Senior Administrative Specialist  
Pay Band: Office/Program Support  
FLSA: Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Administrative Specialist

#### **Job Summary:**

This is work implementing and maintaining administrative policies, procedures and/or programs in the office of a college dean in the Division of Academic Affairs. Manages processes, tasks and projects for the college dean affecting multiple departments within their college.

#### **Example Description of Duties (not inclusive):**

Manage the complex administration operations of a Dean's office in the Division of Academic Affairs.

Work closely and communicates with the Office of the Provost and Executive Vice President, Associate Deans, faculty, staff, Faculty Senate, college councils, college-wide scholarship programs, senior university leadership, SACS and department accreditations, student organizations, community members and other institutes of higher education.

Assist college deans with planning and development of projects, programs, events and activities impacting faculty, staff, students and departments across their college.

Serves as their college representative on the Academic Affairs Staff Development Council (AASDC).

Serve as core members of the AASDC Hub Council to develop procedures and processes for implementing strategies for quality workflow processes and activities for the AASDC and the Division of Academic Affairs.

Participate in training and mentoring administrative and office staff at the department level in their college.

Exercise a high degree of independent judgement and possessing the ability to make decisions on behalf of the Dean and Associate Dean in their absence.

Work closely with the Office of the Provost and Executive Vice President on administrative, organizational and functional tasks.

Deal with sensitive and confidential documents related to performance evaluations, salary, budgets, personnel and other issues.

Maintain a current and thorough knowledge of college and university processes, policies and State of Florida regulations.



Research, prepare and create reports, memos, letters, budget documents, actions, and other documents.

Organize college events, meetings, social functions, conferences and other events.

Supervise administrative staff.

**Minimum Qualification Requirements:**

A high school diploma and six years of appropriate experience. Appropriate college coursework or vocational/technical may substitute at an equivalent rate for the required experience.

Effective 6/9/2016

Revised 8.10.2023

Class Code: 3725  
Title: Senior Audio-Visual  
Equipment Operator  
Pay Band: Specialized/Paraprofessional  
FLSA: Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Audio-Visual Equipment Operator

#### **Job Summary:**

This is work coordinating the use of audio-visual equipment in an audio-visual center.

#### **Example description of duties (not all-inclusive):**

- Coordinates the distribution of AV equipment.
- Maintains inventory control systems.
- Coordinates the inspection and maintenance of AV materials and equipment.
- Coordinates and participates in the AV supply sales operation.
- Coordinates and participates in setting up arrangements of equipment.
- Coordinates film and video rentals and purchases from outside vendors.

#### **Minimum Qualification Requirements:**

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Class Code: 9268  
Senior Budget Data  
Title: Analyst  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Budget Data Analyst

#### **Job Summary:**

This is work providing complex analytical support for budget projects. Reports to Chief Budget Officer, Associate Vice President, or higher level administrator.

#### **Example of duties (not all-inclusive):**

Provide direct support for all phases of systems development including but not limited to gathering financial requirements, financial data analysis, data trending budget services, including budget preparation, formulation, presentation, execution and financial management policy.

Maintain accounting records and analyzes funds to identify possible trends which may result in surplus or shortage of funds, responsible for evaluating relationships between major program changes and the financial status of organizations, ensuring adequate funds for program coverage, and

Prepare reports, forms and schedules, prepares responses to requests for information from legislative analyst, State agencies, higher education institutions, organizations and individuals.

Perform technical calculations and analysis to prepare all parts of the annual budget submission.

Develop realistic revenue and expenditure assumptions and conduct predictive budget modeling to promote resource stability; develops cash-flow projections for all campus activities including self-supporting and/or fee-funded activities.

Represent the university on matters relating to information resources within the university and to external agencies, both public and private.

Perform related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of the office.

#### **Minimum Qualifications Requirements:**

Master's degree in an appropriate area of specialization and one years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and three years of appropriate experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9488
Title:	N/A	Senior Buyer
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Buyer

#### **Work Statement:**

This is work managing and coordinating one or more purchasing functions and formulating and recommending policies and procedures to effectively administer such functions. Responsible to a Director, or appropriate administrator.

#### **Example description of duties (not all-inclusive):**

Resolves purchase order, invoicing, and delivery complaints/problems.

Makes follows-up and authorizes modifications to ensure that materials/supplies are received of an appropriate quality and quantity in a timely manner.

Inputs into the budget planning processes and may be responsible for controlling and recommending budget expenditures within their own area.

Monitors UWF term contract program to ensure compliance.

Interprets, plans, and executes procurement activities to achieve departmental objectives.

Examine, select, order, and purchase at the most favorable price merchandise consistent with quality, quantity, specification requirements and other factors.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

An associate's degree in an appropriate area of specialization and five years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience; or a master's degree in an appropriate area of specialization.

Effective 10/12/2018

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	9388	9388
Title:	Coordinator Information Services	Senior Coordinator
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Coordinator

#### **Job Summary:**

This position is responsible to a Vice President or Senior Associate Vice President.

Responsible for managing programs that have divisional or university impact with respect to formulating policies and procedures for divisional or university implementation. This position will require the combining of business knowledge, program management capabilities and a focus on process development. This position will be responsible for taking the lead on delivering results to senior leadership and playing a pivotal role in assisting the division and university in addressing critical division or university issues. Work involves technical consulting, solution design, project envisioning, planning, development, deployment, and management.

#### **Example description of duties (not all-inclusive):**

Establishes programs to support division/university engagement, including determining goals, setting up and defining the programs, drafting policies and procedures, and defining deliverables and reporting procedures.

Understands business issues and addresses them through a combination of services and product solutions.

Designs, develops and conducts special studies in assigned areas. Collects and analyzes data as appropriate.

Provides ongoing business analysis for the division/university, develops priorities and business process improvement goals, and understands the impact of new policies or regulations or compliance issues.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization with one year of relevant experience or a Bachelor's degree in an appropriate area of specialization with three years of relevant experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	4627	4627
Title:	Senior Engineering Technician	Senior Engineering Technician
Pay Grade:	26	N/A
Pay Band:	N/A	Specialist/Paraprofessional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Engineering Technician

#### **Job Summary:**

This is work designing and developing engineering/architectural specifications and coordinating all technical processes for a project (s).

#### **Example description of duties (not all-inclusive):**

Designs and develops specifications for research/construction projects.

Formulates mathematical models of engineering problems.

Assists in preparing final working drawings.

Uses survey instruments, metering devices, tape measures, and test equipment to perform inspections to project cost estimates.

Reviews and interprets plans, blueprints, site layouts, specifications, and construction methods to ensure compliance with legal requirements and safety regulations.

Maintains daily logs and supplements inspection records with photographs.

Prepares charts, graphs, and diagrams to illustrate workflow, routing, floor layouts, material handling, and machine utilization.

Aids in planning work assignments in accordance with worker schedules, machine capacity, production schedules, and anticipated delays.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	2415	2415
Title:	Senior Grants Specialist	Senior Grants Specialist
Pay Grade:	24	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Grants Specialist

#### **Job Summary:**

This is work coordinating contract/grant administrative activities for Sponsored Research or comparable organizational budgetary unit.

#### **Example description of duties (not all-inclusive):**

Develops and implements contract/grant administrative procedures. Interprets regulations and guidelines to ensure requirements are met.

Coordinates auditing investigations and responses with granting agency auditors.

Analyzes the review, application, and/or administration of potential grant programs.

Assists principal investigator in the development and submission of proposals.

Prepares and negotiates contracts.

Receives, interprets, and processes grant and contract award notices.

Develops and processes contracts, subcontracts and submits to funding agency.

Serves as liaison between faculty, administration, funding agencies, and UWF departments in sponsored research related activities.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and seven years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class Code: 9978  
Title: Senior Licensed Mental Health Counselor I  
Pay Grade: 30  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Licensed Mental Health Counselor I

#### **Job Summary:**

This position reports to a Director or Associate Director. This is work providing counseling services to individuals and groups regarding a wide range of student concerns related to their goals, needs, values, attitudes, conflicts, personal and interpersonal problems, academic or work functioning, social relationships, and crises related to developmental stages and life transitions through participation in all aspects of the university counseling or mental health service.

#### **Example description of duties (not all-inclusive):**

Applies principles, methods and procedures for facilitating effective functioning during the life-span developmental process, intended to help students acquire or alter personal-social skills, improve adaptability to changing life demands, enhance environmental-coping skills, and develop a variety of problem solving and decision-making capabilities.

Provides professional consultation for students, parents, and others regarding a variety of issues related to personal growth and adjustment, developing in-service training programs, and assisting the educational institution in designing methods of coping with persistent problems of the students.

Participates in the educational programs, both graduate and undergraduate.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position job description.

#### **Minimum Qualification Requirements:**

Must be a licensed mental health counselor in the State of Florida. Must have a master's degree in mental health counseling, guidance, psychology, or rehabilitation counseling at a college or university.

Effective 10/12/2015

Revised 8.10.2023



Class Code: 9979  
Title: Senior Licensed Mental Health Counselor II  
Pay Grade: 30  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Licensed Mental Health Counselor II

#### **Job Summary:**

This position reports to a Director or Associate Director. This is work providing counseling services for individuals and groups regarding a wide range of student concerns related to their goals, needs, values, attitudes, conflicts, personal and interpersonal problems, academic or work functioning, social relationships, and crisis related to developmental stages and life transitions through participation in all aspects of the university counseling or mental health service.

#### **Example description of duties (not all-inclusive):**

Applies principles, methods and procedures for facilitating effective functioning during the life-span developmental process, intended to help students acquire or alter personal-social skills, improve adaptability to changing life demands, enhance environmental-coping skills, and develop a variety of problem solving and decision-making capabilities.

Provides professional consultation for students, parents, and others regarding a variety of issues related to personal growth and adjustment, developing in-service training programs, and assisting the educational institution in designing methods of coping with persistent problems of the students.

Participates in the educational programs, both graduate and undergraduate.

Conducts research related to counseling, student development and university life, student needs assessment.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position job description.

#### **Minimum Qualification Requirements:**

Must be a licensed mental health counselor in the State of Florida with a minimum of three years post-licensure experience. Must have a master's degree in mental health counseling, guidance, psychology, or rehabilitation counseling at a college or university.

Effective 10/12/2015

Revised 8.10.2023

Class Code: 9980  
Title: Senior Licensed Mental Health Counselor III  
Pay Grade: 30  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Licensed Mental Health Counselor III

#### **Job Summary:**

This position reports to a Director or Associate Director. This is work providing counseling services for individuals and groups regarding a wide range of student concerns related to their goals, needs, values, attitudes, conflicts, personal and interpersonal problems, academic or work functioning, social relationships, and crisis related to developmental stages and life transitions through participation in all aspects of the university counseling or mental health service.

#### **Example description of duties (not all-inclusive):**

Applies principles, methods and procedures for facilitating effective functioning during the life-span developmental process, intended to help students acquire or alter personal-social skills, improve adaptability to changing life demands, enhance environmental-coping skills, and develop a variety of problem solving and decision-making capabilities.

Provides professional consultation for students, parents, and others regarding a variety of issues related to personal growth and adjustment, developing in-service training programs, and assisting the educational institution in designing methods of coping with persistent problems of the students.

Participates in the educational programs, both graduate and undergraduate.

Performs Baker Act Assessments and consults with trainees regarding these assessments.  
Conducts research related to counseling, student development and university life, student needs assessment.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position job description.

#### **Minimum Qualification Requirements:**

Must be a licensed mental health counselor in the State of Florida and a minimum of six years of post licensure experience in a college or university counseling center or other relevant setting. Must have a Master's degree in mental health counseling, guidance, psychology, or rehabilitation counseling from a college or university.

Effective 10/12/2015

Revised 8.10.2023

Class Code: 9981  
Title: Senior Licensed Mental Health Counselor IV  
Pay Grade: 30  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Licensed Mental Health Counselor IV

#### **Job Summary:**

This position reports to a Director or Associate Director. This is work providing counseling services for individuals and groups regarding a wide range of student concerns related to their goals, needs, values, attitudes, conflicts, personal and interpersonal problems, academic or work functioning, social relationships, and crisis related to developmental stages and life transitions through participation in all aspects of the university counseling or mental health service.

#### **Example description of duties (not all-inclusive):**

Applies principles, methods and procedures for facilitating effective functioning during the life-span developmental process, intended to help students acquire or alter personal-social skills, improve adaptability to changing life demands, enhance environmental-coping skills, and develop a variety of problem solving and decision-making capabilities.

Provides professional consultation for students, parents, and others regarding a variety of issues related to personal growth and adjustment, developing in-service training programs, and assisting the educational institution in designing methods of coping with persistent problems of the students.

Participates in the educational programs, both graduate and undergraduate.

Conducts research related to counseling, student development and university life, student needs assessment.

Active involvement on and contributions to unit, division or university committees and task forces and/or search committees including serving as a chair of a search committee.

Coordinates an area of service within CAPS.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position job description.

**Minimum Qualification Requirements:**

Must be a licensed mental health counselor in the State of Florida and a minimum of eleven years of post-licensure experience in a college or university counseling center or other relevant setting. Must have a master's degree in mental health counseling, guidance, psychology, or rehabilitation counseling from a college or university. Evaluated as a senior level mental health counselor by a peer review committee.

Effective 10/12/2015

	Prior 7/1/2004	After 7/1/2004
Class Code:	8413	8413
	Senior Police	Senior Police
Title:	Communications Operator	Communications Operator
Pay Grade:	22	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Police Communications Operator

#### **Job Summary:**

This is specialized non-sworn law enforcement work coordinating the operations of a public safety communications center involving computerized radio dispatching and operating telephone, radio, and computer systems in the communications center.

#### **Example description of duties (not all-inclusive):**

Directs and supervises the duties and activities of the Police Communications division.

Plans workloads, work assignments, scheduling, objectives, and activities of the Police Communications division.

Updates communications reference material.

Supervises the use and maintenance of equipment assigned to the Police Communications division.

Prepares detailed records and reports in a timely manner.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Proficiency in typing and State Certification on the National Crime Information Center (NCIC)/Florida Crime Information Center (FCIC) computer system are required. Must have 232 hours of 911 dispatcher training and pass state issued certification exam within one year of employment or have previous dispatcher experience prior to April 2012 to substitute experience for training hours and pass state issued certification exam within one year of employment.

Effective 7/1/2004

Revised 8.10.2023

Class Code: 9972  
Title: Senior Psychologist II  
Pay Grade: 30  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Psychologist II

#### **Job Summary:**

Responsible to a Director or Associate Director. This is work providing counseling and psychotherapy for individuals, couples, and groups, regarding a wide range of personal concerns related to their goals, needs, values, attitudes, conflicts, personal and interpersonal styles, educational or career choice, academic or work functions, social relationships, developmental or emotional crises, and disabilities of a social, emotional, or physical nature.

#### **Example description of duties (not all-inclusive):**

Applies principles, methods, and procedures for understanding, predicting, and alleviating intellectual, academic, emotional, psychological, and/or behavioral disability and discomfort and to facilitate effective functioning during the life-span development process, intended to help persons acquire or alter personal-social skills, improve adaptability to changing life demands, enhance environmental coping skills, and/or develop a variety of problem-solving and decision-making capabilities.

Participates in the educational programs of UWF by offering seminars, courses, and/or supervises the clinical, academic, and research experiences of students.

Conducts research related to counseling, psychopathology, psychotherapy, understanding mental health characteristics and quality of life as it relates to academic/social/emotional functioning of the college students, understanding the psychological and developmental needs of students, and program evaluation.

Performs Baker Act Assessments and consults with trainees regarding these assessments.  
Develops, implements, and directs clinical programs.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position job description.

#### **Minimum Qualification Requirements:**

Florida license as a Psychologist or licensed in another state as a psychologist (Must become licensed within 12 months if licensed in another state) and a minimum of three years post-doctoral clinical experience in a college or university counseling center or other relevant setting (eligible to Baker Act in Florida).

Effective 10/12/2015

Class Code: 9973  
Title: Senior Psychologist III  
Pay Grade: 30  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Psychologist III

#### **Job Summary:**

Responsible to a Director or appropriate administrator. This is work providing counseling and psychotherapy for individuals, couples, and groups, regarding a wide range of personal concerns related to their goals, needs, values, attitudes, conflicts, personal and interpersonal styles, educational or career choice, academic or work functions, social relationships, developmental or emotional crises, and disabilities of a social, emotional, or physical nature.

#### **Example description of duties (not all-inclusive):**

Applies principles, methods, and procedures for understanding, predicting, and alleviating intellectual, academic, emotional, psychological, and/or behavioral disability and discomfort and to facilitate effective functioning during the life-span development process, intended to help persons acquire or alter personal-social skills, improve adaptability to changing life demands, enhance environmental coping skills, and/or develop a variety of problem-solving and decision-making capabilities.

Participates in the educational programs of UWF by offering seminars, courses, and/or supervises the clinical, academic, and research experiences of students.

Conducts research and assessment related to counseling, psychopathology, psychotherapy, understanding mental health characteristics and quality of life as it relates to academic/social/emotional functioning of the college students, understanding the psychological and developmental needs of students, and program evaluation.

Coordinates an area of service within CAPS. Develops, implements, and directs clinical programs and outreach efforts.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position job description.

#### **Minimum Qualification Requirements:**

Florida license as a Psychologist or licensed in another state as a psychologist (Must become licensed within 12 months if licensed in another state) and a minimum of five years post-licensure clinical experience in a college or university counseling center or other relevant setting or ABPP Diplomate and three years full-time post licensure experience in college or university counseling center or other relevant setting.

Effective 10/12/2015

Revised 8.10.2023

Class Code: 9974  
Title: Senior Psychologist IV  
Pay Grade: 30  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Psychologist IV

#### **Job Summary:**

Responsible to a Director or Associate Director. This is work providing counseling and psychotherapy for individuals, couples, and groups, regarding a wide range of personal concerns related to their goals, needs, values, attitudes, conflicts, personal and interpersonal styles, educational or career choice, academic or work functions, social relationships, developmental or emotional crises, and disabilities of a social, emotional, or physical nature.

#### **Example description of duties (not all-inclusive):**

Applies principles, methods, and procedures for understanding, predicting, and alleviating intellectual, academic, emotional, psychological, and/or behavioral disability and discomfort and to facilitate effective functioning during the life-span development process, intended to help persons acquire or alter personal-social skills, improve adaptability to changing life demands, enhance environmental coping skills, and/or develop a variety of problem-solving and decision-making capabilities.

Participates in the educational programs of UWF by offering seminars, courses, and/or supervises the clinical, academic, and research experiences of students.

Conducts research or assessment related to counseling, psychopathology, psychotherapy, understanding mental health characteristics and quality of life as it relates to academic/social/emotional functioning of the college students, understanding the psychological and developmental needs of students, and program evaluation.

Coordinates an area of service within CAPS.

Develops, implements, and directs clinical programs and outreach efforts.

Able to act as designee of the Director or Associate Director in the absence of the Director or Associate Director.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position job description.

#### **Minimum Qualification Requirements:**

Florida license as a Psychologist or licensed in another state as a psychologist (Must become licensed within 12 months if licensed in another state) and a minimum of ten years full-time



post-licensure clinical experience in a college or university counseling center or other relevant setting or ABPP Diplomate and eight years full-time post licensure experience in college or university counseling center or other relevant setting. Rated by peer review committee as senior level psychologist.

	Prior 7/1/2004	After 7/1/2004
Class Code:	3120	3120
Title:	Senior Statistician	Senior Statistician
Pay Grade:	23	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Statistician

#### Job Summary:

This is work designing and conducting statistical research.

#### Example description of duties (not all-inclusive):

Engages in the development of mathematical theory or apply statistical theory and methods to collect, organize, interpret, and summarize numerical data to provide usable information.

Researches business statistics, economic statistics, or other fields.

Develops research designs, protocols, and/or administrative procedures based on statistical analyses.

Provides statistical expertise to faculty and/or staff; serves as liaison with data resources.

Analyzes data upon completion of projects.

Compiles and writes institutional research reports and makes recommendations based on research findings.

Monitors data collection and evaluates sources of information in order to determine any limitations in terms of reliability or usability.

Assists with the administration and processing of student/alumni/employer satisfaction surveys and the reporting of survey results to the division, colleges, and departments.

Conducts literature reviews.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### Minimum Qualification Requirements:

A high school diploma and six years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

	Prior 7/1/2004	After 7/1/2004	Effective 11/20/2016
Class Code:	1328	1328	1328
Title:	Senior Training Specialist	Senior Training Specialist	Senior Training Specialist
Pay Grade:	23	N/A	N/A
Pay Band:	N/A	Specialized/Paraprofessional	Professional
FLSA:	Exempt	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Training Specialist

#### **Job Summary:**

This is work developing training materials, presenting training programs and/or administering one or more phases of a training function.

#### **Example description of duties (not all-inclusive):**

Plans, organizes, and administers in-service training programs.

Researches literature and materials and plans curricula.

Plans layouts for printed materials.

Determines resource requirements and provides input for planning and budgeting purposes.

Evaluates individual training records and insures compliance with statutory requirements.

Develops and implements methodologies to assess training needs.

Plans and implements seminars and workshops.

Conducts seminars and workshops and/or provides on-site training in specialized areas.

Writes and maintains manuals and edits technical documentation of processes.

Meets with program human resources to identify training and/or staff development needs.

Prepares audio-visual aids and operates audio-visual equipment.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and six years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	4245	4245
Title:	Senior University Union Program Specialist	Senior University Union Program Specialist
Pay Grade:	21	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior University Union Program Specialist

#### **Job Summary:**

This is work maintaining specialized program activities for a student union/recreational facility.

#### **Example description of duties (not all-inclusive):**

Manages the operation of a recreational facility or intramural sports program.

Supervises the reservation of space for conferences, conventions, and special events.

Establishes and conducts a preventative maintenance program for a student union/recreational facility.

Provides primary customer service contact for non-university groups seeking to use facilities.

Negotiates facilities use and contracts and coordinates with appropriate units in regard to repairs, set-ups, technical services, and/or catering.

Ensures facilities, equipment and furnishings are in proper condition and initiates inventories, repairs or work orders, as appropriate.

Liaison with facilities services or general contractors for repairs, renovations or preventative maintenance.

Obtain proposals and authorizes the purchase of supplies and equipment.

Advises organizations on student union/recreation program activities.

Advertises program events.

Makes budget recommendations.

#### **Minimum Qualification Requirements:**

A high school diploma and six years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class Code:	Prior 7/1/2004 6351	After 7/1/2004 6351
Title:	Senior Utilities Supervisor	Senior Utilities Supervisor
Pay Grade:	23	N/A
Pay Band:	N/A	Crafts/Trades
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Senior Utilities Supervisor

#### **Job Summary:**

This is work supervising utility plant employees.

#### **Example description of duties (not all-inclusive):**

Develops operating procedures for new equipment installations.

Monitors the annual budget and oversees spending activities of employees.

Prepares reports, as requested, and keeps up to date records for review by higher-level management.

Coordinates with contractors on projects and assists in managing projects.

Controls equipment to regulate flow and pressure of utility equipment.

Supervises and coordinates activities of staff performing assigned tasks.

Verifies work orders and schedules times maintenance and repair.

Inspects equipment for wear and completed work for conformance to standards.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total six years; or a high school diploma and six years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class  
Code: 2111  
Title: Server Systems Administrator  
Pay Band: Specialized/Paraprofessional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Server Systems Administrator

#### **Job Summary:**

This is work installing and maintaining computer operating systems and managing computer operations.

#### **Example description of duties (not all-inclusive):**

Responsible for the management or technical support services: Installs, maintains, and/or modifies operating systems software.

Tests software and analyzes/corrects problems.

Provide technical assistance and advice to system users.

Consults with vendors regarding software problem

Accountable for ensuring the smooth operation and administration of college level servers and that computer labs are operational and accessible.

Provides assistance to departmental personnel regarding purchases and upgrades of hardware and software, including server technologies.

Manage the activities of the college Helpdesk workgroup or something comparable

Maintains a working technology budget for computer maintenance and technology enhancements within the college

Determine priorities and proper allocation of resources including the coordination and development of comprehensive long range plans.

Primary liaison for technical support to Information Technology services (ITS)

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and six years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Class Code:	Prior 7/1/2004 2102	After 7/1/2004 2102
	Computer	
Title:	Programmer Analyst	Server Systems Specialist
Pay Grade:	25	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Server Systems Specialist

#### **Job Summary:**

This is work providing analytical support and writing and maintaining computer programs and developing program specifications from user requirements.

#### **Example description of duties (not all-inclusive):**

Analyzes user needs and determines appropriate programming application.

Develops flow charts.

Writes, tests, codes, debugs, and documents computer programs.

Develops test data and/or job control language to test programs.

Maintains program files and records.

Modifies existing systems as necessary.

Implements and modifies computerized systems and related procedures.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior	After 7/1/2004
Class Code:	7/1/2004	9485
Title:	N/A	Software Applications Engineer
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Software Applications Engineer

#### **Job Summary:**

This is work providing primary computer support to UWF services.

#### **Example description of duties (not all-inclusive):**

Performs all phases of system development.

Enhances, supports, and maintains assigned services of responsibility. Insures all phases of a project are completed.

Analyzes information to determine, recommend and plan installation of a new system or modification of an existing system.

Confers with data processing and project managers to obtain information on limitations and capabilities for data processing projects.

Coordinates installation of software system.

Develops and directs software system testing and validation procedures.

Directs software programming and development of documentation.

Evaluates factors such as reporting formats required, cost constraints, and need for security restrictions to determine hardware configuration.

Modifies existing software to correct errors, to adapt it to new hardware or to upgrade interfaces and improve performance.

Monitors functioning of equipment to ensure system operates in conformance with specifications.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Effective 7/1/2004

Revised 8.10.2023



Class code: 9526  
Title: Software Design Analyst (FLVC)  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Software Design Analyst (FLVC)

#### **Job Summary:**

This position is for FLVC use only.

This role involves the work of designing user interfaces and other components of large-scale software systems. The Software Design Analyst works closely with end users, is expert at principles and tools of human-computer interaction and software interface design, and uses those principles to translate user needs into requirements and functional specifications to be implemented by software developers.

The Software Design Analyst also works closely with Quality Analysts to monitor, test, and analyze software quality issues and recommend corrective actions and designs to implement improvements.

#### **Example description of duties (not all inclusive):**

Researches and stays informed of current state-of-the-art theories and practices in human-computer interaction and user-centered interface design principles and methods.

Works with clients to understand their requirements and needs; uses design tools and methods to express these needs in the context of software designs.

Works with software developers to monitor implementation of features in software functions.

Works with Quality Analysts to design and execute research and testing projects and processes to monitor and assess the quality of user interface designs implemented in software systems. Analyzes and defines improvement opportunities and needs and works with software developers on action plans to implement improvements.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization, or a Bachelor's degree in an appropriate area of specialization with two (2) years of experience.

Effective 06/01/2016

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	9386	9386
Title:	Specialist, Budget & Finance	Specialist, Budget & Finance
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Specialist, Budget and Finance

#### **Job Summary:**

This is work assisting in development and implementation of University-wide business and fiscal systems and administrative procedures. Responsible to the Associate Vice President, Director or appropriate administrator.

#### **Example description of duties (not all-inclusive):**

Advises and recommends new policies and revisions to existing policies.

Performs operational and/or advisory duties in support of University-wide management and coordination of business and fiscal systems or performs senior level budget duties.

Recommends procedures for University-wide program operation.

Serves as liaison between the Board of Trustees, UWF, and state agencies on business and fiscal operations.

Supports various inter-institutional committees; prepares and presents topical issues within area of functional responsibility.

Assists in the preparation of budget requests and provides analyses supporting these activities.

Designs and maintains a web-based budget management system. Reconciles internal ledgers. Prepares working papers.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and one year of appropriate experience; or a bachelor's degree in an appropriate area of specialization and three years of appropriate experience.

Effective 7/1/2004

Revised 8.10.2023

Class code: 9991  
Title: Statewide Chief Information Officer (CIO)  
Pay Band: Administrative/Managerial  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Statewide Chief Information Officer (CIO) (FLVC)

**Job Summary:**

This position is for FLVC use only.

This position is responsible to a CEO a statewide program or service.

The Chief Information Officer (CIO) is responsible for leading the information technology (IT) functions for a statewide organization. The CIO is the senior IT officer for the organization and serves as the principal technology leader, providing vision and leadership for all technology operations, services and products.

**Example description of duties (not all inclusive):**

Lead visioning, strategy, policy, budgeting, and financial oversight for information technology.

Oversight of IT staff, operations, services, and product support.

Translate business strategy into technology strategy, architecture, plans, and projects.

Work closely and collaboratively with senior IT leaders of colleges, universities, and other partner organizations.

Ensure that IT data security, risk management, disaster recovery and business continuity planning processes and procedures are in place.

Develop and organize technology talent that is structured to effectively and efficiently deliver IT services.

Maintain strong vendor relationships and negotiate/manage contracts and service agreements.

Represent FLVC externally in matters related to information technology and cultivates strategic relationships with partners and constituents.

**Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and four years of significant relevant IT work experience at a leadership level; or a bachelor's degree in an appropriate area of specialization and six years of appropriate work experience.

Class code: 9528  
Title: Statewide Program Assistant  
Director (FLVC)  
Pay Band: Administrative/Managerial  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Statewide Program Assistant Director (FLVC)

#### **Job Summary:**

This position is for FLVC use only.

This position is responsible to an Executive Director, Director, or appropriate administrator of a statewide program or service.

Responsible for managing and assisting in the direction of a statewide center, program or service area that serves multiple institutions, entire education sectors (e.g., K-12, Florida College System, State University System), or statewide service networks. Responsibilities include strategic planning, service delivery management, staff leadership, and coordination of people and resources.

#### **Example description of duties (not all inclusive):**

Manages routine operations for a statewide service or program. Makes decisions that affect statewide programs and multiple institutions.

Acts as resource to help resolve complex issues and generally works with other areas, departments, or work units to achieve objectives.

Performs assignments independently and work is evaluated on results achieved.

Recommends employment and termination decisions (e.g., hiring, promotions, pay increases, termination, performance reviews).

Applies or imparts experience and the advanced concepts, practices, and procedures of specialty field to achieve objectives.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and two (2) years of experience, or a Bachelor's degree in an appropriate area of specialization with four (4) years of experience.

Effective 06/01/2016

Revised 8.10.2023

Class code:	9521
Title:	Statewide Program Coordinator (FLVC)
Pay Band:	Professional
FLSA:	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Statewide Program Coordinator (FLVC)

#### **Job Summary:**

This position is for FLVC use only.

This position is responsible to an Executive Director or Director of a statewide program or service.

Responsible for planning and coordinating programs that serve multiple institutions, entire education sectors (e.g., K-12, Florida College System, State University System), or statewide service networks. Responsibilities include solution envisioning and design, planning, development and deployment, communications management, and ongoing program management.

#### **Example description of duties (not all inclusive):**

Understands service issues and addresses them through a combination of services and product solutions.

Coordinates solution delivery and collaborates with multiple institutional and/or system representatives and administrators.

Establishes communication channels and communicates effectively with constituents served by the statewide program. Works with both staff and constituents to identify improvement opportunities.

Collects, compiles, and organizes data and reports relevant to statewide program monitoring, delivery, quality assessment, and planning.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and two (2) years of experience, or a Bachelor's degree in an appropriate area of specialization with four (4) years of experience.

Effective 06/01/2016

Revised 8.10.2023

Class code: 9989  
Title: Statewide Program Director  
Pay Band: Administrative/Managerial  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Statewide Program Director (FLVC)

#### **Job Summary:**

This position is for FLVC use only.

This position is responsible to a CEO or Executive Director of a statewide program or service.

Responsible for directing the activities and services of a statewide program that serves multiple institutions, entire education sectors (e.g., K-12, Florida College System, State University System), or statewide service networks. Responsibilities include solution envisioning and design, planning, development and deployment, communications management, leadership, implementing growth plans, budget oversight, and development and interpretation of policies and operating procedures.

#### **Example description of duties (not all inclusive):**

Directs a major department or multiple departments of a statewide program to ensure that established goals and objectives are communicated and attained.

Develops strategies, designs policies, and deploys resources to achieve objectives. Makes decisions that affect more than one institution or education sector.

Applies highly developed creative problem-solving skills and uses high-level persuasion and negotiation skills.

Administers and plans budgets and controls expenditures.

Plans, develops, and implements programs of assigned functions.

Represents FLVC and UWF at members council meetings and other statewide meetings such as Board of Governors.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and three years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and five years of appropriate experience.

Class code: 9990  
Title: Statewide Program Manager  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Statewide Program Manager (FLVC)

**Job Summary:**

This position is for FLVC use only.

This position is responsible to a Director or Assistant Director of a statewide program or service.

Responsible for managing the activities and services of a statewide program that serves multiple institutions, entire education sectors (e.g., K-12, Florida College System, State University System), or statewide service networks. Responsibilities include coordinating, training, and supervising program staff.

**Example description of duties (not all inclusive):**

Coordinates and manages the activities of other program staff.

Leads the program team in delivering products and services to the program's clients.

Reviews and develops program support policies, procedures and standards.

Specific job functions, position qualifications, knowledge, skills and abilities are listed in each position's job description.

**Minimum Qualification Requirements:**

Bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Class code: 9992  
Title: Statewide Technical Services Manager  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Statewide Technical Services Manager (FLVC)

**Job Summary:**

This position is for FLVC use only.

This position is responsible to a Director or Assistant Director of a statewide program or service.

Responsible for managing the technical services and functions of a statewide program that serves multiple institutions, entire education sectors (e.g., K-12, Florida College System, State University System), or statewide service networks.

**Example description of duties (not all inclusive):**

Coordinates and manages the activities of other technical program staff.

Leads the technical team in delivering products and services to the program's clients.

Reviews and develops program technical support policies, procedures and standards.

Specific job functions, position qualifications, knowledge, skills and abilities are listed in each position's job description.

**Minimum Qualification Requirements:**

Bachelor's degree in an appropriate area of specialization and three years of appropriate experience.



Class Code:	Prior 7/1/2004	After 7/1/2004
	0928	0928
Title:	Stores/Receiving Manager	Stores/Receiving Manager
Pay Grade:	21	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Stores and Receiving Manager

#### **Job Summary:**

This is work managing the activities of the stores/receiving operations.

#### **Example description of duties (not all-inclusive):**

Manages and supervises daily functions of Central Stores/Receiving warehouse.

Coordinates receiving and delivery schedules.

Maintains Central Stores inventory and distribution

Assists in the receipt and processing of all UWF UPS, Airborne, DHL, and FedEx packages.

Receives and processes all cartons, crates, and pallets of material delivered by commercial trucking companies.

Recommends and implements operating policies and procedures.

Maintains special order files and handles exchanges, credits, and returns.

Directs the ordering, storage, inventory, and distribution of equipment and supplies.

Conducts studies to determine trends in stock use, inventory mix, and price structure.

Negotiates with vendors to evaluate new products, substitutes, and to compare vendor pricing.

Assists in the preparation of annual budgets.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	9495	9495
	Student Counseling	Student Counseling
Title:	Specialist	Specialist
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Student Counseling Specialist

#### **Job Summary:**

This position reports to a Dean, Director or Associate Director.

This is work providing counseling services for individuals and groups regarding a wide range of student concerns related to their goals, needs, values, attitudes, conflicts, personal and interpersonal problems, academic or work functioning, social relationships, and crisis related to developmental stages and life transitions through participation in all aspects of the university counseling or mental health service.

#### **Example description of duties (not all-inclusive):**

Applies principles, methods and procedures for facilitating effective functioning during the life- span developmental process, intended to help students acquire or alter personal-social skills, improve adaptability to changing life demands, enhance environmental-coping skills, and develop a variety of problem solving and decision-making capabilities.

Provides professional consultation for students, parents, and others regarding a variety of issues related to personal growth and adjustment, developing in-service training programs, and assisting the educational institution in designing methods of coping with persistent problems of the students.

Participates in the educational programs, both graduate and undergraduate.

Conducts research related to counseling, student development and university life, student needs assessment.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each positions job questionnaire.

#### **Minimum Qualification Requirements:**

Must be a licensed mental health counselor in the State of Florida. Must have a master's degree in mental health counseling, guidance, psychology, or rehabilitation counseling at a college or university.

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	4276
Title:	N/A	Student Program Support Specialist
Pay Grade:	N/A	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Student Program Support Specialist

#### **Job Summary:**

This is work providing support to activities associated with student services, admission, re-admissions, registration and/or academic records.

#### **Example description of duties (not all-inclusive):**

Assists students in effective use of the online student information system.

Provides students with current registration and admissions forms.

Assists students with enrollment and registration.

Provides students with information regarding the various degree programs offered at UWF.

Provides assistance and information to students, counselors, UWF staff and the general public in regards to the admission process, policies, and procedures.

Schedules appointments for students with academic advisors.

Verifies student applications to ensure accuracy and proper documentation.

Assists student in registration process.

Schedules classroom and space assignments.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A bachelor's degree in an appropriate area of specialization and one year of appropriate experience; or a high school diploma and five years of appropriate experience.

Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	4274
Title:	N/A	Student Services Representative
Pay Grade:	N/A	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Student Services Representative

#### **Job Summary:**

This is work performing a variety of specialized activities associated with student admission, records, enrollment, and financial aid.

#### **Example description of duties (not all-inclusive):**

Provides assistance and information to students, counselors, faculty, other campus personnel and the general public in regards to the admission, registration, and financial aid process, policies, and procedures.

Updates student's permanent academic records to reflect a variety of actions related to the students' records.

Provides academic transcripts and test scores in accordance with established policies, which may include monetary transactions and verifications.

Determines if applicants qualify for Florida residency, as governed by Florida Statutes.

Interprets various transcript formats to compute and to determine academic grade point average.

Reviews student records to determine classification, graduation requirements, academic status, hours of enrollment, and fee payment dates.

Determines and enters applicable coding on internal and external systems.

Serves as a resource to resolve initial and standard problems.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A bachelor's degree in an appropriate area of specialization and one year of appropriate experience; or a high school diploma and five years of appropriate experience.

Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 2/10/19
Class Code:	N/A	4275
Title:	N/A	Student Services Specialist
Pay Grade:	N/A	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Student Services Specialist

#### **Job Summary:**

This is work assisting in the coordination of one or more specialized functions associated with enrollment, student admissions, registration, and financial aid.

#### **Example description of duties (not all-inclusive):**

Recommends and implements policies and development of procedures for enrollment, admissions, and financial aid.

Establishes work priorities, work assignments and supervises and manages one or more teams. Implements probation and suspension actions reflected on the permanent student academic records as determined by the appropriate Academic Standards Committee.

Advises students, advisors, and faculty on academic requirements, UWF and state policies, and transferability of coursework.

Investigates educational policies and grading systems of various institutions in the United States and abroad including accreditation, and determines students' qualifications for admission to UWF, and applicability of coursework.

Requests reports for auditing and completion of files and conducts statistical research.

Investigates and resolves problems and discrepancies related to student records and academic policies.

Interprets policies and procedures and monitors changes in legislation, administrative code, and other rules affecting admissions, enrollment, and financial aid requirements.

Represents UWF for recruiting purposes at community colleges, college fairs, and high schools in Florida and other states.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience.

Effective 2/10/19

Revised 8.10.2023

Class Code: 9534  
Title: Student Support Specialist  
Pay Grade: Professional  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Student Support Specialist

#### **Job Summary:**

This work is performing academic/administrative support, student services, and other professional programs and or projects.

#### **Description of duties (not all-inclusive):**

Contributes to programs or projects in a specific area of focus to achieve unit/departmental objectives.

Plans and implements existing or new projects aligned to unit/departmental objectives.

Collects, compiles, and organizes data pertinent to various ongoing studies. Analyzes, summarizes, and communicates this information to appropriate individuals.

Recommends decisions that may affect activities, programs, groups, and/or departmental operations.

Interprets relevant federal/state laws and UWF policies and procedures.

May be assigned program support duties including, but not limited to, travel, p-cards, etc.

Specific job functions, position qualifications, knowledge, skills, and abilities are listed on each position's job description.

#### **Minimum Qualification Requirements:**

Bachelor's degree in an appropriate area of specialization.

Effective 8/10/2023

Class Code: 9987  
Title: Teacher, Child Development  
Pay Band: Professional  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Teacher, Child Development

#### **Job Summary:**

This position ensure that the classroom operates in a safe, healthy and developmentally appropriate manner at all times.

#### **Example of Duties: (Not all inclusive)**

Maintain a learning environment that is supportive of children's growth and development, through appropriate lessons and activities.

Prepares and implements weekly lesson plans that address social, emotional, physical and cognitive areas.

Arrange classroom environment in accordance with the programs goals and philosophy.

Maintains confidentiality.

Communicates and supports parents to ensure the needs of children and families are met.

#### **Minimum Qualifications:**

Child Development Associate Certificate (CDA); or an Associate's degree in early childhood education, elementary education, special education, child and family studies, or a related field, and one year of experience in an early childhood or other educational setting.

Successful completion of 40 hours Child Care Training and exams required by the Department of Children and Families Services (DCF) within 15 months of beginning employment.

Class Code: 8547  
Teacher Aide, Child  
Title: Development  
Pay Band: Technical & Paraprofessional  
FLSA Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Teacher Aide, Child Development

**Job Summary:**

This position assists in teaching children according to the philosophy and mission of the center's program.

**Example of Duties: (Not all inclusive)**

Assists in planning, coordinating, and implementation of learning activities.

Takes roll and prepares absence reports.

Leads group activities.

Reports child adjustment problems to teachers.

Maintains confidentiality.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on position's job questionnaire.

**Minimum Qualifications:**

High school diploma or equivalent.



	Prior 7/1/2004	After 7/1/2004
Class Code:	4282	4282
Title:	Teaching Laboratory Specialist	Teaching Laboratory Specialist
Pay Grade:	22	N/A
Pay Band:	N/A	Crafts/Trades
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Teaching Laboratory Specialist

#### **Job Summary:**

This is work teaching laboratory equipment usage.

#### **Example description of duties (not all-inclusive):**

Supports faculty members in their course instruction by giving lectures and demonstrations on the use of laboratory equipment.

Assists faculty members with the development of experiments for laboratory courses.

Performs minor repairs and maintenance on laboratory equipment.

Develops budgets for laboratory needs, and recommends the purchase of equipment and supplies and maintains inventories.

Maintains a library of technical reference materials.

Assists students in the use of a computer laboratory.

Assists in conducting laboratory classes.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Class code: 2131  
Title: Technology Operations Specialist  
(FLVC)  
Pay Band: Specialized/Paraprofessional  
FLSA: Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Technology Operations Specialist (FLVC)

#### **Job Summary:**

This position is for FLVC use only.

This role involves the work of operating and monitoring large-scale information technology systems and executing related processes and procedures.

#### **Example description of duties (not all inclusive):**

Monitors status reports and displays to detect computer system operating issues; executes corrective actions following defined processes.

Performs operational activities such as data loads and data extracts; report generation; setting of system parameters; defining process run schedules; and altering system configurations in accord with established procedures.

Works with institutional clients and partners to execute inter-institutional processes and procedures and to resolve problems stemming from those processes.

In the context of the Florida Virtual Campus, executes processes vital to long-term data preservation and archival for digital artifacts of importance to multiple higher education institutions and the entire state.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and three years of appropriate experience. Appropriate college coursework or technical/vocational training may substitute at an equivalent rate for the required experience.

Effective 06/01/2016

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	6582	6582
	Telecommunications	Telecommunications
Title:	Services Specialist	Services Specialist
Pay Grade:	27	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Telecommunications Services Specialist

#### **Job Summary:**

This is work installing, troubleshooting, repairing, and maintaining telecommunications equipment.

#### **Example description of duties (not all-inclusive):**

Prepares software changes to campus servers and remote servers for completion of moves, adds, and changes to work requests.

Prepares field cross connects in telecommunication rooms on and off campus.

Converses with customers via the telephone to troubleshoot, diagnose, and resolve telecommunications issues.

Attends pre-and post-construction meetings related to the design, installation, and maintenance of telecommunications equipment and infrastructure for new construction.

Oversees outside vendors contracted to install or repair campus outside plant cabling or premise cabling.

Completes requests for new service.

Determines methodology for installing telephone service.

Determines appropriateness of moderate equipment changes or modifications.

Makes software changes to campus services and remote servers.

Makes field cross connects in telecommunication room.

Works to develop, improve, maintain, and implement networks.

Attends pre- and post-construction meetings related to the design, installation, and maintenance of telecommunications equipment and infrastructure for new construction.

Oversees outside vendors contracted to install or repair campus outside plant cabling or premise cabling.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class Code:	1322	Effective 11/20/2016
	Training	1322
Title:	Specialist	Training Specialist
Pay Band:	Professional	Specialized/Paraprofessional
FLSA:	Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Training Specialist

#### **Job Summary:**

This work is developing training materials and/or presenting training programs.

#### **Example of duties (not all-inclusive)**

Assists in planning and implementing seminars and workshops.

Conducts seminars and workshops and/or provides on-site training in specialized areas.

Evaluates training programs for effectiveness.

Writes and maintains manuals and edits technical documentation processes.

Meets with program personnel to identify training and/or staff development needs.

Prepares necessary equipment and training aids for instructional purposes.

#### **Minimum Qualifications:**

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

	Prior 7/1/2004	After 12/06/2006
Class Code:	9236	9236
Title:	Coordinator, Business & Financial/Aux Services	University Attorney
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### University Attorney

#### **Job Summary:**

This is work responsible to the General Counsel or appropriate administrator. Assists the General Counsel with the preparation and review of legal documents including contracts, subpoena, public records request, and legal research and in all phases of office responsibility.

#### **Example description of duties (not all-inclusive):**

Prepares and review of legal documents, including contracts and other legal instruments involving the University and direct-support organizations.

Reviews affiliation agreements with institutions for placement of student interns, contracts for good and services, interaction with vendors, providers, state office and university departments.

Reviews subpoena and Public Records Requests to ensure compliance with public records law, FERPA and Florida Law as it relates to student records.

Ensure prerequisites to complying with subpoenas are met.

Researches legal issues as assigned by the General Counsel to assist in properly advising university departments regarding compliance issues, risk management, insurance issues, and statutory authority related to contracting and researching other issues as assigned.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Law degree (Legum Baccalaureus (Bachelor of Law) Degree or Juris Doctor Degree. Must be a member of the Florida Bar or become a member within twelve months of employment.

Effective 12/6/2006

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	9355	9355
Title:	University Registrar	University Registrar
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### University Registrar

#### **Job Summary:**

This is work planning, organizing, and directing all functional areas within the Office of the Registrar. Responsible to an Assistant or Associate Vice President, Vice President, or appropriate administrator.

#### **Example description of duties (not all-inclusive):**

Administers university-wide policies and procedures within legislative statutes and state regulations regarding admissions, registration, and/or records.

Recommends and participates in the development and implementation of UWF policies and procedures regarding student registration, records, class schedules, instructional space scheduling, residency requirements, enrollment issues, academic calendars, and graduation requirements.

Supervises the assigned areas of responsibility.

Formulates and administers annual budgets for the functional area.

Confers with other academic staff to explain and formulate enrollment requirements and course credit policies.

Monitors state mandated requirements, including College Level Academic Skills Test (CLAST) and Gordon Rule.

Makes decisions that affect more than one school/college or department and at UWF.

Develops strategies, designs policies, and deploys resources to achieve objectives.

Applies highly developed creative problem solving skills and uses high-level persuasion and negotiation skills.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and four years directly related professional work experience; or a bachelor's degree in an appropriate area of specialization and six years directly related professional work experience.

Effective 7/1/2004

Revised 8.10.2023

	Prior 7/1/2004	After 7/1/2004
Class Code:	6345	6345
Title:	Utilities Supervisor	Utilities Supervisor
Pay Grade:	21	N/A
Pay Band:	N/A	Crafts/Trades
FLSA:	Exempt	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Utilities Supervisor

#### **Job Summary:**

This is work supervising all water facilities operations and maintenance.

#### **Example description of duties (not all-inclusive):**

Manages water system operations.

Ensures wastewater is in accordance with all federal and state rules and regulations.

Manages pool, spa, and U-I pool operations and maintenance.

Manages campus wide irrigation systems.

Ensures proper operation of all septic tanks and grease traps.

Operates and adjust controls on equipment to purify and clarify water, process or dispose of sewage, and generate power.

Inspects equipment and monitor operating conditions, meters, and gauges to determine load requirements and detect malfunctions.

Collects and test water and sewage samples, using test equipment and color analysis standards.

Records operational data, personnel attendance, and meter and gauge readings on specified forms.

Maintains, repairs, and lubricates equipment, using hand tools and power tools.

Cleans and maintains tanks and filter beds, using hand tools and power tools.

Directs and coordinates plant workers engaged in routine operations and maintenance activities.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total five years; or a high school diploma and five years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

Class Code: 9257  
Vice-President Administrative  
Title: Services  
Pay Band: Executive Service  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Vice-President, Administrative Services

#### **Job Summary:**

Responsible to the President of the university.

#### **Description of Duties: (not all-inclusive)**

Responsible for the development of policies for the administrative functions of the university such as accounting, human resources, auxiliaries, security, computer technology, facilities.

Responsible for formulation, coordination, and implementation of university policies/programs, and provides leadership and general directions to the Administrative divisions within the university.

Established goals and objectives for the administrative functions and ensure the goals and objectives are met.

Represents the institution on state and system wide committees.

Prepares and delivers speeches and talks to various civic, educational, professional and interested community groups on matters of administrative division.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her office.

#### **Minimum Qualifications:**

Master's degree in an appropriate area of specialization and eight (8) years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and ten (10) years of appropriate experience.



Class Code: 9259  
Title: Vice-President Student Affairs  
Pay Band: Executive Service  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Vice-President, Student Affairs

#### **Job Summary:**

Responsible to the President of a state university.

Responsible for all matters pertaining to student activities, services and programs.

#### **Description of Duties: (not all-inclusive):**

Responsible for the formulation, coordination, and implementation of university policies, programs, and services relative to the personal, cultural and general welfare of the student body outside the classroom.

Responsible for directing those departments concerned with the welfare of the student body.

Responsible for providing counseling and advising services to students, faculty, staff, parents and others regarding the activities, programs and procedures affecting the student body.

Represents the institution on state and system wide committees.

Prepares and delivers speeches and talks to various civic, educational, professional and interested community groups on matters of general student welfare.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her office.

#### **Minimum Qualifications:**

Master's degree in an appropriate area of specialization and eight years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and ten years of appropriate experience.

Class Code: 9262  
Vice-President University  
Title: Advancement  
Pay Band: Executive Service  
FLSA: Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Vice-President, University Advancement

#### **Job Summary:**

Responsible to the President of the university.

#### **Description of Duties: (not all-inclusive):**

Responsible for the development of policies in the area of university marketing, communications development and alumni affairs and any other areas deemed appropriate by the President.

Direct all operations and activities associated with receipt, management and administration of resources generated for and by the university and alumni, friends, foundation, corporations and other private university supporters.

Formulate policies for all advancement activities of a university.

Direct development of private and corporate giving and insures that .it is administered in a positive atmosphere that best represents the university.

Direct alumni activities associated with the maintenance of positive relations with alumni and friends of the university. Meet with alumni groups and other interested groups as necessary and/or requested.

Represent the institution on state and system wide committees.

Prepare and delivers speeches and talks to various civic, educational, professional and interested community groups on matters of administrative division.

Perform related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her office.

#### **Minimum Qualifications:**

Master's degree in an appropriate area of specialization and eight (8) years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and ten (10) years of appropriate experience.

Class Code: 6339  
Water/Wastewater Treatment Plant  
Title: Operator  
Pay Band: Services  
FLSA: Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Water/Wastewater Treatment Plant Operator

#### **Job Summary:**

This is work operating and maintaining a sewage treatment and/or water purification plant and performing equipment maintenance.

#### **Description of Duties: (not all-inclusive):**

Performs tests on collected samples.

Uses test equipment including the drying oven, pH meter, BOD Incubator, refrigerator, glassware, and instruments needed for mixing solids and fluids.

Prepares required reports on plant operations.

Assists in the training of employees.

Maintains logs and related records.

#### **Minimum Qualifications:**

Possession of a current state of Florida Class C or higher water operator's license, Florida Statutes references: Section 403.0891, 403.850, and chapter 514 and Florida Administrative Code references: 62-602.660, 62-699, 62-550, 62-604, and 64E-9

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9517
Title:	N/A	Web Applications Architect
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Web Applications Architect

#### **Job Summary:**

This is work designing, developing, managing, and implementing Internet/Intranet based projects performed by professional and/or student staff.

#### **Example description of duties (not all-inclusive):**

Plans, designs, and supervises web based projects, as assigned.

Performs day to day management and oversight of NAUTICAL web based applications and liaisons with NAUTICAL clients and services customer requests.

Develops project components as a member of project teams.

Designs and develops advanced web services and ColdFusion custom tag based solutions to distribute and maintain enterprise data between servers throughout UWF.

Designs and maintains web based credit card payment processing solution.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9518
Title:	N/A	Web Applications Engineer
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Web Applications Engineer

#### **Job Summary:**

This is work developing new applications for the NAUTICAL system and maintains existing applications.

#### **Example description of duties (not all-inclusive):**

Develops new applications for the NAUTICAL system.

Maintains existing Web applications.

Analyzes the needs of customers requesting programming services.

Determines requirements and designs programming projects.

Develops relational database models.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

	Prior 7/1/2004	After 7/1/2004
Class Code:	0090, 0093, 0096	0090
	Word Processing Operator	Word Processing Specialist
	Senior Word Processing Operator	Word Processing Specialist
Title:	Word Processing Operator Supervisor	Word Processing Specialist
Pay Grade:	16, 18, 19	N/A
Pay Band:	N/A	Office/Program Support
FLSA:	Non-Exempt	Non-Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

### Word Processing Specialist

#### **Job Summary:**

This is work producing typed materials using word processing software and/or performing production, quality control, and training activities for a centralized word processing unit or producing typed scientific, mathematical, or specialized materials using word processing software.

#### **Example description of duties (not all-inclusive):**

Designs and creates presentations, templates, newsletters, flyers, brochures, manuals, and other informational materials.

Proofs and edits produced documents.

Creates, converts, and edits documents to meet specific publication requirements.

Determines style and format of material to be processed.

Prepares, maintains, and updates unit procedure manuals.

Controls production and quality of materials.

Trains employees in effective use of word processing software.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

#### **Minimum Qualification Requirements:**

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Effective 7/1/2004

Revised 8.10.2023

# FACULTY CLASSIFICATIONS

## FULL-TIME FACULTY

**Regular Faculty:** Full-time faculty for whom a contracted line exists. Faculty may be tenured, tenure-track, or non-tenure-track. Department chairs are included in this faculty category, as are Regular Faculty with time-limited administrative appointments and visiting faculty. Regular Faculty includes the categories of Tenured, Tenure-Track, and Non-Tenure-Track Faculty.

**Tenured and Tenure-Track Faculty:** Faculty whose primary responsibilities are instruction, research, and/or public service; tenure-track refers to faculty eligible for tenure. Tenured and Tenure-Track Faculty include the following:

**Professor:** Holds the highest degree appropriate to the field or possesses professional qualifications in the field, which would be equivalent to the highest degree. Normally, a professor will have produced significant creative work, professional writing, or research, have had successful teaching or professional experience; and be a recognized authority or an outstanding teacher in the field of specialization. The appointee engages in teaching, scholarship and creative projects, and/or service and other related activities.

**Associate Professor:** Holds the highest degree appropriate to the field or possesses professional qualifications in the field above those that would be equivalent to the highest degree. Normally, an associate professor will have produced creative work, professional writing, or research; and have had successful teaching or professional experience in the field of specialization. The appointee engages in teaching, scholarship and creative projects, and/or service and other related activities.

**Assistant Professor:** Holds the highest degree appropriate to the field or possesses equivalent qualifications based on professional experience, and be otherwise qualified to perform assigned duties. The appointee engages in teaching, scholarship and creative projects, and/or service and other related activities.

**Administrative Faculty:** Faculty with time-limited administrative appointments with or without regular teaching duties, but teaching on an incidental, occasional basis is not precluded. As described below, administrative faculty can be tenured or tenure-earning faculty or non-tenure earning faculty.

**Non-Tenure-Track Faculty:** Personnel positions that are considered full-time, non-tenure earning positions; this category includes adjunct faculty (on annual or less than annual contracts) and faculty on single or multi-year contracts categorized within instruction, research/service. Non-Tenure-Track Faculty at UWF includes the following:

**Instructor:** Holds at least the master's degree in an appropriate specialization or the equivalent qualifications based on professional experience and is otherwise qualified to perform assigned duties. The appointee may engage in teaching, scholarship and creative projects, and/or service and other related activities, but is not eligible for tenure.



**Lecturer:** Holds at least the master's degree in an appropriate field of specialization or the equivalent qualifications based on professional experience and is otherwise qualified to perform assigned duties. The appointee engages in teaching, service, and other related activities, but is not eligible for tenure.

**Senior Instructor:** A minimum of five academic years at the university prior to eligibility for this classification. Holds at least the master's degree in an appropriate specialization or the equivalent qualifications based on professional experience and is otherwise qualified to perform assigned duties. The appointee may engage in teaching, scholarship and creative projects, and/or service and other related activities, but is not eligible for tenure.

**Senior Lecturer:** A minimum of five academic years at the university prior to eligibility for this classification. Holds at least the master's degree in an appropriate field of specialization or the equivalent qualifications based on professional experience and is otherwise qualified to perform assigned duties. The appointee engages in teaching, service, and other related activities, but is not eligible for tenure.

**Senior Research Associate:** The Senior Research Associate is distinguished from the research associate by a substantial research publication record and scholarly recognition in the field; the Senior Research Associate is expected to participate intellectually with faculty and graduate students. A Ph.D. or its equivalent is required with experience to develop a substantial research and publication record.

**Visiting Faculty:** Applies to an appointment extended to a person having appropriate professional qualifications, but who is not expected to be available for more than a limited period of time, or to an appointment to a position at the University which is not expected to be available for more than a limited period of time. Visiting Faculty may hold the rank of Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer.

**Research/Service Faculty:** Research/Service Faculty includes the following ranks/categories:

**Research Scholar/Scientist:** Must hold the qualifications for the rank of "Professor" and shall not be eligible to accrue tenure. This title shall be limited to qualified research persons who have no regular teaching duties. However, teaching on an incidental, occasional basis is not precluded.

**Associate Research Scholar/Scientist:** Must hold the qualifications for the rank of "Associate Professor" and shall not be eligible to accrue tenure. Persons holding this title shall have no regular teaching duties. However, teaching on an incidental, occasional basis is not precluded.

**Assistant Research Scholar/Scientist:** Must hold the qualifications for the rank of "Assistant Professor" and shall not be eligible to accrue tenure. Persons holding this title shall have no regular teaching duties. However, teaching on an incidental, occasional basis is not precluded.

**Research Associate:** Must possess a doctoral degree or an equivalent combination of training and experience and shall not be eligible to accrue tenure. Research Associates shall normally be responsible for defining problem areas within a University or the University System; outlining and participating in research programs; compiling and analyzing statistical data for studies of various types; and making cost projections as required. However, teaching on an incidental, occasional basis is not precluded.

**Professional/Clinical Faculty:** May be appointed at the rank of professor, associate professor, and assistant professor. Must hold an advanced degree or training and work experience at a level that equates to an advanced degree. Although a master's degree is the typical minimum qualification, this category also includes individuals with a bachelor's degree and professional training or certifications critical to their fields. In some cases, individuals with substantial professional level experience or expertise that equates to the minimum educational qualifications may be considered.

**Assistant Professor of Professional/Clinical Practice:** Expected to hold a doctorate or terminal master's degree in the discipline. Must have a certification and/or licensure as specified by the department of the appointment. Must have experience in clinical or professional practice and show promise of excellence in teaching, clinical supervision and/or direction (as appropriate to the discipline), and professional productivity and service, including but not limited to clinical service.

**Associate Professor of Professional/Clinical Practice:** Expected to hold a doctorate or terminal master's degree in the discipline. Must have a certification and/or licensure as specified by the department of the appointment. Must have an established record of sustained success in clinical or other professional practice, teaching and/or clinical supervision at the undergraduate and/or the graduate levels and/or clinical direction (as appropriate to the discipline, and professional productivity and service. Must have an established record of effective participation in departmental service and in service to the state, regional, and/or national professional organizations, and where specified by the department, in professional service in the community.

**Professor of Professional/Clinical Practice:** Expected to hold a doctorate or terminal master's degree in the discipline. Must have a certification and/or licensure as specified by the department of the appointment. Must have an established record of sustained success in clinical or other professional practice, teaching and/or clinical supervision at the undergraduate and/or the graduate levels and/or clinical direction (as appropriate to the discipline. Must have achieved unmistakable recognition for professional contributions. Must have an established record of effective participation in service to the department, the institution, and to the profession at the regional, and/or national level and, where specified by the department, a sustained record of effective professional service in the community.

**Other Personal Services Full-Time Faculty:** An expenditure category, which includes the compensation for services, rendered by a person who is not a regular (line item) faculty member but who is a working full-time employee with a faculty rank who is compensated for services on a time- limited basis and who is not on a regular contract line (e.g., adjunct or super adjunct faculty).

## **PART-TIME FACULTY**

**Adjunct Faculty:** Applies to temporary appointments extended to persons of satisfactory professional qualifications who perform temporary teaching, research, or extension functions in connection with established programs. Such persons are appointed for one academic term at a time, are normally compensated on a per-course basis, and are compensated from Other Personal Services funds.

**Graduate Teaching Assistant:** Master's or doctoral student assigned as an undergraduate classroom teacher and instructor of record.