

# APPENDIX K

## Position Characteristics

Official State Title	Scope Description	Minimum Qualifications (may vary depending on job)
<u>Staff Assistant</u>	Individual contributor who may also engage in team-related work. Job descriptions under this category may include responsibilities related to program coordination, budgetary assistance, project management, and support for higher-level positions responsible for functional oversight. Supervisory responsibility may be a component of work in this category.	Typically requires a bachelor's degree and 0+ years of experience in a role of similar complexity, subject area, and responsibility.
<u>Staff Associate</u>	Functional specialist who may serve as an individual contributor and engage in team-related work. Job descriptions under this category may include responsibilities related to specialized practices or technical expertise in their area of work, program administration, assisting with budgetary responsibilities, and project management. Supervisory responsibility may be a component of this work.	Typically requires a bachelor's degree and 1+ years of experience in a role of similar complexity, subject area, and responsibility.
<u>Assistant Director</u>	Mid-level leadership position, which performs both individual and collaborative responsibilities to accomplish department initiatives. Job descriptions under this category may include responsibilities related to oversight of a specialized function, interdepartmental projects, interpreting policies & procedures, assuring accountability and stewardship of resources. Supervisory responsibility may be a component of this work.	Typically requires a bachelor's or master's degree and 2+ years of experience in a role of similar complexity, subject area, and responsibility.
<u>Associate Director</u>	Mid-level leadership position, which performs both individual and collaborative responsibilities to accomplish department initiatives. Job descriptions under this category may include responsibilities related to oversight of one or more specialized functions, developing policies & procedures, engaging in or leading interdepartmental & interdivisional projects, assuring accountability and stewardship of resources. Supervisory responsibility may be a component of this work.	Typically requires a bachelor's or master's degree and 2+ years of experience in a role of similar complexity, subject area, and responsibility.

<b>Official State Title</b>	<b>Scope Description</b>	<b>Minimum Qualifications (may vary depending on job)</b>
<u>Director</u>	Leadership position, which performs both individual and collaborative responsibilities to execute departmental and interdivisional initiatives. Job descriptions under this category may include responsibilities related to oversight of departmental functions, participation in strategic planning, engaging team members in strategic initiatives, recommending policies & procedures, budget management and accountability and stewardship of resources. Management of departmental structure and people are components of this work.	Typically requires a bachelor's or master's degree and 4+ years of experience in a role of similar complexity, subject area, and responsibility.
<u>Assistant Dean</u>	Leadership position, which performs both individual and collaborative responsibilities to execute initiatives for one or more departments, as well as interdivisional initiatives with work primarily focused in the academic and/or student affairs realms. Job descriptions under this category may include responsibilities related to oversight of one or more departments; participation in strategic planning; engaging team members in strategic initiatives; recommending policies & procedures; performing budget management and accountability; and stewardship of resources. Management of departmental structure and people are components of this work.	Typically requires a bachelor's or master's degree and 6+ years of experience in a role of similar complexity, subject area, and responsibility.
<u>Executive Director</u>	Leadership position, which performs both individual and collaborative responsibilities to execute initiatives for one or more departments, as well as interdivisional initiatives. Job descriptions under this category may include responsibilities related to oversight of one or more departments; participation in strategic planning; engaging team members in strategic initiatives; recommending policies & procedures; performing budget management; and accountability and stewardship of resources. Management of departmental structures and people are components of this work.	Typically requires a bachelor's or master's degree and 6+ years of experience in a role of similar complexity, subject area, and responsibility.

These guidelines state the general characteristics the institutions expect of positions in the APA unit. Each institution has the autonomy to classify positions within these levels as it deems appropriate given structures within departments and divisions. These guidelines do not guarantee advancement or position reclassification to another job level but rather are used to determine job levels when positions are created. The education and experience requirements for

these job levels vary based on the demands of the position at discretion of each institution. The guidelines are not to be the basis of a unit member's requesting additional compensation or a change in position title.

In accordance with Article IV, Evaluation of Administrators, administrators should develop a plan for professional development with their supervisor and are encouraged to have conversations with their supervisor or other department heads regarding education and experience needed to advance in their areas of specialty or interest(s).

These bargaining unit titles are distinguished from the non-unit titles that include "confidential" or "managerial" duties as those terms are defined by G.L. c. 150E and applied by the Department of Labor Relations.