KENNESAW STATE
UNIVERSITY

Introducing the Kennesaw State University Career Framework

Our Career Framework organizes jobs

One of the most important things to know about the Career Framework is that the focus is on the job, not the person in the job. Each job is defined by three factors:

Career Track

Describes the nature of the work. Our Career Framework has six Career Tracks:

- Support
- Administrative
- Professional Contributor
- Technical Contributor
- Management
- Executive

See **page 3** for details.

Job Family

Describes a broad category or field of work. There are 18 Job Families at KSU:

- Academic Services (ACS)
- Administrative Support (ADS)
- Advancement (ADV)
- Athletics (ATH)
- Campus Services (CMS)
- Enrollment Services (ESE)
- Facilities Management (FCM)
- Finance (FIN)
- Health Services (HLT)
- Human Resources (HRS)
- Information Technology (ITS)
- Legal (LEG)
- Library (LIB)
- Marketing & Communications (MCM)
- Operations (OPS)
- Public Safety (PUB)
- Research (RES)
- Student Services (STS)

Job Level

Recognizes the different levels of expertise within a Career Track. Each Career Track has clear criteria for jobs at each Job Level.

See **page 4** for details.

Our Career Framework has six Career Tracks

Each is described in more detail in the graphic below. Jobs are mapped to a particular Career Track based on the nature of the work.

SUPPORT

- Performs core work within their function
- Uses basic knowledge to carry out pertinent tasks
- Performs duties under general supervision and according to established procedures

Examples:

- Dining Room Attendant
- Course Materials Coordinator

ADMINISTRATIVE

- Performs core work within their function
- Uses administrative, office, and clerical skills to complete work
- Performs duties under general supervision and according to established procedures

Examples:

- Administrative Assistant
- Executive Assistant

PROFESSIONAL CONTRIBUTOR

- Applies a theoretical knowledge-base to achieve goals through own work
- Characterized by specific functional expertise typically gained through formal education
- Uses individual judgment, but may provide guidance to others as a project manager using technical expertise

Examples:

- Accountant
- Benefits Specialist
- Assistant Director, Student Conduct

TECHNICAL CONTRIBUTOR

- Performs process-oriented technical work
- Requires vocational training, certification, or the equivalent experience
- Performs duties according to established procedures and methodologies
- Skills required are differentiated in the labor market

Examples:

- Laboratory Coordinator
- Senior Paralegal
- Senior Software Architect

MANAGEMENT

- Viewed as a leader focused on developing teams
- Management responsibilities include performance appraisals, pay reviews, training and development
- Delivers the short- and long-term strategy of their work function

Examples:

- Supervisor, Admissions Operations
- Director, Emergency Management

EXECUTIVE

- Sets or significantly contributes to the strategic direction of the University
- Takes a campus-wide perspective
- Leads others and conveys a compelling vision for the future
- Has broad impact on KSU and its results

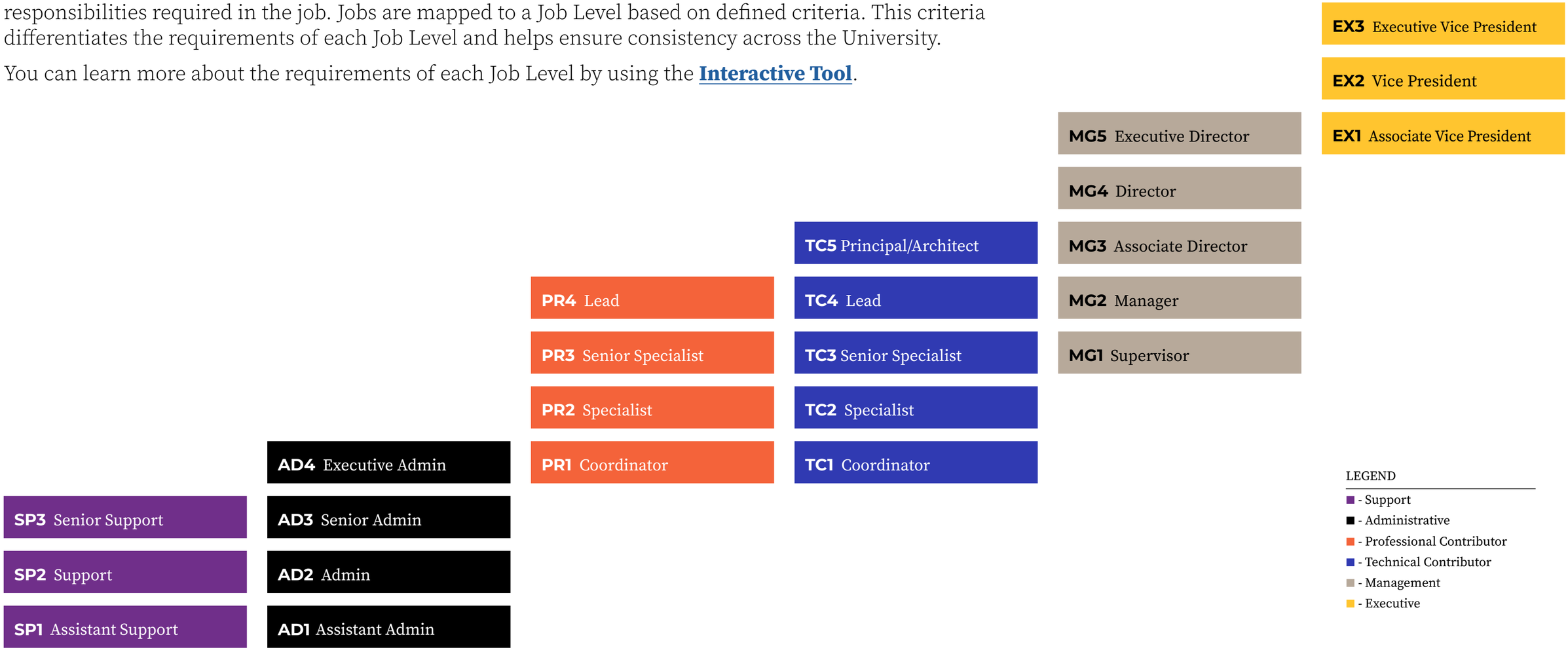
Examples:

- Associate Vice President, Development
- Chief Financial Officer, Foundation

Job Levels reflect the requirements of the job

Within each Career Track and Job Family, there are distinct Job Levels based on the competencies and responsibilities required in the job. Jobs are mapped to a Job Level based on defined criteria. This criteria differentiates the requirements of each Job Level and helps ensure consistency across the University.

You can learn more about the requirements of each Job Level by using the **Interactive Tool**.



Interactive Tool

Click on your Job Family to see how jobs were mapped to the Career Framework.

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- Administrative Support (ADS)
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Academic Services

Oversees the programs and policies of student academic programs. Performs academic assessment, planning, and programming.

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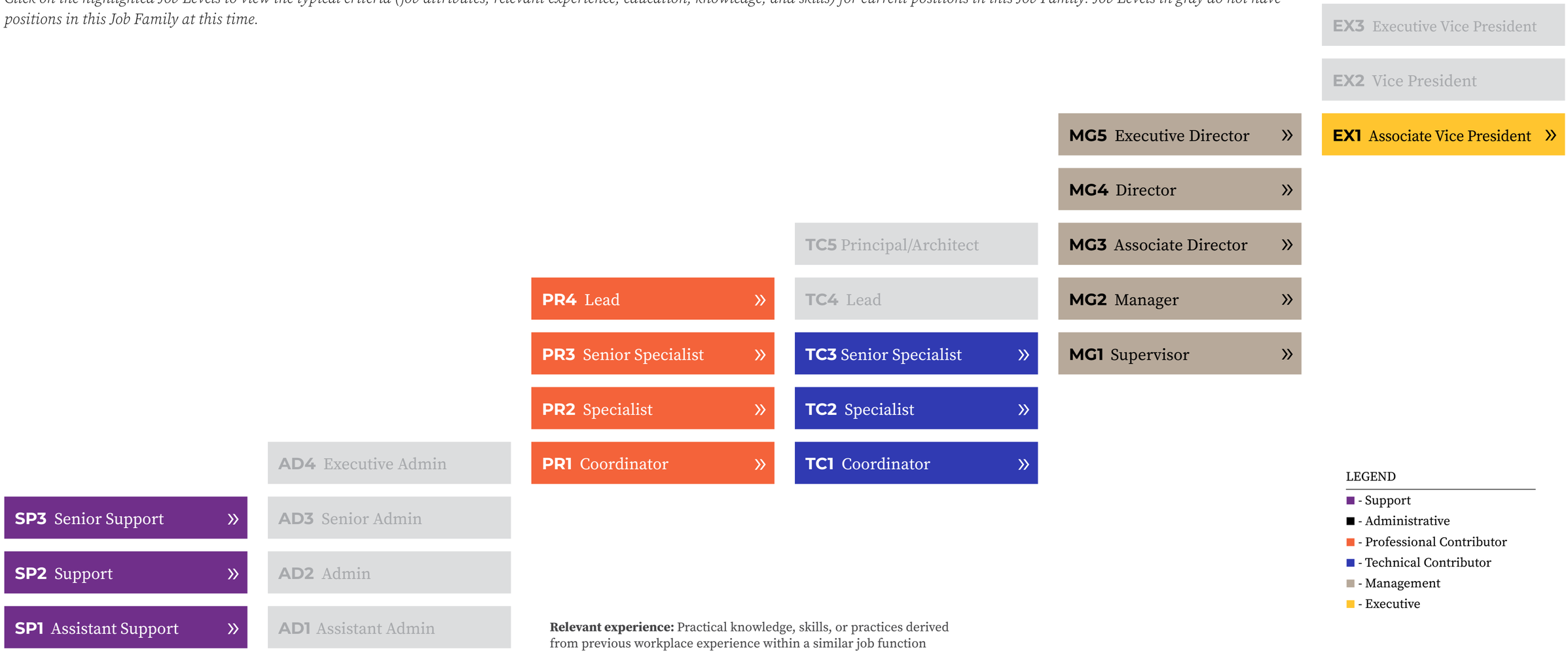

Relevant experience: Practical knowledge, skills, or practices derived from previous workplace experience within a similar job function

Administrative Support

Performs a variety of administrative activities in support of their assigned work team. May assist executives in budget preparation, record maintenance, and generating reports regarding operations, personnel changes, etc. Uses University software to compile and generate reports, statistics, timelines, tables, graphs, correspondence, and presentations. May design processes to enhance work flow. Serves as administrative liaison with others within and outside the University regarding administrative issues.

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EX3 Executive Vice President

EX2 Vice President

EX1 Associate Vice President

MG5 Executive Director

MG4 Director

MG3 Associate Director

MG2 Manager »

MG1 Supervisor

TC5 Principal/Architect

TC4 Lead

TC3 Senior Specialist

TC2 Specialist

TC1 Coordinator

PR4 Lead

PR3 Senior Specialist »

PR2 Specialist »

PR1 Coordinator »

AD4 Executive Admin »

AD3 Senior Admin »

AD2 Admin »

AD1 Assistant Admin »

SP3 Senior Support »

SP2 Support »

SP1 Assistant Support »

LEGEND

- Support
- Administrative
- Professional Contributor
- Technical Contributor
- Management
- Executive

Relevant experience: Practical knowledge, skills, or practices derived from previous workplace experience within a similar job function

Advancement

Engages alumni, foundations, corporations, and the community with the mission of the University. Advances the University's mission through cultivating the support of donors, either through solicitations and fundraising campaigns or indirectly through alumni engagement, professional societies, and targeted campaigns maintaining positive relationships with potential donors and the community.

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	PR3 Senior Specialist »	TC3 Senior Specialist	MG1 Supervisor	
	PR2 Specialist »	TC2 Specialist		
AD4 Executive Admin	PR1 Coordinator »	TC1 Coordinator		
SP3 Senior Support	AD3 Senior Admin			
SP2 Support »	AD2 Admin			
SP1 Assistant Support	AD1 Assistant Admin			

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Athletics

Provides one or more of the following: coaching; compliance; sports medicine; coordination of operations, equipment and facilities; conditioning and athletic training; and specialized administration of athletic programs and services.

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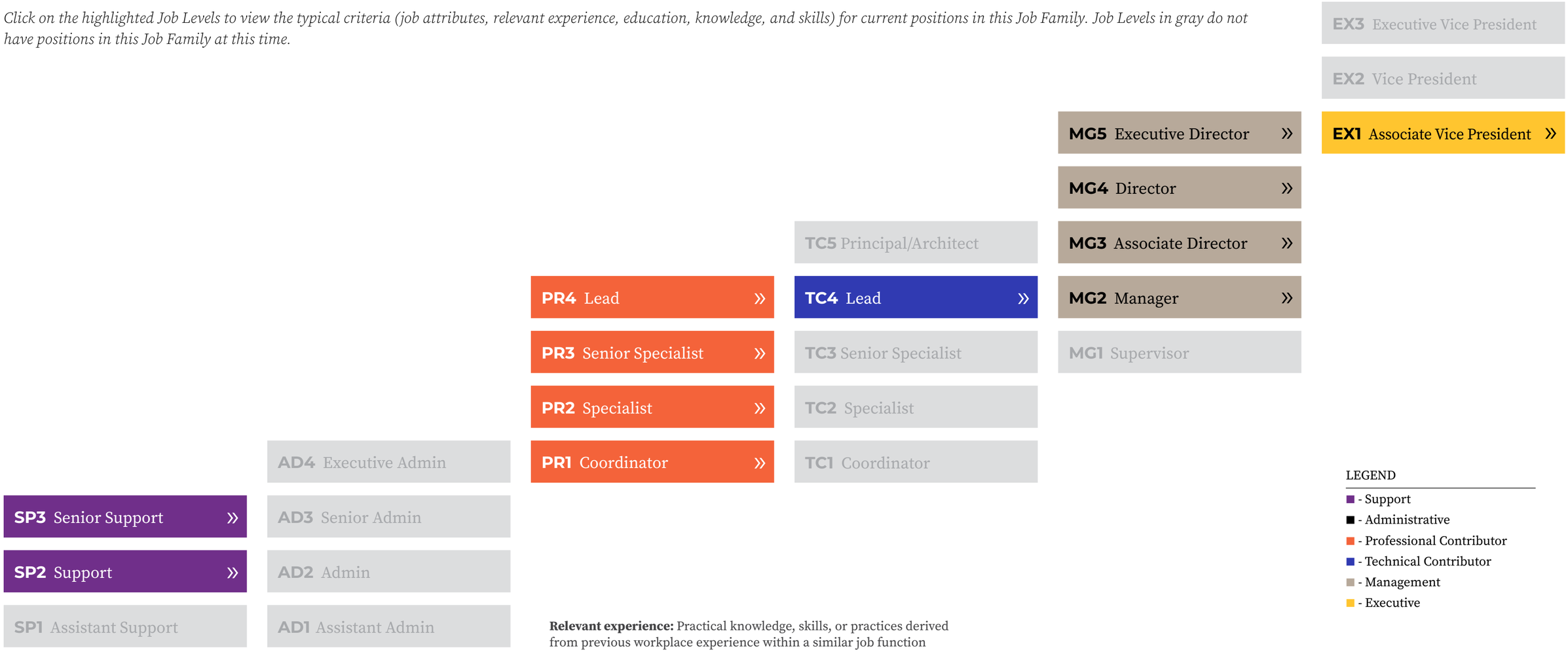

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Campus Services

Supplies campus services that the University offers to support the daily activities of the campus community such as dining, parking, printing services, transportation, and mail room.

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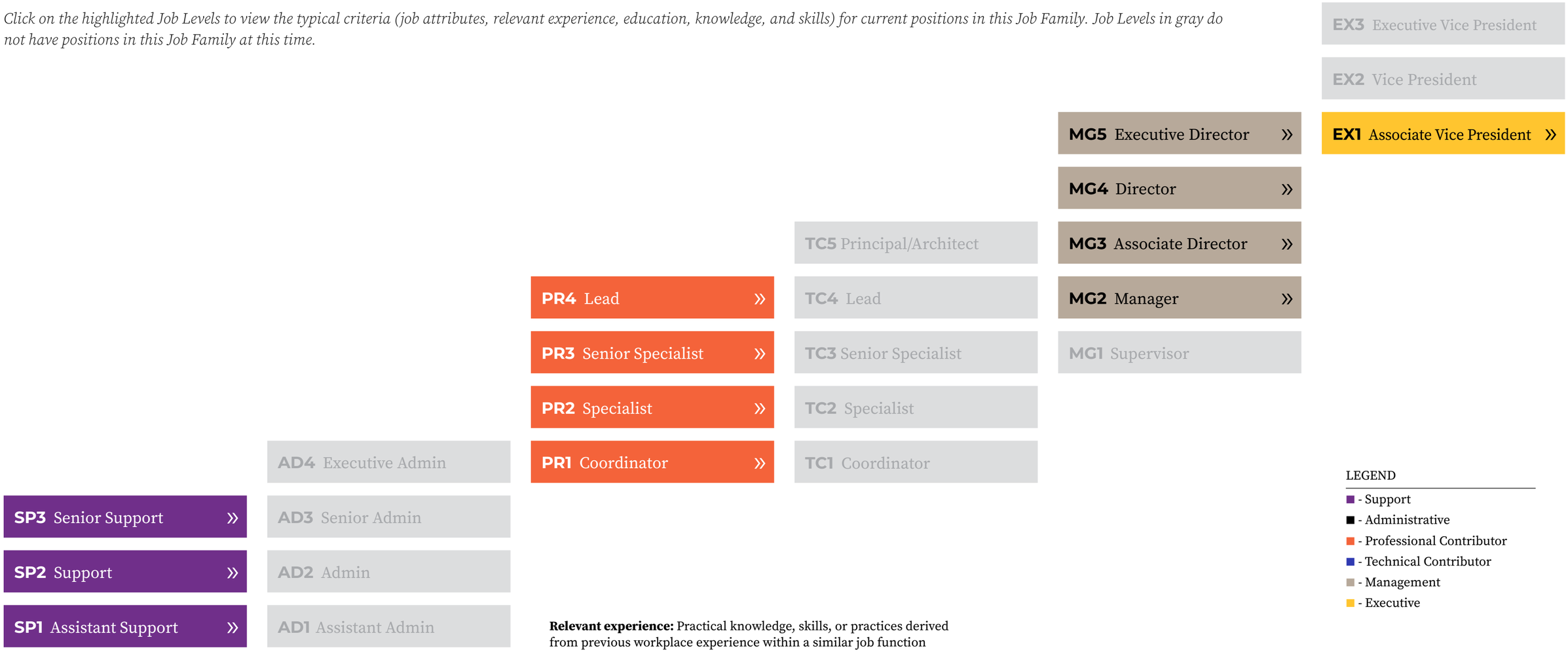

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Enrollment Services

Provides the institution with services to attract, retain, and register talented and diverse students to the institution. Develops and executes strategic enrollment plans. Recruits, evaluates, and participates in selection of candidates for admission.

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SP3 Senior Support »	AD3 Senior Admin				
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Facilities Management

Manages facilities across the entire facilities portfolio including campus maintenance and logistics. Interfaces with businesses and functions across the University to assess facility requirements. Oversees relationship management and overall operations aimed at delivering safe, efficient, clean, and comfortable environments to our employees.

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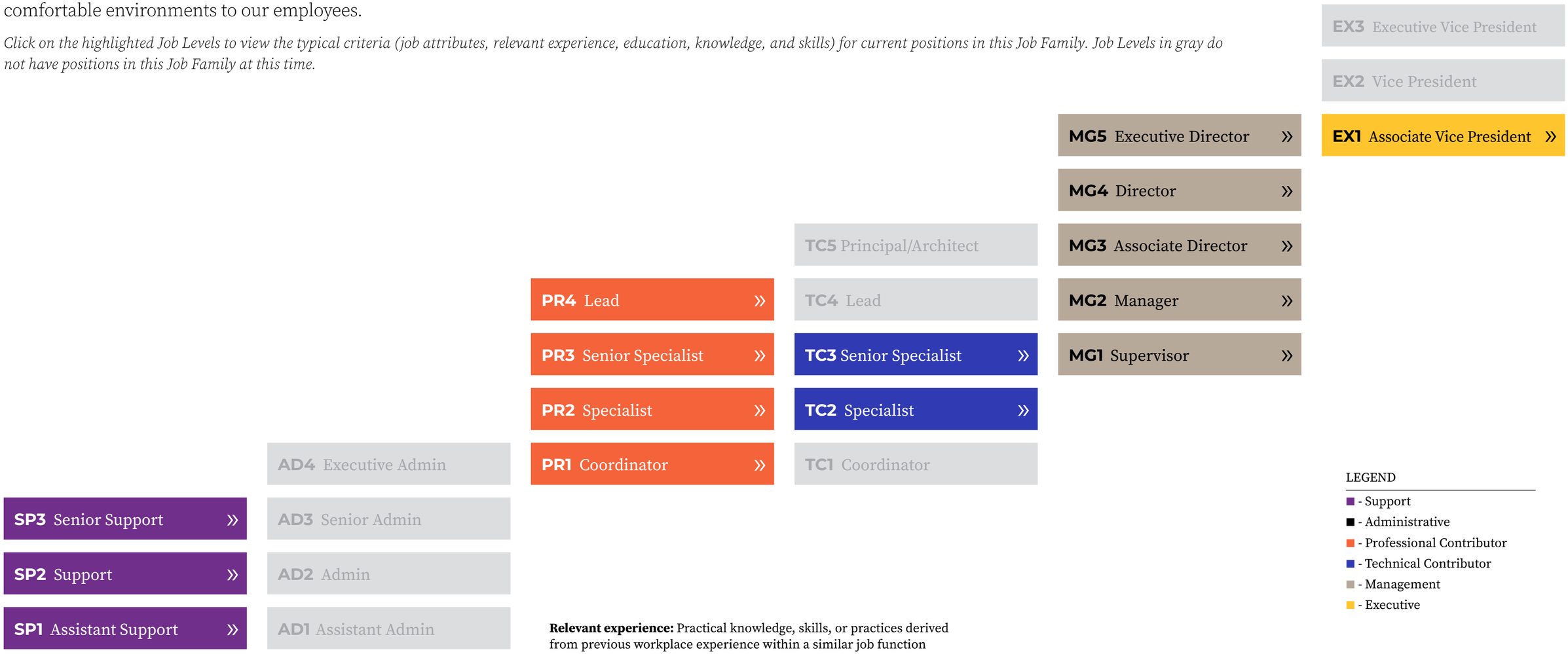

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Finance

Conducts and provides financial analysis, planning, and reporting. Develops, prepares, and interprets the University's financial plans, budgets, ASR, forecasts, and reports to support management decision making.

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Health Services

Provides general medicine, psychological, and disability services to employees and students. Organizes educational programming. Distributes educational material to the community to promote healthy lifestyles.

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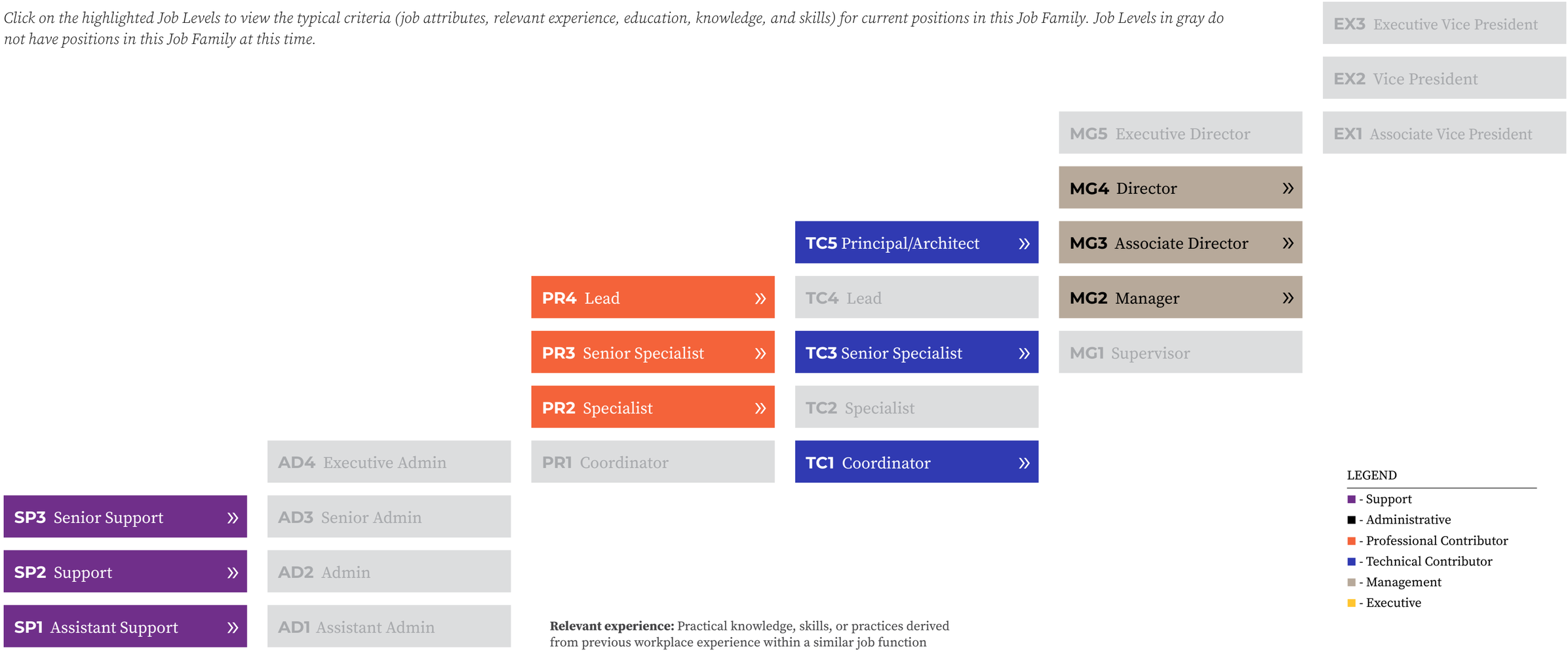

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Human Resources

Partners with campus leaders; develops, manages, and implements a plan to help hire, motivate, and retain an engaged workforce. This is accomplished through understanding the work done by the individuals within the University to ensure a workforce is both available and properly skilled.

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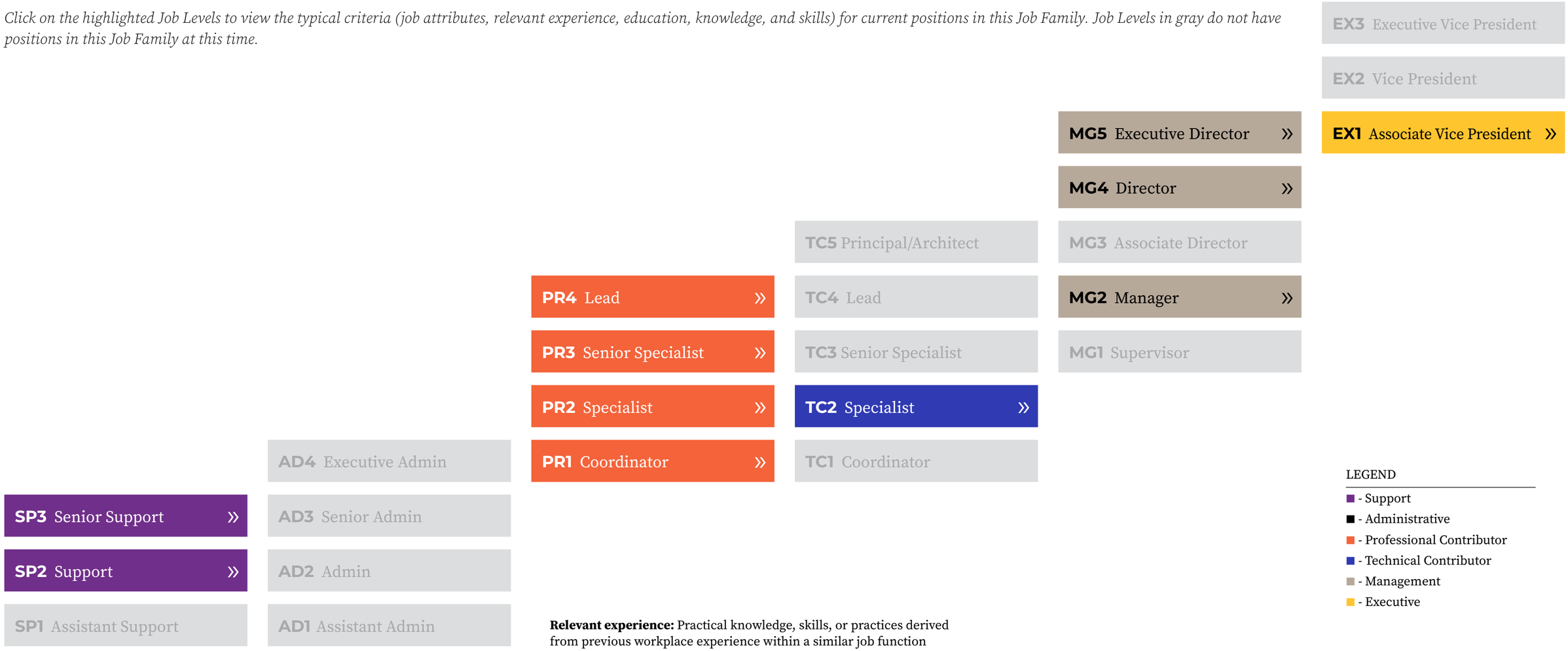

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Information Technology

Designs, develops, and implements short- and long-term solutions to information technology (IT) needs through new and existing applications, systems architecture, support, network systems and applications infrastructure, and the management of the IT infrastructure within the University.

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PR2 Specialist »

TC2 Specialist »

AD4 Executive Admin

PR1 Coordinator »

TC1 Coordinator »

SP3 Senior Support »

AD3 Senior Admin

SP2 Support »

AD2 Admin

SP1 Assistant Support »

AD1 Assistant Admin

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Legal

Provides legal advice, counsel, and services in the areas of local, state, and federal laws. Assessses the university's risk of non-compliance and recommends measures to mitigate risk. Advises and trains employees on compliance/regulatory issues.

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Library

Develops, implements, and maintains library and museum services and programs. Partners with academic colleagues, students, and outside scholars to ensure that the collections are easily accessible and support academic research and instruction. Ensures policies are compliant with local, state, and federal laws.

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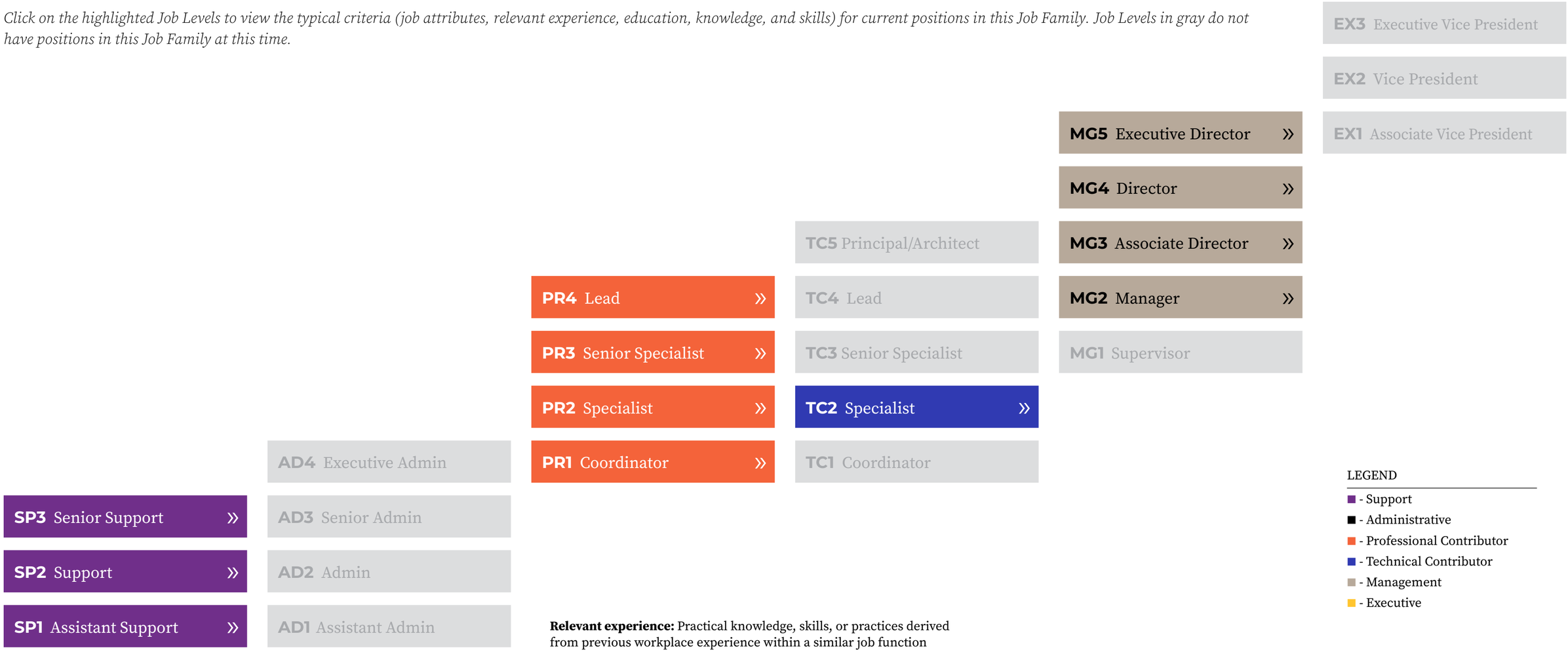

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Marketing & Communications

Communicates the University's mission, brand, and values to inform or influence key campus audiences. May include University press, involving the printing and production of media.

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TC1 Coordinator »

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AD3 Senior Admin

SP2 Support »

AD2 Admin

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AD1 Assistant Admin

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Operations

Manages the execution of single or multiple projects and/or programs. May manage project and/or program managers within assigned program and/or project. Works within the constraints of budget, schedule, and scope while managing risk and ensuring adherence to established processes and methodologies.

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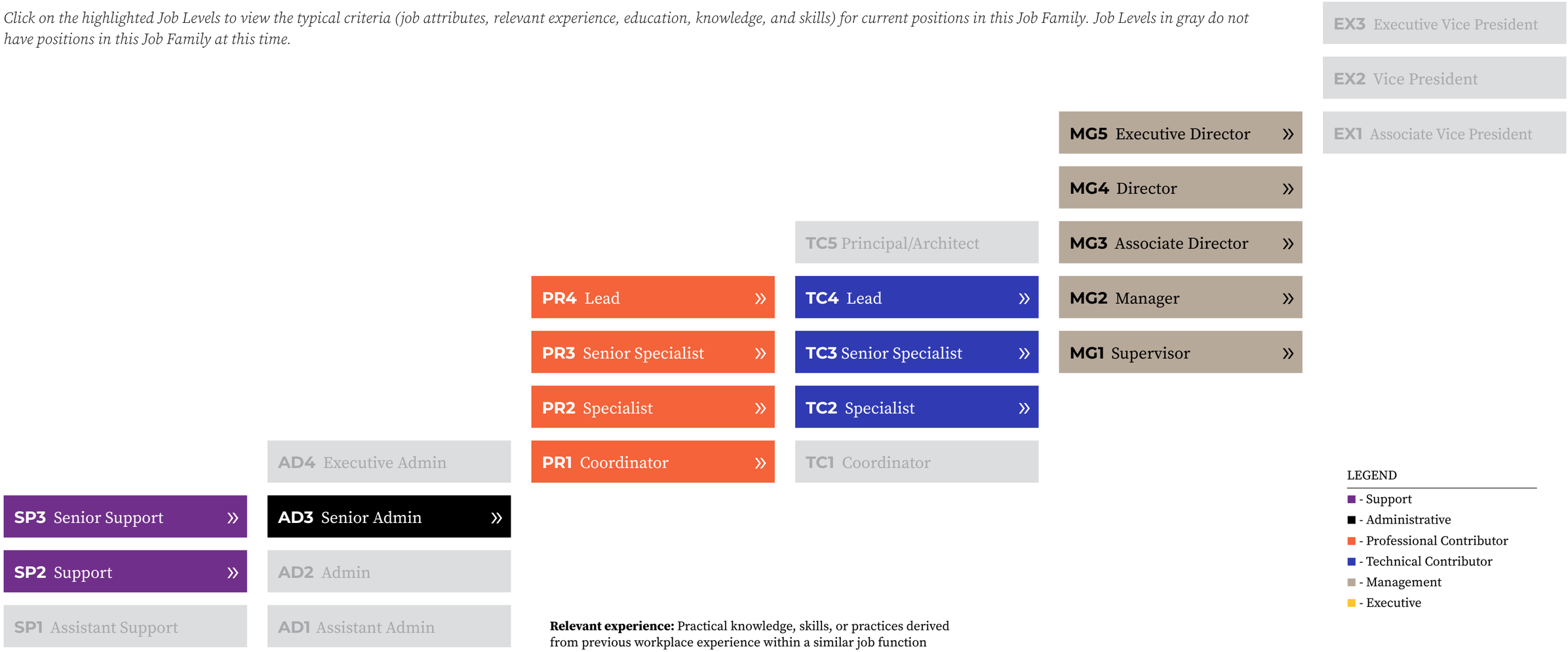

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Public Safety

Protects University students, employees, and property from any preventable harm or danger. Engages in a variety of police activities such as patrolling, investigation, law enforcement, crime prevention, and detection. Includes environmental health and safety, responsible for the campus environmental and safety programs and policies to ensure compliance with environmental, health, and safety regulations, while assessing environmental risks and developing plans to mitigate those risks.

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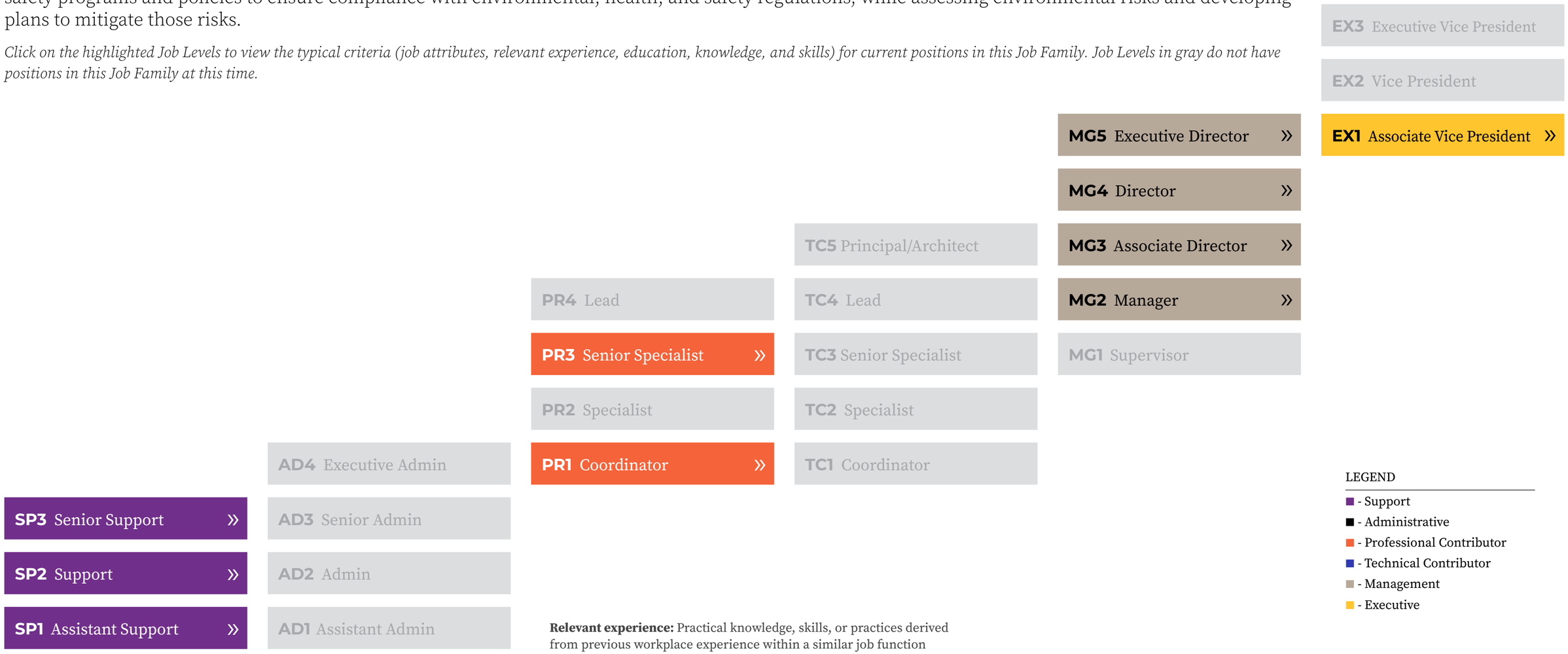

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Research

Performs research-related activities which may include program management, compliance, and writing research protocols. May be responsible for providing support and direction to research units. May administer awards, grants, and contracts.

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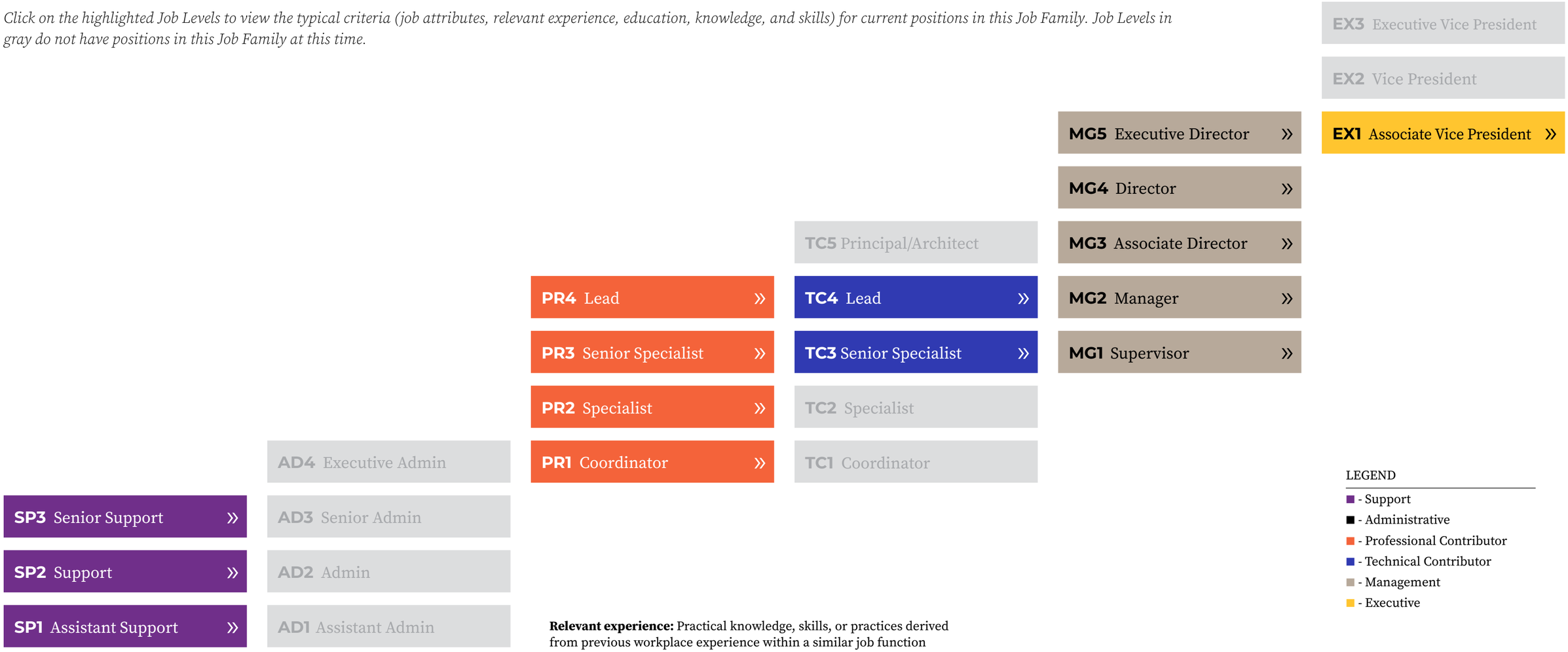

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Student Services

Oversees various programs focused on assisting students. Advises students and families on financial aid and scholarships. Performs course registration, scheduling, class changes, and maintenance of student records. Supports academic, co-curricular, student governance and leadership programs, and focused services to promote the retention and success of the diverse, multicultural population.

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