

Non-IT Sample Duties and Responsibilities Statements

Band D – Foremost Subject Matter Expert/Program Administrator

- Mandatory Field: Provides staff support in the following field of assignment or subject matter area: _____
- Conceives, develops, submits, presents, and solicits sponsor support for major proposals, e.g., _____, addressing University-wide needs, e.g., _____.
- Plans, schedules, budgets, coordinates, and directs detailed phases of a number of large projects, e.g., _____, or a project of major impact, e.g., _____, at the University.
- Conceives, organizes, plans, and guides investigations emphasized by top levels of University management that result in inventions, e.g., _____, new and improved concepts, e.g., _____, designs, e.g., _____, systems, e.g., _____, or techniques, e.g., _____, that are regarded as state-of-the-art advances relating to _____.
- Plans, organizes, executes, evaluates, and coordinates the work of a technical specialty area, e.g., _____, major program, e.g., _____, or other important initiative, e.g., _____.
- Serves as the University's foremost technical specialist and recognized authority relating to _____ and represents the University at various symposia, meetings, or conferences at both national and international levels.
- Identifies the need for comprehensive analyses, e.g., _____, formulates proposals for original studies, e.g., _____, directs analysis of existing and new systems of major impact to the University, e.g., _____, and justifies and presents proposals, e.g., _____, and results, e.g., _____, to appropriate authorities, e.g., _____.
- Responsible for system developments or the direction of technology-based research, e.g., _____ that impact on a college's, institute's, or University mission.
- Formulates and guides a research effort on a problem, e.g., _____, recognized as a critical obstacle to the progress, development, or test and evaluation in a specialty area, e.g., _____, of top-level University management interest.
- Responsible for theoretical or experimental studies, e.g., _____, contributes inventions, e.g., _____, formulates new and improved concepts, e.g., _____, techniques, e.g., _____, theories, e.g., _____, implementations, e.g., _____, or tests and evaluations, e.g., _____, of major impact and considerable sophistication requiring a thorough understanding.
- Serves as the University's foremost technical specialist and recognized authority in the application of advanced concepts, principles, applications, equipment, and/or test and evaluation techniques relating to _____.

Program Management Responsibilities

- Supervises, technically and administratively, a medium-to-large work force of a University organizational group, e.g., _____, or program office, e.g., _____, whose work has major impact on one or more University efforts involving critical technical issues.
- Serves as a second-level or higher supervisor in _____ and who supervises, through subordinate supervisors or team leaders, a sizable number of employees with a substantial number of employees, e.g., _____, supervised at the Band B, C, and/or D supervisors, e.g., _____.

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- Serves as a supervisor of a medium-to-large work force in _____ and whose work has major impact on one or more University efforts, e.g., _____, involving critical technical issues, e.g., _____.
- Serves as a full deputy or associate to a second-level or higher supervisor in _____ and is responsible for technical and administrative supervision, through subordinate supervisors or team leaders, of a sizable number, e.g., _____, of employees.
- Responsible for a college, e.g., _____, program, e.g., _____, or facility, e.g., _____, that has considerable interaction with other colleges or programs, sponsors, and contractors, and requires the services of a substantial number of professional employees, e.g., _____.
- Serves as a technical manager of a major program, e.g., _____, requiring substantial interfacing, directing, coordinating, planning and scheduling across broad organizational lines and interaction with top University management and sponsors.
- Serves as a technical manager of a major systemwide program, e.g., _____, involving planning, directing, coordinating, staffing, and scheduling across broad organizational lines and interaction with senior management within and outside the University.