Positions in this job family primarily execute, coordinate, and / or manage campus life programming for students. To accurately classify a position, specific supporting examples of a position’s primary duties and responsibilities in terms of scope, impact, and complexity should be provided.

<table>
<thead>
<tr>
<th>Level</th>
<th>SA1</th>
<th>SA2</th>
<th>SA3</th>
<th>SA4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
<td>N/A</td>
<td>• A professional contributor in the student service area of campus life without full authority to deviate from established protocols.</td>
<td>• Fully competent and productive professional campus life program contributor, working independently on progressively more complex projects/assignments.</td>
<td>• Generally responsible for managing a department or major campus life function within a department with staff responsibility.</td>
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<td></td>
<td></td>
<td>• Has good grasp of professional principles and skills.</td>
<td>• The work may involve program ownership.</td>
<td>• Will manage highly complex processes or have diverse and complex responsibilities such as: people or financial management, external relationship development, project / process leadership.</td>
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<tr>
<td></td>
<td></td>
<td>• Knows and effectively uses fundamental concepts, practices, and procedures.</td>
<td>• Responsibilities are of a professional or highly analytical nature.</td>
<td>This must be the primary purpose of the position, not a sporadic assignment. Focus of management is more frequently operational than strategic. The depth of the organizational structure may impact this.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Work is of limited scope, typically on smaller, less complex projects / assignments or providing support for larger projects/assignments.</td>
<td>• Jobs may have significant technical requirements with a high level of accountability.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assists in fact finding.</td>
<td>• Errors may have impact beyond operations but normally are caught and / or corrected prior to significant impact.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>• Errors generally are limited to unit operations.</td>
<td>• May train and direct work of junior staff.</td>
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<td>• May be first line supervisors, often of support staff.</td>
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</tbody>
</table>

**Decision Making**

<table>
<thead>
<tr>
<th>Level</th>
<th>SA1</th>
<th>SA2</th>
<th>SA3</th>
<th>SA4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
<td>N/A</td>
<td>• Works in compliance with established procedures. Identifies and resolves readily identifiable problems.</td>
<td>• Performs full range of professional level work that typically requires more complex and less clearly-defined issues.</td>
<td>• Has latitude to make operational/procedural decisions within broadly defined parameters.</td>
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<td></td>
<td>• Makes decisions within established guidelines and policies. Refers the most difficult situations to supervisor for guidance.</td>
<td>• Identifies problems then solutions then takes appropriate action to resolve.</td>
<td>• Decisions require a high level of judgment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Nature of work requires supervision; exercises limited judgment.</td>
<td>• Nature of work requires significant independence.</td>
<td>• Guidance from higher management limited to expected outcomes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Work typically involves regular process checks or review of output by a coworker and/or supervisor.</td>
<td>• Receives guidance only on unusual, complex problems / issues.</td>
<td>• Generally requires higher managerial approval for policy and/or fiscal variances.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Typically involves periodic review of output by supervisor / manager.</td>
<td></td>
</tr>
</tbody>
</table>
# IU Classification Level Guide

**Student & Academic Services Job Family – Campus Life**

<table>
<thead>
<tr>
<th>Level</th>
<th>SA1</th>
<th>SA2</th>
<th>SA3</th>
<th>SA4</th>
</tr>
</thead>
</table>
| **Characteristic Duties** | • Provides advice / information, assistance, and support for campus life and related student programming such as culture, residence life, student organizations / government, orientation, etc.  
• May oversee or supervise related processing and administrative support.  
• Assists with or provides program communications and training – develops related materials.  
• Executes and coordinates the services outlined in the program. | • Provides a broader range (ownership) of program management / coordination.  
• Makes significant and frequent recommendations related to program objectives and assessment.  
• Develops and influences program content  
• May coordinate marketing, budgeting, or other administrative functions in support of the program.  
• May supervise the work of program staff. | • Provides full operational management (ownership) of a larger program that may have separate sections and typically includes multiple programs.  
• Sets and assesses methods, policies, and practices, and program content.  
• Exercises full management authority over all professional and support staff, the budget, and other program resources. |
| **Minimum Education/Experience (or equiv)** | • BS/BA in related discipline.  
• Combinations of related education and experience will be considered.  
• Generally 0-2 years of experience in related field. | • BS/BA in related discipline.  
• Masters preferred, required for some positions  
• Combinations of related education and experience will be considered.  
• Generally 2-5 years of experience in related field. | • BS/BA in related discipline.  
• Masters preferred, required for many positions.  
• Combinations of related education and experience will be considered.  
• Generally 5-8 years of experience in related field. |
## IU Classification Level Guide
### Student & Academic Services Job Family – Campus Life

<table>
<thead>
<tr>
<th>Level</th>
<th>SA5</th>
<th>SA6</th>
</tr>
</thead>
</table>
| **Level Overview** | • Typically manages multiple campus life departments.  
---OR---  
• Responsible for a large unit / dept or multiple functions with a mostly strategic focus.  
*Focus of management at this grade is more frequently strategic than operational. The depth of the organizational structure may impact this.*  
• Determine organizational design.  
• Often makes final decisions on major in-sourcing / outsourcing.  
• Develops and manages strategic long range plans and budgets for functional areas or significant projects.  
• Analyzes the effectiveness of and establishes future direction for functional policies and programs.  
• Aligns policies, products, and development efforts with strategies.  
• Errors may have significant impact on operations and / or profits within the organization. | • Manages an unusually large university-wide or campus (campus life) function.  
---OR---  
• Oversees a highly specialized unit, which contributes a high level of strategic importance to the university / campus / Responsibility Center.  
• Unusually heavy impact on financial and business results on a wide scale.  
• Establishes broad plans and formulates policies for functional area for the university, campus, or responsibility center.  
• Accountable for long term strategic and budgetary decisions.  
• Errors have significant impact on future operations of the organization/campus/university. |
| **Decision Making** | • Typically involved in, if not the initiator of establishing policies, procedures and practices with major impact.  
• Has latitude in decision making.  
• Decision making is based on the analysis of problems with little precedent. | • Decision latitude is wide, minimally constrained by university / campus policies. |
| **Characteristic Duties** | • Provides senior strategic direction for a large (campus level) multi-faceted campus life umbrella program and organization – this typically includes multiple independently managed programs with wide impact  
• May be second in command for a large campus | • Exercises all P5 functions but on a larger scale  
• May be the Dean of Students for a large campus  
• May lead a major campus life function such as residence life for a large residential campus |
| **Minimum Education/Experience (or equivalent)** | • BS/BA in related discipline. Masters required for most positions.  
• Combinations of related education and experience may be considered  
• Generally 5-8 years of experience in related field including managerial experience.  
---OR---  
• Masters plus three years related experience including managerial experience. | • BS/BA in related discipline. Masters required for most positions  
• Combinations of related education and experience will be considered  
• Generally 8+ years of experience in related field including managerial experience; certification is required in some areas  
---OR---  
• Masters plus 5 years related experience including managerial experience. |