

**Administrative and Business Services**

Jobs within this family are designed to support either specific administrative programs or administrators; or provide management or supervision over an administrative area.

Many of these positions perform work that is clerical and office-based in nature, frequently including:

- Document preparation;
- Office management and coordination;
- Supervision of student workers; and/or
- Liaison with other administrative or academic departments.

Jobholders in the entry-level positions of this job family usually are not required to hold a college degree. However, the presence of incumbents with degrees is not unusual.

Other positions in this job family require a greater degree of responsibility; hence, the need for higher-level competencies and advanced skill sets.

There is substantial career growth opportunity within this family allowing for progression through more challenging and financially rewarding jobs without moving to another job family. Positions at the manager or director level will typically require a bachelor's or advanced degree, but rarely a terminal degree.