

Job Families

A job family is a group of jobs involving similar types of work and requiring similar training, skills, knowledge, and expertise. Positions in a job family can range from entry level to senior and require different levels of skill and responsibility.

Three Important Characteristics

1. Some job families have more jobs in them than others, and those with many jobs may have specialty areas within them.
2. In all cases, jobs can only reside in one job family. However, jobs in a job family can reside in many different departments. For example, all positions in the Human Resources job family are not in University Human Resources.
3. The job family should most closely align to the primary role of the position and the experience/qualifications required.

How Job Families Are Used

Knowledge of job families can be used by managers, staff, and University Human Resources to:

- Define career development opportunities for staff with a current or another job family
- Facilitate career planning discussions, clarify the need for specific training, and assist staff members considering course enrollment
- Comply with mandated affirmative action reporting and data analysis
- Ensure consistency in job evaluations by comparing similar jobs within the same job family
- Assist in ensuring internal equity and external competitiveness

Job Families

Job Family Name	Nature of Work	Examples
Administrative/Management	Directs or manages administrative and/or academic operations, including oversight of academic programs evaluation, faculty personnel administration and provost administrative affairs	Administrative Leadership and Management Academic Department Leadership and Management Project Management Program Management Operations Management Data Administration/Analysis Academic Affairs
Administrative Support	Provides general administrative support or coordination for administrative offices, academic departments or centers	Administrative Assistance Administrative Coordination Project or Program Assistance Project or Program Assistance Executive Assistants
Arts	Involved in developing, planning, performing and supporting the arts	Production Planning and Development Arts Professionals Arts Administration Arts Operations
Athletics	Involved in activities related to operations of athletic program and facilities	Athletic Coaching Training and Conditioning Equipment Management Athletic Event Support and Operations Ticketing

Audit, Compliance and Legal	Ensures compliance with laws and regulations	Audit Legal Compliance Government Relations
Business and Support Services	Provides business services that support operations and services for students, faculty and staff	Bookstore Print and Copy Shop Stockroom
Communications/Marketing/Events/Outreach	Involved in public relations, outreach, marketing, events management and coordination, media, design and photography, video production	Media Relations Writers Events Management and Coordination Marketing Communications Design Services Visual Design Digital Communications Production Services
Development and Alumni Relations	Involved in soliciting, collecting and tracking donations from a variety of sources, as well as researching and cultivation of donors	Alumni Relations Fundraising Stewardship Donor Relations Corporate and Foundation Relations
Dining Services Union	Positions in the Dining Services Union	
Dining Services/Hospitality	Involved in quantity food production, management, and service	Dining Services Faculty Club Catering
Education/Instruction	Involved in teaching in laboratories, conducting classroom demonstrations, creating videos, and providing instruction and training to support education, technical support and facility management for curriculum-based activities Involved in educational outreach, providing instruction in professional studies and involved in pedagogical training and development Typically no faculty appointments.	Education Managers Instructional Designers Education Lab Manager Instructional Management and Support School of Professional Studies Instructors Audio/visual Multimedia Educational/Instructional Technology Media and Classroom Services
Facilities	Handles a variety of activities related to design, construction, maintenance, planning, and management of facilities	Facilities Planning Engineering Project Management Construction Facilities and Building Management Facilities Operations Custodial Landscape Services Real Estate
Facilities Union	Positions in the Facilities Union	
Finance/Budget/Planning	Involved in financial operations and the delivery of financial services	Accounting Accounts Payable

		<p>Budget Purchasing Investments Financial Management and Coordination Financial Operations Financial Analysis Payroll</p>
Health and Medical Services	Involved in providing healthcare services, outreach, and education to students	<p>Clinical Services EMTs Health Education Health and Wellness Pharmacy Medical Assistance Psychology</p>
Human Resources	Involved in staffing, pay and benefit programs, employee relations, and professional development	<p>Benefits Compensation Staffing Professional Development</p>
Information Technology	Involved in functions and activities related to programming, applications development, development and maintenance of systems, network and system administration, and user support and consultation	<p>Programming User Support and Customer Services Database Administration Applications Development Network Operations/Security Systems Administration Web Development Business Systems Management Data Science Storage Services Business Intelligence</p>
Library and Museums	Handles activities related to library and museum collections including collection development, acquisitions, cataloguing, circulation, archiving, metadata, and reference	<p>Collection Development Library Access Services Archives Visitor Services Museum Operations Digital Librarians Preservation Exhibition Support</p>
Library Union	Positions in the Library Union	
Public Safety Union	Positions in the Public Safety Union	
Research	<p>Involved in conducting, supporting, and managing research related to physical and life sciences, social sciences, and clinical and community based research studies</p> <p>These positions are typically funded by grants and contracts.</p>	<p>Research Support Research Management Lab Management Research Data Management</p>
Research Administration	Involved in supporting the business aspects of the research enterprise including grants and contracts administration, research compliance and identifying and overseeing	<p>Grants and Contract Management Grants and Contracts Services and Support Research Compliance Technology Transfer</p>

	research opportunities	
Safety	Involved in activities to ensure safety of the Brown community	Security Environmental Safety
Student Services	In non-academic departments: Handles a variety of activities to assist students and to support and enhance their academic experience	Admission Registrar Academic Advising Student Life Curriculum Affairs Career Development Residential Life Student Services and Programs International Student Services Student Activities Student Financial Services

Job Profiles

The Job Profile is a broad category corresponding to the primary purpose of a job and its relationship to other jobs. All jobs in a given job profile require similar educational background, experience, competences, and market value.

Business Titles

A Business Title is a customized, descriptive title that provides greater understanding of the individual employee's responsibilities and scope within the Job Profile.