

Pittsburg State University

Job Families

(as of 9/1/2018)

PSU Job Families	Descriptions
Academic & Student Services	Provides guidance to students, staff, faculty and the public regarding academic policies, educational and career goals and/or personal issues. Supports students with all aspects of their University campus life.
Administrative & Business Services	Dedicated to the strategic management, coordination and oversight of University programs, departments or divisions, and University business operations.
Administrative Support	Performs and/or coordinates office and administrative duties ensuring smooth and efficient unit operations.
Athletics, Sports, Fitness & Recreation Activities	Handles the professional activities and programs of coaching, athletic training, athletic operations and administration, and recreation health and wellness.
Campus Operations & Services	Plans, designs, manages or performs activities related to the maintenance, construction, repair or installation of facilities, grounds, infrastructure, equipment and/or vehicles.
Communications & Marketing	Increases awareness and promotes University's image, projects and programs through all forms of media. Supports solicitation of donor funds and creates marketing strategies. Writes, acquires and/or edits materials for distribution. Involved in public broadcasting or radio or television programming.
Fiscal Operations	Oversees the financial activities of the University from transaction processing to complex financial analysis and strategic planning. This family includes the functions of accounting, budgeting, financial forecasting and analysis, tax analysis and compliance, billing and collections, investment management, cash and debt management, and insurance.
Health Care	Provides direct medical and psychological treatment to students, faculty and/or community members. Jobs also provide guidance to students, staff, and/or the community on physical and mental health related issues.
Information Technology	Provides technical support in the creation, implementation, use, management and storage of electronic data. Technical support includes both software and hardware considerations.
Law Enforcement & Security	Assures, assesses and monitors all aspects of campus safety and security, orderly conduct, and adherence to laws, regulations and policies/procedures.
Library and Museum Services	Acquires, catalogs, collects and distributes conventional and electronic materials. Provides assistance to patrons regarding library resources. Supports the selection, display and presentation of cultural and scientific offerings to the University's broad array of constituents.
Research & Scientific	Manages, conducts or supports research with specific reference to the collection and analysis of scientific data.
University Advancement	Supports and conducts fund raising and alumni activities. Identifies, cultivates, and solicits prospective donors such as corporate foundations and individuals. Plans events, develops and implements promotional materials and conducts other advancement activities.