

Professional positions

http://hr.iu.edu/salary/levels_index.html

For all Professional Staff Jobs

All Professional Staff jobs were allocated to job families and levels based on two factors:

- A job family that correlates with a discipline, occupational category, or functional area that defines the type of work performed
- Level of work based on complexity, scope of impact, autonomy, and knowledge required

The following is a list of distinct job families and, where applicable, sub-families, and the corresponding level guide in PDF.

Administrative Services

[Administration](#) • [Compliance](#) • [Financial](#) • [Purchasing](#) • [Human Resources and Training](#)

Auxiliary Services

Coaches *

Development

Facilities Services

[Building Services](#) • [Engineers/Architects/Designers](#) • [Maintenance/Construction/Grounds](#)

Health Care Professionals *

Health Practice Administration

Information Technology Services

[Infrastructure](#) • [Systems Development](#)

Media/Public Relations/Alumni Services

[Alumni/Marketing/ Events](#) • [Communication Services](#) • [Community Outreach](#)

Research/Science

[Clinical Research](#) • [Museum](#) • [Science/Labs](#)

Safety and Security Services

Student/Academic Services

[Academic/Career Advising](#) • [Campus Life](#) • [Student Services](#)

* Competitive market research does not support six levels within these job families. Jobs are assigned in a single, broad level and tracked separately with market data.

Support Staff Job Specifications

<http://hr.iu.edu/salary/bloomington/specs.html>

The intent of a job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given a job title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in a job specification.

- **Arts and photography** (radio/TV, video, graphics, costume, photography...)
- **Auxiliary services** (AV, bookstore, cashier/clerk, mail, copy, telephone...)
- **Business/financial/administrative support** (accounting, budget, HR, purchasing, payroll...)

- **Engineering/maintenance support** (tech/music instruments, audio/broadcast, cyclotron, electronics, machinist...)
- **General office services** (clerical, data, records, word processing, software...)
- **Health services** (optometry, environmental, nurse, pharmacy...)
- **Information resources** (CADD, computer, database, scanner, Web...)
- **Laboratory/academic support** (research, geology, scientific instrumentation...)
- **Library** (bindery, catalog, music...)
- **Student/educational services** (admissions, career, exam, aid, records, loan...)

Service Maintenance Job Specifications

<http://hr.iu.edu/salary/bloomington/smspecs.html>

The intent of a job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given a job title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in a job specification.

A

Apprentice

Arborist

Asbestos Worker

Assistant Supervisor Set-Up

Athletics Groundskeeper

B

Bindery Helper I

Bindery Operator

C

Carpenter

Carpet Installer

Chemical Water Treatment
Technician

Construction Crew Leader

Cook Helper

M

Machine Service Worker

Mail Clerk II

Mail Clerk III

Maintenance Assistant

Maintenance Worker 1st Class

Mason

Multi-Craft Worker

Multilith Operator

N

Night Custodial Worker

Nursery Assistant

Nursery Supervisor

P

Painter

Craft Helper

Crew Leader

Crew Lead I

Custodial Area Supervisor

Custodial Worker

D

Dining Room Helper

Dishroom Helper

Dishroom Supr

E

Electrician

Equipment Mechanic

Equipment Room Attendant

F

Filter Worker

Furniture Refinisher

G

Gallery Guard Supervisor

Gardener

Grounds Equipment Mechanic

Groundskeeper

Groundskeeper II

Group Leader

H

Heat Mechanic

Heavy Equipment Operator

L

Lab Attendant II

Lab Attendant V

Lead Service Attendant

Linen Attendant II

Locker/Laundry Attendant

Locksmith

Panel Operator

Pest Control Operator-Equipment
Repair

Plumber

Pool Operator

Preventative Maintenance Worker

R

Refrigeration Mechanic

Relief Truck Driver

S

Seamster

Senior Crew Lead

Service Attendant I

Service Attendant II

Sheet Metal Mechanic

Sign Painter

Signage & Parking Controll
Attendant

Stores Attendant II

Stores Attendant IV

Street Sweeper Operator

T

Team Lead II

Ticket Writer

Truck Driver

U

Upholsterer/Glazier

Utility Information Crew Leader

Utility Information Master Specialist

Utility Information Specialist

Utility Information Trainee

FOOD

Cook I

Cook II

Cook III

Cook IV

Cook V

Food Custodial Worker

Food Service Helper

Lineserver I

Snack Bar Attendant

Stadium Lead Cook

Stores Attendant I