

MOST COMMON JOB POSITIONS FOR GRANTS AND CONTRACTS AT KENNESAW STATE UNIVERSITY

Position Title	Minimum salary & 1st quartile	Duties & Responsibilities	Minimum Requirements
ADMINISTRATIVE POSITIONS			
ADMINISTRATIVE ASSISTANT: CLERICAL, DATA ENTRY, CUSTOMER SERVICE, AND REGISTRATION DUTIES			
Administrative Assistant I	\$8.15 - \$9.07	Entry level clerical and data entry duties for college, office, or department.	High school diploma and prior general office/clerical experience
Administrative Assistant II	\$9.70 - \$10.78	General/basic level of clerical and data entry duties for college, office, or department.	High school diploma and 1 yr experience
Administrative Assistant III	\$10.00 - \$ 10.89	Mid-level clerical, accounting, customer service, and registration duties for a college, office, or department.	High school diploma and 2 ys experience
Administrative Assistant IV	\$11.65 - \$12.82	Specific/specialized clerical, accounting, customer service, registration, records/document maintenance etc. for a college, office, or department.	High school diploma and 3 yrs experience
OFFICE/CLERICAL LEAD: SPECIFIC/SPECIALIZED CLERICAL, ACCOUNTING, CUSTOMER SERVICE, REGISTRATION, AND RECORDS MAINTENANCE			
Office/Clerical Lead I	\$12.15 - \$13.53	Performs entry level of <u>specific and/or specialized</u> clerical, accounting, customer service, registration, records/document maintenance etc., for college, office, or dept.	High school diploma and 4 yrs experience
Office/Clerical Lead II	\$14.35 - \$15.97	Performs median level of <u>specific and/or specialized</u> clerical, accounting, customer service, registration, records/document maintenance etc., for college, office, or dept.	2 yrs college course work and 3 yrs experience
Office/Clerical Lead III	\$17.00 - \$19.13	Performs advanced level of <u>specific and/or specialized</u> clerical, accounting, customer service, registration, records/document maintenance etc., for college, office, or dept.	2 yrs college course work/vocational certificate and 4 yrs experience
ADMINISTRATIVE ASSOCIATE: ADMINISTRATIVE AND SECRETARIAL DUTIES			
Administrative Associate I	\$12.15 - \$13.53	1st level of administrative support; standard secretarial and/or minor administrative duties under the direct supervision of higher level staff/faculty members.	High school diploma and 2 yrs experience

Administrative Associate II	\$14.35 - \$15.97	Standard and more advanced administrative duties normally under general supervision of deans/chairs. Duties include standard secretarial and/or minor administrative duties, in addition to other specific duties as assigned/required that may include supervision of other support staff, student workers or temporary hires.	High school diploma and 3 yrs experience
Administrative Associate III	\$38,500 - \$42,375	More advanced administrative duties usually under the general supervision of a Vice President or Executive Director of a division, while operating with considerable independence (may also perform some analysis). Typical duties also include assisting management in duties of a confidential nature; must demonstrate a high degree of administrative skill, competence, and knowledge of organization procedures/policies.	High school diploma and 5 yrs experience

ADMINISTRATIVE SPECIALIST: PROFESSIONAL AND ADMINISTRATIVE SUPPORT (NOT SECRETARIAL)

Administrative Specialist I	\$25,300 - \$27,675	Performs professional and administrative duties in support of the operations of a function, program, and/or department; assists in program planning & development; interprets, monitors, & analyzes information regarding operating policies & procedures; administers budgets; & coordinates academic and/or staff personnel matters. <u>Performs "entry" level administrative support duties; not a secretarial position.</u>	Bachelor's and 1 yr related experience OR high school diploma, 2 yrs college, and 3 yrs related experience OR high school diploma and 5 yrs experience
Administrative Specialist II	\$27,900 - \$30,525	Performs professional and administrative duties in support of the operations of a function, program, and/or department; assists in program planning & development; interprets, monitors, & analyzes information regarding operating policies & procedures; administers budgets; & coordinates academic and/or staff personnel matters. <u>Performs "basic" administrative support duties; not a secretarial position.</u>	Bachelor's and 2 yrs experience OR high school diploma, 2 yrs college, and 4 yrs experience OR high school diploma and 6 yrs experience
Administrative Specialist III	\$30,000 - \$33,000	Performs professional and administrative duties in support of the operations of a function, program, and/or department; assists in program planning & development; interprets, monitors, & analyzes information regarding operating policies & procedures; administers budgets; & coordinates academic and/or staff personnel matters. <u>Performs "mid-level" administrative support duties; not a secretarial position.</u>	Bachelor's and 3 yrs experience OR high school diploma, 2 yrs college, and 5 yrs experience OR high school diploma and 7 yrs experience
Administrative Specialist IV	\$32,500 - \$35,750	Performs professional and administrative duties in support of the operations of a function, program, and/or department; assists in program planning & development; interprets, monitors, & analyzes information regarding operating policies & procedures; administers budgets; & coordinates academic and/or staff personnel matters. <u>Performs "advanced-level" administrative support duties; not a secretarial position.</u>	Bachelor's and 4 yrs experience OR high school diploma, 2 yrs college, and 6 yrs experience OR high school diploma and 8 yrs experience

Administrative Specialist V	\$35,700 - \$39,275	Performs professional and administrative duties in support of the operations of a function, program, and/or department; assists in program planning & development; interprets, monitors, & analyzes information regarding operating policies & procedures; administers budgets; & coordinates academic and/or staff personnel matters. <u>Performs “senior-level” administrative support duties to a group/team; not a secretarial position.</u>	Bachelor's and 5 yrs experience OR high school diploma, 3 yrs college, and 6 yrs experience OR high school diploma and 9 yrs experience
Administrative Specialist VI	\$38,500 - \$42,375	Performs professional and administrative duties in support of the operations of a function, program, and/or department; assists in program planning & development; interprets, monitors, & analyzes information regarding operating policies & procedures; administers budgets; & coordinates academic and/or staff personnel matters. <u>Performs professional administrative support duties; not a secretarial position.</u>	Bachelor's and 6 yrs experience OR high school diploma, 3 yrs college, and 7 yrs experience OR high school diploma and 10 yrs experience

MANAGEMENT POSITIONS

MANAGER: DEVELOPMENT, IMPLEMENTATION, AND OVERSIGHT OF PROGRAMS AND SERVICES

Manager I	\$35,700 - \$39,275	Develops, implements, and oversees programs and services in assigned office, college, division or department.	Bachelor's and 3 yrs experience, including 2 yrs supervisory experience
Manager II	\$43,500 - \$48,375	Develops, implements, and oversees programs and services in assigned office, college, division or department; is responsible for the oversight of operations and maintenance of office, college, division, or department.	Bachelor's and 3+ yrs experience (may require some specialized skill sets/training)
Manager III	\$52,500 - \$58,425	Develops, implements, and oversees programs and services in assigned office, college, division or department; is responsible for the oversight of operations and maintenance of office, college, division, or department.	Bachelor's and 5 yrs experience (may require some specialized skill sets/training)

LABORATORY AND RESEARCH POSITIONS

LABORATORY PROFESSIONAL AND RESEARCH ASSISTANT/TECHNICIAN: LAB OPERATIONS, RESEARCH SUPPORT

Research Assistant/ Technician I	\$11.65 - \$12.82	Provides entry level support for research projects; schedules appointments and interview times; conducts library research; prepares bibliographic materials; assists in conducting experiments; assists in conducting interviews and surveys; cleans research areas; orders needed supplies; other related tasks as needed.	Bachelor's OR 2+ yrs college and 2 yrs experience OR high school diploma and 4 yrs experience
Laboratory Professional I	\$30,000 - \$33,000	Facilitates the operation of departmental labs; is responsible for the set up and tear down of the labs; trains and supervises lab assistants; maintains inventory of lab supplies and equipment; ensures compliance with all lab regulations; oversees maintenance and repair of lab equipment; assists with lab requirements for projects; develops and updates lab preparation guides.	Bachelor's and related work experience

RESEARCH PROFESSIONAL: DATA COLLECTION, TESTING, ANALYSIS, AND INTERPRETATION

Research Professional AD I	\$25,300 - \$27,675	Performs complex data collection, reduction, and laboratory techniques requiring the use of independent judgment. Performs tests and analyses to determine procedures to be used and interprets results; other related tasks as assigned.	Bachelor's and related research experience
Research Professional AD II	\$30,000 - \$33,000	Performs complex data collection, reduction, and laboratory techniques requiring the use of independent judgment. Performs tests and analyses to determine procedures to be used and interprets results; may include basic administrative tasks; other related tasks as assigned.	Bachelor's and 1 yr related experience
Research Professional AD III	\$34,000 - \$37,825	Performs complex data collection, reduction, and laboratory techniques requiring the use of independent judgment. Performs tests and analyses to determine procedures to be used and interprets results; assists with advanced level administrative tasks; other related tasks as assigned.	Bachelor's and 2 yrs related experience
Research Professional AD IV	\$38,500 - \$42,375	Performs complex data collection, reduction, and laboratory techniques requiring the use of independent judgment. Performs tests and analyses to determine procedures to be used and interprets results; performs advanced to senior level administrative tasks; other related tasks as assigned.	Bachelor's and 3 yrs related experience

RESEARCH FELLOW: POST DOCTORAL WORK, RESEARCH DIRECTOR RESPONSIBILITIES

Research Fellow I	\$41,200 - \$45,850	Performs complex data collection, reduction, and laboratory techniques requiring the use of independent judgment. Performs tests and analyses to determine procedures to be used and interprets results; performs advanced to senior level administrative tasks; other related tasks as assigned.	Doctoral degree
Research Fellow II	\$52,500 - \$58,425	Performs complex data collection, reduction, and laboratory techniques requiring the use of independent judgment. Performs tests and analyses to determine procedures to be used and interprets results; performs advanced to senior level administrative tasks; other related tasks as assigned.	Doctoral degree
Research Fellow III	\$58,800 - \$65,475	Performs complex data collection, reduction, and laboratory techniques requiring the use of independent judgment. Performs tests and analyses to determine procedures to be used and interprets results; performs advanced to senior level administrative tasks; other related tasks as assigned.	Doctoral degree and 2 yrs experience