

North Dakota State University

Policy Manual

SECTION 101.1

EMPLOYEE GROUP DEFINITIONS

SOURCE: NDSU President

Administrative/ Managerial

0000 and 1000 Band (Some Broadbanded; Some Non-Broadbanded) Persons whose assignments require primary (and major) responsibility for management of the institution or one of its recognized departments or subdivisions. Assignments involve work directly related to management policies or general business operations of the institution, department, or subdivision. Persons in this category regularly exercise discretion and independent judgment and direct the work of others. This group includes, for example, the president, vice presidents, deans, and directors, as well as some individuals who report to these administrators.

Academic Staff and Other Non-Broadbanded (Instruction/Research/Public Service)

2000 Band (All Non-Broadbanded) Persons whose specific assignments are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), including faculty who hold the academic rank of professor, associate professor, assistant professor, or instructor, lecturers, professional extension and experiment station personnel, coaches, research assistants and associates, postdoctoral researchers, and graduate assistants.

Professional

3000 Band (All Broadbanded) Persons employed for the primary purpose of performing academic support, student service, or institutional support activities, whose assignments would require as a minimum either college graduation or experience of such kind and amount as to provide a comparable background. This group includes, for example, librarians, accountants, communications specialist, computer specialists, and a variety of student services professionals.

Technical and Paraprofessionals

4000 Band (All Broadbanded) Persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as offered in many 2-year technical institutes, junior colleges, or through equivalent on-the-job training. This group includes, for example, laboratory and research technicians, graphic artists, police officers and computer technicians.

Office Support

5000 Band (All Broadbanded) Persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature and who provide support for professional and administrative functions. In addition to performing standard secretarial duties, this group includes sales clerks employed in the bookstore and library clerks who are not recognized as librarians.

Crafts/Trades

6000 Band (All Broadbanded) Persons whose assignments require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This group includes, for example, painters, electricians, carpenters, heat plant operators, motor vehicle mechanics and press operators.

Services

7000 Band (All Broadbanded) Persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or which contribute to the maintenance of institutional property. This group includes, for example, laundry and dining service workers including cooks and bakers, custodial personnel, heavy and light equipment operators.

HISTORY:

New	April 1996
Amended	March 2001
Amended	March 2002