

Business/Administrative Associate
Job Family: Administrative Generalist
Civil Service Professional Career Path

Function: This career path outline describes a subset of positions within the Business/Administrative Associate (BAA) custom classification who administer and supervise departmental work functions and assist in carrying out the administrative functions of a unit or department.

Positions at any level of the job family may carry the working title of “Assistant To” a senior administrator such as a department head or director.

Business/Administrative Associate (Salary Range \$37,967 (grade min.) - \$55,000)

- Entry-level professional positions
- Coordinates responsibilities of the senior administrator with other offices and staff; represents senior administrator or the unit at campus/university committees.
- Reviews procedures, systems, and processes related to the position.

Assistant To / Operations Specialist (Salary Range \$45,000 - \$65,000)

- Manages budget activities and reporting; may act as the unit’s liaison with business/finance office or oversee administrative support staff responsible for funds.
- Orchestrates administrative support and general management for the unit or program and participates in long-range planning and goal-setting activities.
- May supervise unit staff at various levels on behalf of the senior administrator.

Assistant To / Senior Operations Specialist (Salary Range \$50,000 - \$75,000)

- Minimum qualifications require internal university experience and/or specialized field of practice

Assistant To / Operations Coordinator (Salary Range \$55,000 - \$80,000)

- Advises the senior administrator regarding the implementation of objectives, policies, programs, and operations.
- May direct the day-to-day operational requirements of the unit or program, including overseeing various functions under the jurisdiction of the senior administrator.

Assistant To / Senior Operations Coordinator (Salary Range \$60,000 - \$120,978 (grade max.))

- Minimum qualifications require internal university experience and/or specialized field of practice