

# EXPLORING OPPORTUNITIES AT PACIFIC

**There are many opportunities at Pacific in various divisions and departments on all three campuses. Below you can explore the primary functions and typical job titles of the different areas. If you have specific interest in a position or division area please contact Human Resources on your campus to receive specific information about competencies and career path assistance.**

## ***Administrative Support***

- *Primary job functions:* Support the administration and management of an area, project, department, or University-wide service. Positions include a variety of activities such as finance, human resources, facilities, and supervision.
- *Typical job titles include:* Administrative Assistant or Administrative Support Specialist, Administrative Coordinator, Office Coordinator, Office Manager, Operations/Budget Specialist, Business Manager, Operations Manager.

## ***Athletics***

- *Primary job functions:* Support areas of athletics for students and staff.
- *Typical job titles include:* Athletic Trainer, Aquatics Director, Assistant to the Coach, Coach, Equipment Manager, Facilities Manager, Facilities and Events Supervisor, Field House/Transportation Manager, Fitness Coach, Marketing and Promotions Director, Ticket Manager.

## ***Development***

- *Primary job functions:* Relate to planning and coordinating the annual solicitation of funds from assigned constituencies or the solicitation of gifts from alumni, faculty and friends of the University, from foundations and corporations, and through deferred giving.
- *Typical job titles include:* Development Officer, Director of Major Gifts, Director of Corporate and Foundation Relations, Director of Planned Giving.

## ***Enrollment Services***

- *Primary job functions:* Provide direct services to students, faculty and staff for services related to admissions, financial aid and registration.
- *Typical job titles include:* Academic Records Specialist, Enrollment Services Counselor, Evaluator, International Student Counselor, Registrar.

## ***External Relations***

- *Primary job functions:* Relate to creating and carrying out programs that establish and maintain ties of alumni and community to the University.
- *Typical job titles include:* Pacific Fund Coordinator, Coordinator Alumni Relations, Director of Employer Development, Donor Relations/Stewardship Coordinator, External Relations Officer.

## ***Facilities***

- *Primary job functions:* Relate to the administration and management of the University's physical plant.

- *Typical job titles include:* Custodian, Groundskeeper, Locksmith, Mail Services Supervisor, Project Engineer/Manager, Safety Supervisor, Security/Alarm Technician, Trades & Crafts Supervisor.

## **Finance**

- *Primary job functions:* Relate to accounting, financial planning and control, treasury management, auditing, purchasing, payroll or risk management for a department or a University-wide function.
- *Typical job titles include:* Account Technician, Accountant, Budget Analyst, Budget Manager, Bursar, Collections Manager, Controller, Director of Risk Management and Insurance, Financial Reporting Manager, Internal Auditor, Payroll Specialist, Post Award Manager, Purchasing Manager, Risk Management Specialist, Senior Buyer.

## **Health Care Services**

- *Primary job functions:* Provide direct health care and counseling services to students.
- *Typical job titles include:* Counselor, Director Counseling Services, Director Health Services, Physician Assistant, Registered Nurse/Practitioner, Staff Psychologist.

## **Human Resources Services**

- *Primary job functions:* Provide human resource services to faculty, staff and student employees.
- *Typical job titles include:* Associate Director Employee Relations, Associate/Assistant Director Benefits, Benefits Analyst, Human Resources Representative, Training and Development Manager.

## **Information Technology**

- *Primary job functions:* Support technology needs (computing, media services, telecommunications or networking).
- *Typical job titles:* Customer Service Center Manager, Data Architect, Database Manager, EA Developer, IT Security Officer, Media Services Technician, Network Engineer, Project Manager, Technical Service Provider, Technical Support Specialist, Telecom Engineer, Systems Administrator, Web Developer.

## **Library**

- *Primary job functions:* Support a library or an area of library service at the University.
- *Typical job titles include:* Catalog Specialist, Circulation Supervisor, Library Archivist, Library Assistant.

## **Marketing and Communications**

- *Primary job functions:* Relate to public relations or to internal and external communications by contributing to the preparation of internal publications and newsletters, external publications or reports.
- *Typical job titles include:* Marketing Communications Writer, Marketing Specialist, Marketing, Outreach and Events Coordinator, Media Relations Assistant, Media Relations Coordinator, Media Relations Director, Publications Specialist.

## **Security/Public Safety**

- *Primary job functions:* Ensure the safety and protection of University personnel and property.
- *Typical job titles include:* Community Service Officer, Police Chief, Police Officer, Police Sergeant, Security Officer, Telecommunicator.

## **Student Services**

- *Primary job functions:* Support areas such as Housing, Campus Recreation and Student Activities, and Career Services.
- *Typical job titles include:* Area Coordinator, Assistant Director of Programming, Career Counselor, Director of New Student Programs, Housing Operations Assistant, Student Service Coordinator.