

Job Family	Sub Family	Definition
Academic and Student Services	Academic Affairs	Typically includes jobs that support University-wide academic programs, promote curricular innovation, and facilitate the collaboration of the schools and colleges at the University to strengthen the student academic experience.
	Academic Counseling	Typically includes jobs involved in counseling students on academic program policies and issues. Activities may include monitoring student academic progress, scheduling courses and assisting students in making appropriate educational choices and decisions. May conduct informational sessions and provide advice.
	Admissions	Typically includes jobs involved in the admissions/enrollment function. Typical activities include developing and implementing programs for student outreach, recruitment, and admissions for the university within appropriate constituents and communities; and educating the public about admissions requirements, policies, and processes.
	Career Placement & Services	Typically includes jobs that help students navigate all aspects of career development, including exploring majors and careers, networking, internships, job fairs, and graduate study. Typical activities include providing workshops on career-related topics, resume and cover letter reviews, mock interviews, individual career counseling sessions, internship or job search strategies.
	Continuing Education	Typically includes jobs involved in the design, development, marketing and management of professional education programs, seminars and courses for specific program areas. Usually applies to maintaining professional credentials. May perform responsibilities across multiple media platforms.
	Employer Engagement	Typically includes jobs focused on recruiting employers for undergraduate and/or graduate employment and professional development opportunities. May also prepare students for their job search and interviews.
	Registrar	Typically includes jobs that work with the school/college's student database and its integration with the University system, student registration, course scheduling, student records, tuition assessment, licensure, and student health insurance.
	Student Engagement	Typically includes jobs that contribute to student retention and strengthening the overall student experience. May advise, monitor student progress, and create or implement programs.
	Student Financial Services	Typically includes jobs involved in the financial award process in efforts to meet University goals for recruitment, retention, and service. Provides support to students and their families in making decisions related to the financial aid application and eligibility process, financing alternatives, and other financial assistance issues. May be involved in billing and collection of payments.

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Administration	Academic Administration	Typically includes jobs that perform a variety of professional and administrative duties in order to facilitate the day-to-day operations of an academic function, program, and/or department. Assists in program planning and development; interprets, monitors, and analyzes information regarding operating policies and procedures; administers budgets; and coordinates academic and/or staff personnel matters. May be responsible for long and short range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate staff.
	Administrative Support	Typically includes jobs providing a broad compliment of administrative support critical to the operations of a department or unit. Typical activities include two or more of the following: document preparation, planning and coordinating meetings, managing calendars for one or more leaders, setting up travel and preparing/tracking expense reports, performing basic recordkeeping and analyses in Excel, and preparing correspondence and emails on behalf of professional and management staff.
	Business Administration	Typically includes jobs involved in performing and managing the daily operation of an academic or clinical department within a school or college, or within a University function, primarily in the areas of human resources, compliance, finance, budgetary controls, purchasing, and support services management. May develop and evaluate operating policies and procedures. May be responsible for long and short range strategic planning in determining the mission and directing all activities within the department(s) through subordinate staff.
	Business Analysis	Typically includes jobs that examine business needs for administrative processes including: Identifying and analyzing business needs, conducting requirements gathering, and defining scope and objectives. May make recommendations regarding process changes based on findings.
	Business Risk Management	Typically includes jobs that develop, recommend and implement controls and cost-effective approaches to minimize the organization's risk effects. Identifies and analyzes potential sources of loss to minimize risk and provides estimates of the potential financial and additional consequences of forecasted or existing situations. Interprets internal or external issues and recommends solutions/best practices. Solves complex problems; takes a broad perspective to identify solutions.
	Data Reporting	Typically includes jobs that apply broad knowledge in providing data to support business decisions. Typical activities include the collection and compilation of data for the purposes of analysis and reporting.
	Diversity & Inclusion	Typically includes jobs that reinforce diversity, equity, and inclusion within the organization. May include the development and delivery of trainings and programs in order to identify and promote diversity, equity, and inclusion.

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Administration	Grant Administration	Typically includes jobs responsible for pre- and post-award grants and contract administration functions. Typical activities include regular monitoring of grants and contracts for Principal Investigator to ensure expenses are paid according to contract, interpreting regulations and guidelines of program funding grants and contracts, preparing renewals and periodic reports for grant agencies, authorizing and transmitting of proposals to federal, state, and private funding agencies, reviewing grant and contract awards terms and conditions, negotiating and approving the terms, and tracking/monitoring contract and grant awards.
	International Immigration Services	Typically includes jobs that advise on all aspects of immigration for the institution's foreign scholars and staff, including student immigration matters. Oversees and administers all aspects of immigration-related services including documentation and record-keeping for employment-based immigrants, H-1, J-1, B1/B2, TN and WB personnel and scholars. Advises institution offices and staff on current government regulations and procedures. Coordinates the development and implementation of immigration-related policies and procedures. Assists with developing, integrating, and implementing government regulations for the hiring practices of foreign nationals. Monitors existing orientation programs and promotes intercultural adjustment activities. Keeps abreast of changes and proposed changes in legislation and regulations and evaluates how they may affect the welfare of current and future foreign students and staff. May represent the institution with INS, USDHS, USDOS and USDOL and other federal agencies.
	Meeting & Event Planning	Typically includes jobs responsible for the planning and execution of departmental meetings and events; meetings and events may be outward facing but are not intended to be sales or marketing focused.
	Ombuds	Typically includes jobs that provide confidential assistance and serve as an impartial dispute resolution consultant to the University community, including but not limited to faculty, students and staff on Boston-based campuses and satellite facilities, both foreign and domestic.
	Project Management	Typically includes jobs that manage project teams and delivery of projects including requirements gathering, project planning, resourcing, execution, change control, issue/risk. Projects are typically department-based. May collaborate with University functions, such as IS&T.
	Sustainability	Typically includes jobs that contribute to efforts to minimize the environmental impact of department, school/college, and University operations. May include advising on short and long-term strategies and goals, developing educational and engagement programs, and partnering with constituents across the University.
	Training	Typically includes jobs that provide instruction pertaining to operational processes and procedures to a variety of audiences. May include creating documentation, developing and delivering programming, and relaying feedback from users to influence future strategic decisions.

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Advancement	Alumni Relations	Typically includes jobs that identify and develop relationships with alumni to increase engagement with the institution to ultimately promote fundraising opportunities. Responsible for championing the institution's mission, encouraging and fostering alumni involvement with their institutions, and building long-term relationships with constituents.
	Annual Giving	Typically includes jobs that manage a portfolio of annual gift prospects to identify and solicit gifts for annual campaigns, including reunion giving. Coordinates with major gift fundraisers to convert annual donors to major gift prospects. Recruits and manages volunteers for giving programs. May also include jobs involved in the planning, solicitation and execution of the university's broad-based appeal for current use/annual gift support and contributions through direct mail and online marketing, social media, special campaigns, and programs and events. Provides high level of support in stewardship and recognition efforts for annual fund donors. Gathers and tracks giving data to increase donor participation and retention.
	Foundation Relations	Typically includes jobs that identify, cultivate and solicit prospective foundation donors. Involved in planning, organizing, and managing corporate and foundation fundraising activities working closely with academic partners to fund research, programs and other institutional priorities.
	Fundraising	Typically includes jobs that solicit and gather voluntary financial contributions by engaging individuals, businesses, or governmental agencies.
	Gifts & Records	Typically includes jobs that maintain accurate donor giving, biographical, and engagement records with the institution. Provides data to assist fundraisers in developing strategy.
	Major Gifts	Typically includes jobs that identify, cultivate, solicit, and steward major gifts from critical, high profile prospects/donors. Designs and implements strategic fundraising plans through collaboration for academic units, regional campuses and complex markets.
	Planned Giving	Typically includes jobs that solicit and coordinate the administration of planned gifts through bequests, trusts, and other deferred or income yielding giving strategies.
	Principal Gifts	Typically includes jobs that identify, cultivate, solicit, and steward principal gifts from donors with the institution's highest profile, inclination and capacity. Designs and implements strategic fundraising plans through collaboration for academic units, regional campuses and complex markets. Manages constituency programs. Responsible for soliciting gifts at the institutions highest level with no upper limit. Manages a specific portfolio size and number of prospects. Interacts frequently with the President's Office and Board of Trustees.
	Prospect Research	Typically includes jobs that are responsible for identifying and tracking donors through research, maintaining relevant information on donor inclination and capacity. Develops and tracks systems and manages vendors to provide updates on the institutions top donors.

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Advancement	Stewardship & Donor Relations	Typically includes jobs that recognize and steward donors once they have made a gift to strengthen engagement to the institution. Coordinate donor recognition programs, scholarship administration, publications, events, and communications. Designs, develops, and coordinates strategies for strategic stewardship of donors.
Campus Safety	Global Health & Safety	Typically includes jobs that perform a variety of duties to lead emergency planning, response, and risk management for BU-sponsored activities around the world. Develops and coordinates policies, procedures, and systems to mitigate international travel risk. Provides outreach and training on global health, safety, and security procedures. Analyzes and monitors developments on a global level that affect travel risk, and communicates the information to all stakeholders.
	Public Safety	Typically includes jobs that contribute to and administer the safety and well-being of students, employees, and visitors to campus.
	Safety Preparedness	Typically includes jobs that develop, recommend and implement controls to minimize the organization's safety risks. Identifies and analyzes potential sources of loss to minimize risk and provides estimates of the potential financial and additional consequences of forecasted or existing situations. Interprets internal or external issues and recommends solutions/best practices. Solves complex problems; takes a broad perspective to identify solutions.
	Security	Typically includes jobs that contribute to the security of students, employees, and visitors to campus. Responsibilities may include monitoring behavior, securing buildings and property, investigating disturbances, and maintaining order on campus.
Campus Services	Dining Services	Typically includes jobs that are involved in the management and operations of campus dining halls, catering, and food service.
	Housing	Typically includes jobs that manage and oversee on and off campus student and/or faculty housing operations.
	Mail Services	Typically Includes jobs that are responsible for distribution of incoming and outgoing mail for students and employees.
	Physical Education	Typically includes jobs that create and deliver programming for recreational physical activity for the University and the community.
	Spiritual Life	Typically includes jobs that contribute to the religious and spiritual needs of students.
	Transportation	Typically includes jobs that oversee the logistics, administration and promotion of matters related to transportation including but not limited to: employee and event parking, shuttlebus services, carpool, public transportation and bicycle parking.
Educator	Teaching - Children's Center	Typically includes jobs that support the children at the Boston University Children's center in their developmental growth, socially, emotionally, cognitively and physically.
Facilities Services	Buildings Management	Typically includes jobs that have responsibility for personal property, equipment, tooling, and physical capital assets that are acquired and used to build, repair, and maintain end item deliverable.

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Facilities Services	Control Center	Typically includes jobs that monitor, adjust, and maintain a comfortable and safe environment through the facilities' Building Automation Systems (BAS) and customer interaction. Provides or oversees initial response to alarm conditions as relayed through the BAS. Responsible for both dispatching appropriate response personnel and trouble shooting applicable systems through the BAS for probable cause and possible remote intervention and providing all required documentation. May require specific training.
	Engineering & Building Systems	Typically includes jobs that have some level of responsibility for the innovation, design, construction, operation, and maintenance of structures and the machines, materials, and systems they contain.
	Facilities	Typically includes jobs responsible for planning, organizing, directing, and controlling the activities and staff involved in the design, construction, coordination, modification, maintenance, and administration of institution facilities and equipment.
	Maintenance	Typically includes jobs that are responsible for building maintenance which may include HVAC; Electrical, Plumbing and repairs.
Financial Services	Accounting	Typically includes jobs responsible for managing or performing work in financial accounting activities, including financial transaction recording standards, control and reconciliation of accounts and records, cost accounting, and accounting reports and schedules for both internal and external audiences.
	Budget	Typically includes jobs that are responsible for compiling and reviewing budgets for corporate or organizational units using actual performance, previous budget figures, estimated revenue, expense reports and other data sources to control funds and provide for proper financial administration.
	Financial Administration	Typically includes jobs that monitor, analyze and maintain accounting, budgeting and financial information and develop related policies and procedures for one or more schools/colleges or departments.
	Investments	Typically includes jobs responsible for the management of the University's endowment portfolio. Typical activities include monitoring and managing the portfolio and its managers, due diligence, portfolio and manager analytics, and making recommendations regarding asset allocation and investments.
	Payroll	Typically includes jobs involved in the processing, producing and managing payroll for the university, Typical activities may include reviews and processes additions and changes to computerized payroll system (e.g., changes in salary, benefits, tax withholdings, etc.). Ensures accounting distribution and preparation of deductions. Assists in preparing payroll checks. Answers questions from employees and supervisors regarding payroll matters.

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Financial Services	Procurement	Typically includes jobs involved in the acquisition of goods and services including equipment acquisition, contracting for professional services, design and/or construction services, business contracts, and maintenance services. Typical activities include developing purchasing policies and procedures, developing specifications and conducting competitive solicitations, negotiating of purchase contracts, follow-up, scheduling, and expediting of deliveries. May involve contract administration and monitoring vendor performance.
Healthcare	Dental Health	Typically includes jobs of specially trained and licensed health care workers (dental assistant, dental hygienist, surgical dental assistant) who provide direct support to dental providers and students in the delivery of oral healthcare. Typical activities for a dental assistant/surgical dental assistant include set-up and break down of dental instruments and materials, take and process x-rays, mix and prepare materials for fillings, conduct post-operative and post-treatment procedures, and sterilize instruments and equipment. Job activities for a dental hygienist are set-up and breakdown of instruments, take and process x-rays, complete dental cleaning to remove deposits and stains from teeth and beneath gum line, conduct examination of oral cavity for signs of oral diseases.
	Dental Laboratory	Typically includes jobs responsible for the fabrication of a variety of products (dental models, crowns, dentures) to assist in the provision of oral healthcare.
	Licensed Healthcare	Typically includes jobs of specially trained and licensed health care professionals (athletic trainer, occupational therapist, physical therapist, nurse practitioner, physician assistant, physician) involved in planning and providing medical services and patient care. Typical activities may include receiving and discharging patients, ensuring patient comfort, health education, patient assessment, diagnosis, planning, intervention and evaluation. Licensed, or works in collaboration with a physician.
	Medical Administration	Typically includes jobs involved in performing and managing the daily operation of a medical clinic or department within a school or college. May develop and evaluate operating policies and procedures. May be responsible for long and short range strategic planning in determining the mission and directing all activities within the department(s) through subordinate management staff.
	Medical Training	Typically includes jobs responsible for providing instruction pertaining to health and medical matters, often for certification purposes.
Human Resources	Benefits	Typically includes jobs that manage benefits programs including retirement, health, dental, life insurance, etc. Cost out coverage/services with outside vendors/agents, provide information on our benefit plan options employees can make informed decisions. Prepare reports/analyses for management.

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Human Resources	Compensation	Typically includes jobs that manage compensation programs by assessing labor market trends and legislative requirements, conducting job evaluation and salary surveys, setting salary structure, preparing salary budgets, and developing policies and procedures to ensure internal and external salary equity.
	Faculty & Staff Assistance	Typically includes jobs that provide confidential employee assistance to the university community.
	HR Business Partner	Typically includes positions that are well versed in all HR disciplines and initiatives, resolving employee relations/performance issues, participating in hiring and termination processes, advising on central human resources policy, and analyzing business needs and recommending strategic/tactical process solutions for the business units they support.
	HR Service Center	Typically includes jobs that provide timely, accurate and responsive services to faculty and staff on matters of onboarding, benefits enrollment and administration, time-keeping, leaves, employment verification, unemployment, SAP transactions (transfers, changes of schedule, pay changes, etc.), employee records, HR forms and general HR policy information.
	HRIS	Typically includes jobs that plan and manage the information systems and applications that support all HR functions; Assess HR technology and information needs, recommend upgrades or new systems, develops specifications, establish data integrity/security protocols, implement/maintain systems, and develop reports, train users and prepare documentation.
	Human Resources Administration	Typically includes jobs that manage and direct the activities and staff involved in developing and maintaining human resources activities, policies and procedures for one or more schools/colleges or departments.
	Labor Relations	Typically includes jobs that establish and maintain labor-management relations. Represents the organization in contract negotiations with labor unions. Administers the collective bargaining agreements and grievances.
	OD&L	Typically includes jobs that provides management and professional development, and organizational design that supports university strategy by working on cross-functional teams to assess organization effectiveness, identify employee learning and development solutions (e.g. training, career development, and performance management programs), and manage relationships with external learning providers.
	Talent Acquisition	Typically includes jobs that manage the full cycle recruitment process for all open positions in assigned business and academic units which includes sourcing candidates, screening resumes, coordinating interview process, interviewing candidates, conducting reference and background checks, making salary recommendations, negotiating offers and initiating the onboarding process for new employees.



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Industry Engagement	Alliance Management	Typically includes jobs that support University-wide Researcher/Industry collaboration. Activities may include but may not be limited to: large scale corporate sponsored research project management; point of contact for industry partner, researcher, and University administration for large corporate sponsored research grants; contractual obligations management, awareness, and communication; liaison to and between all collaboration constituents including OGC, OSP, Department Administrators, sub-contract awardees, and University Researchers. Incumbents are typically academic and/or industry administrators with large-scale project management experience.
	Contracts	Typically includes jobs that support University-wide Researcher contracts with Industry. Activities may include but not be limited to: licensing agreements; confidentiality agreements; material transfer agreements; sponsored research agreements; corporate gift agreements; etc. Incumbents in the jobs often have a law degree or may be paralegals.
	Intellectual Property	Typically includes jobs that support University-wide Researcher intellectual property development. Activities may include but may not be limited to: patent assessment; patent filing; patent infringement analysis; and patent defense. Incumbents in these jobs often have a law degree or may be paralegals.
	Strategic Partnerships	Typically includes jobs that support University-wide opportunity scanning, identification, and assessment of research activities of potential interest to corporate partners. Activities may include but may not be limited to: market assessment of innovations; industry market research potential corporate partner identification and outreach; corporate gift and philanthropy development; and relationship development. Incumbents in these jobs are typically academic or industry veterans with significant strategy, marketing, and/or technical acumen.
	Technology Development	Typically involves jobs that provide services to faculty inventors/creators for entrepreneurship while protecting and licensing their creations in a manner that promotes the institutional goal of widespread dissemination and use for societal benefit.
Information Technology	Applications	Typically includes jobs responsible for the design, planning, creation, and implementation of programs to meet business needs, including software.
	Architecture	Typically includes jobs responsible for the design, planning, creation, implementation, and maintenance of the underpinning structure of a broad range of data and technology at the University.
	Business Systems Analysis	Typically includes jobs that act as a liaison between the business/end users and IT systems development teams for business needs requiring IT based solutions including: Identifying and analyzing business needs, conducting requirements gathering, and defining scope and objectives.
	Distributed Systems	Typically includes jobs responsible for the management, administration, and maintenance of IT systems or applications in distributed areas, such as schools, colleges and departments.

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Information Technology	Education Technology	Typically includes jobs responsible for identification and deployment of technologies used to develop and deliver traditional and hybrid courses. Requires technical knowledge of learning systems such as learning management systems, e-portfolio, lecture capture and audience response, and a wide variety of collaboration and presentation-related software.
	Information Security	Typically includes jobs responsible for the development, implementation, and maintenance of information security processes and systems.
	Instructional Design	Typically includes jobs that utilize instructional theories and models to design and develop content, experiences, and other solutions in support of teaching. May apply to both classroom and digital learning environments.
	IT Project Management	Typically includes jobs that manage technical project teams and delivery of projects including requirements gathering, project planning, resourcing, execution, change control, issue/risk.
	IT Service Management	Typically includes jobs that contribute to the planning, implementation, and improvement of IT activities at the University. Typically includes developing documentation and communication, process, procedures, and training.
	Research Computing	Typically includes jobs that provide professional software design and development in a lab setting that serves as a collaborative resource for computational and data-driven research efforts across the University. Also may provide computing, storage, and visualization resources and services to support research at the University.
	Technical Administration	Typically includes jobs involved in the administration of technical systems, processes, and tools.
	Technical Engineering	Typically includes jobs responsible for the planning, designing, implementation, and configuration of technical systems, processes, and tools.
	Technical Operations	Typically includes jobs responsible for the ongoing functioning of a technical area.
	Technical Support	Typically includes jobs responsible for diagnosis and resolution of client issues and the communication of information that allows staff, faculty and students to use their computers and personal electronic devices in the most effective manner possible.
	Technical Training	Typically includes jobs that provide instruction pertaining to technical processes and systems to a variety of audiences. May include developing and delivering programming, creating documentation for use, and relaying feedback from users to influence future strategic decisions.
Institutional Compliance	Audit	Typically includes jobs responsible for examining, evaluating, and reporting on financial and operational processes, systems, and outcomes to ensure integrity and compliance and mitigate risk.
	Equal Opportunity	Typically includes jobs responsible for examining, evaluating, investigating complaints, and reporting on equal opportunity matters at the University. May include development and implementation of processes and procedures to ensure compliance and mitigate risk.

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Institutional Compliance	Health & Safety	Typically includes jobs that provide training, conduct inspections and evaluations, and implement programs in laboratories and other campus buildings. Subject areas may include worker safety, fire and life safety, chemical safety, biological safety, radiation safety, industrial hygiene, and environmental management. Provides a safe working, living, and research environment and ensures compliance with all applicable local, state, and federal regulations. May serve as a liaison to local, state and federal authorities and make determinations on safety in the work environment (stop/start work, occupy/reoccupy space, etc.).
	Research Compliance	Typically includes jobs that have some level of responsibility for providing information, research, and analysis about the institution's students, faculty, staff and programs in order to inform strategic planning, decision making, policy review, and institutional assessment.
Legal	Legal Counsel	Typically includes jobs that provide legal advice to and representation of the University. Required to be a practicing attorney.
	Paralegal	Typically includes jobs that provide support to attorneys in legal matters. This may include legal research, factual investigation, drafting documents.
Library	Delivery	Typically includes jobs that organize, manage, and enable the use of (often circulating) collections in all formats. Typically includes traditional and emerging roles in circulation, reserves, shelving, and on- and off-site storage.
	Digital Services	Typically includes jobs involved in the development, promotion, management and evaluation of digital and virtual spaces, services, and presences. May develop and implement solutions that support and advance the work of other library departments.
	Discovery	Typically includes jobs that inventory, process, maintain, and facilitate use of (often circulating) collections in all formats. Typically includes traditional and emerging roles in collection development, cataloging, metadata, and conservation.
	Distinctive Collections	Typically includes jobs that assess, appraise, purchase, preserve, and facilitate use of unique, non-circulating collections that are irreplaceable or unusually rare and valuable.
	Library Administration	Typically includes jobs involved in the development, implementation, and measurement of strategic priorities. Typically involved in the development and implementation of operating, policies, procedures, and systems. May manage fiscal, spatial, and personnel resources. Typically directs and implements strategic, operational, and administrative activities through subordinate staff.
	Research Collaboration	Typically includes jobs that perform instructional, informational, and advisory services for patrons. Typically includes jobs that contribute to the advancement of research and scholarly communications and record access. May contribute to research data management and data curation initiatives. May require subject matter expertise.

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Media	Audience Development	Typically includes jobs responsible for reaching new audiences and deepening engagement with existing ones through identification and analysis of audience behavior, as well as optimizing content discovery and promotion. May include creating events aimed toward enticing and engaging audiences.
	Broadcasting	Typically includes jobs have responsibility for the mass transmission of programs or information. Transmission may be through radio or television.
	Content Production	Typically includes jobs responsible for the creation of, writing, and editing of material for mass communication. May contribute to the development of programming.
	Digital Production	Typically includes jobs responsible for the creation, design, content, writing, and editing of written, visual, or spoken content for websites, video on demand, and other digital media. May include photography.
	Journalism	Typically includes jobs that research, gather information, write, and report on new stories and current affairs across any or all media platforms.
	Technical Production	Typically includes jobs responsible for the technical aspects (sound, lighting, etc.) required to deliver information or communication.
	Video Production	Typically includes jobs responsible for the creation, design, content, scripting, and editing of videos in all formats. May be responsible for directing actors or production crew.
Public Arts	Fine Arts	Typically includes jobs responsible for the creation of visual art for its imaginative, aesthetic, or intellectual content.
	Music	Typically includes jobs responsible for performing, composing, or directing music and related activities.
	Performance Arts	Typically includes jobs responsible for performing, directing, or contributing to the production of creative activities performed in front of an audience.
Real Estate	Construction Project Management	Typically includes jobs responsible for managing and overseeing real estate construction projects.
	Real Estate Design	Typically includes jobs that conceptualize and execute ideas that determine appearance of a space and how people interact with the space.
	Real Estate Planning	Typically includes jobs responsible for planning and coordinating real estate projects and the use of physical space.
	Real Estate Services	Typically includes jobs that support, manage, or oversee one or more real estate activities including acquisitions, asset management, leasing, and property management and administration.

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Research	Animal Laboratory	Typically includes jobs that manage or maintain a laboratory or facility involving the use of animals to support research or academic courses in the biological sciences in BSL 1, and may include BSL 2,3,4 settings. Typical activities include the care and oversight of animals with strict adherence to study protocols as well as regulatory and University policies. Involves keeping records of feedings, treatments, and animals received or discharged and ordering/maintaining lab equipment and inventories/restocks materials and supplies. Specific roles may include examining, diagnosing, treating and performing surgical procedures, as well as prescribing and administering controlled substance medications. These roles will also include the review and maintenance of appropriate health and drug records. and will provide training on medical and surgical procedures.
	Research Administration	Typically includes jobs involved in the development, facilitation, implementation, and administration of research activities, initiatives, and projects. May include conducting research or performing experiments.
	Research Analytics	Typically includes jobs that provide technical and analytic support for research activities and reporting, including data collection, analysis, and presentation.
	Research Laboratory	Typically includes jobs which manage/maintain a laboratory or facility to support research or academic courses in the physical and biological sciences. Typical activities include setting up experiments, maintaining lab equipment and inventories/restocks materials and supplies. May read and record or enter results.
	Research Programs	Typically includes jobs that support or manage one or more business or science focused programs. Typical activities include two or more of the following: a) grant writing and proposal preparation, and/or post grant tracking and administration b) program facilitation including the coordination and scheduling of program participants and events, c) managing the facilities where the program is delivered, d) communicating/marketing the program internally and externally, and e) development of non-degree program curriculum. Note: If a job is responsible for only one of these activities, consider a more narrow sub-family.
Sales, Marketing and Communications	Account Management	Typically includes jobs that oversee a portfolio of client accounts. Manage, review progress, and deliver the client's projects. Conduct meetings with clients and inform them about work status of their projects. Responsible for client budgets. Establish relationships with new clients and maintain business relationships with existing clients. May manage the work of account executives, including monitoring work performance of colleagues and sets target goals.
	Business Development	Typically include jobs that are responsible for identifying, securing, and/or managing relationships with external constituents that help other key functions within the job family achieve their respective goals.

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Sales, Marketing and Communications	Creative Design	Typically includes jobs that provide design services, from conceptualization and design to completion, executes creative design solutions utilizing a variety of media and interactive technologies and designs, illustrates and prepares a variety of internal and external print and electronic marketing and communications materials. May provide design and graphic support for organization websites, email initiatives and other marketing programs.
	Digital Marketing	Typically includes jobs focused on designing and implementing marketing for products or services using digital technologies, mainly on the internet but also including mobile phones, display advertising, and any other digital medium. Typically has responsibility for driving consumers to a website through mediums such as social media, designing online advertising content, or web-focused communications such as blogs.
	Events	Typically includes jobs responsible for the design, planning, and execution of events and conferences that are intended to positively impact attendees' perception of the University. Events are frequently planned for clients, both internal and external.
	Federal Relations	Typically includes jobs that help connect faculty with federal funders, share Boston University's expertise with policymakers, work with national educational and scientific organizations, and increase BU's visibility in Washington as the federal government considers policies affecting research universities.
	Marketing	Typically includes jobs that perform and manage the development of promotional strategies and materials to promote the buying or selling of a product or service. May develop and coordinate strategies and standards for marketing publications, oversee production and distribution of marketing literature. May be involved in direct marketing initiatives including direct mail, telemarketing, web marketing and media placement, advertising, and social media.
	Public Relations	Typically includes jobs responsible for developing and/or executing strategic plans that cultivate external relationships on behalf of the University. Includes providing consistent interactions with the media as well as communications with community groups, neighborhood associations, local, city, state, and federal agencies and resources in a manner that will instill positive responses and strong, mutually beneficial relationships.
	Sales	Typically includes jobs responsible for promoting and selling goods or services to external customers.
	Writing & Editing	Typically includes jobs that compose articles or publications for internal or external use. Develops content for advertising, marketing and public relations material. Ensures accuracy and completeness of source materials.