

Harvard University Job Functions and Families

Harvard Human Resources

Center for Workplace Development

http://harvie.harvard.edu/Career_Professional_Development/Career_Management/Harvards_Career_Landscape/

Explore the career options available within the University by familiarizing yourself with Harvard's job structure. As you look at the title of this page, you might be wondering: "What is a 'Job Function' or 'Job Family?'" These are terms used by the University to classify jobs by the type of work required of that role. In particular, the following definitions will help to clarify the terms:

- **Job Function:** A broad category of jobs (e.g. Finance or General Administration or Faculty & Student Services) which includes multiple job families. The job function may also be referred to as a *profession*.
- **Job Family:** A group of jobs having the same nature of work (e.g. Accountant or HR Generalist) but requiring different levels of skill, responsibility, or working conditions (e.g. entry-level versus senior level). The job family may also be referred to as a *specialty area*.

My current Job Function is:

Other Job Functions I may wish to explore are:

Having an understanding of the career landscape at Harvard can be helpful as you manage your career. There are many ways in which you might consider using this information. Here are some suggestions to get you started:

- Develop a basic understanding of the professions (Job Functions) and related specialty areas (Job Families) that exist at Harvard.
- Build a common language to describe Harvard's career possibilities during development conversations.
- Use these categories to focus a career conversation with a manager, employee, HR professional, or a colleague.
- Begin a dialog with a manager, HR professional, or colleague to obtain a contact for a specialty area or function, in order to facilitate the informational interviewing process.
- Identify key terms related to an area of interest, which can be used to fine tune an ASPIRE search and other related career research.
- Use these categories to provide a starting point for researching information about the required skills and abilities for a given role.

Next steps I plan to take are:

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A Note from CWD:

This material is a first step in our commitment to provide employees with useful career development data and information. CWD is working closely with HR groups across the University to improve the underlying career and data systems, which will allow us to provide you with much more detailed information, such as employee counts by job family and tub/unit. For more information on the status of these projects, visit:

<http://careerdevelopment.harvie.harvard.edu>

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Function		Arts	
Families	- Arts Management	- Photography	
	- Artist Professional	- Stage Management	
	- Design	- Theater Production	

Function		Athletics	
Families	- Administration & Operations	- Coaching	

Function		Alumni Affairs & Development	
Families	- Alumni Affairs	- Major Giving	
	- Annual Giving	- Planned Giving	
	- Corporate & Foundation Relations	- Research	
	- Development	- Stewardship	

Function		Communications	
Families	- Communications Management	- Public Relations	
	- Digital Communications	- Publications & Print Production	
	- Editing	- Web Design	
	- Marketing & Sales	- Writing	

Function		Dining & Hospitality Services	
Families	- Catering	- Dining/Hospitality	
	- Chef		

Function		Facilities	
Families	- Construction Management	- Landscape Services	
	- Custodial Services	- Mail & Transportation Services	
	- Facilities Management	- Utility Services	

Function		Faculty and Student Services	
Families	- Academic Affairs	- Financial Aid	
	- Admissions	- Registrar Services	
	- Career Services	- Student Services	
	- Executive Education		

Function		Finance	
Families	- Accounting	- Financial Analysis	
	- Audit	- Financial Operations	
	- Banking	- Research Administration	
	- Financial Administration		

Function		General Administration	
Families	- Administration	- Police	
	- Administrative Support	- Program Administration	
	- Event Planning	- Project Management	
	- Trademark & Technology Transfer		

Function		Health	
Families	- Athletic Training	- Optometry	
	- Behavioral Health Services	- Pharmaceutical	
	- Health & Wellness	- Physical Therapy	
	- Nursing		

Function		Human Resources	
Families	- Benefits	- HR Payroll/Systems	
	- Compensation	- Labor Relations	
	- Generalists	- Org. Development Consulting	
	- HR Business Analysis	- Recruitment	
	- HR Data Analysis	- Training	

Function		Information Technology	
Families	- Applications Development & Integration	- Network Engineering	
	- Business Analysis & Design	- Operations Management	
	- Cross Functional Management	- Project Management	
	- Database Administration	- Quality Assurance	
	- Educational Technology	- Release & Configuration Management	
	- Hosting Data Storage	- Server & Systems Engineering & Administration	
	- IT Security	- User Experience	
	- Media Services	- User Support & Customer & Client Services	

Function		Library	
Families	- Cataloging/Metadata	- Functional Specialties	
	- Collection Development	- Library Management	
	- Curatorial	- Reference	

Function		Museum	
Families	- Curatorial	- Museum Education	
	- Conservation	- Registrar Services	
	- Exhibitions		

Function		Research	
Families	- Animal Research	- Natural Sciences	
	- Bioinformatics	- Statistics	
	- Humanities/Social Sciences		

Function		Technical	
Families	- Engineering	- Health Physics	
	- Environmental Health & Safety	- Technical Specialties	

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