Agenda

- What Staff Can Expect

- Staff Career Architecture (SCA) Highlights

- SCA Components

- Job Profiles

- Education and Rollout

- Next Steps

What Staff Can Expect from Career Architecture

- New **campus-wide framework** and language to bring **consistency and clarity** in how jobs are described and organized

- **Visibility and understanding** of how their job compares to and connects with other staff jobs at RIT

- **Job Profile** that describes the core responsibilities

- Access to **Staff Job Profile Catalog**

What Staff Can Expect from Career Architecture

- Potential for **internal mobility and career growth** (lateral and upward movement within RIT)

- **Promotions within the framework** based on business need, funding, open position, and staff performance

- There are no pay adjustments as an outcome of this initiative.

What Staff Can Expect from Career Architecture

- Senior leadership endorsed grandfathering of existing titles

- **Existing staff job titles will not change,** unless a staff member wants to use the job profile title

- Staff will also have a **job profile** title consistent with the framework

- The job profile titles support **consistency and transparency** in titling across the university

Highlights of SCA Work

Focus Groups & Career Architecture Survey
(April – June 2024)

Pilot Group Meetings
(July – November 2024)

Manager Initial Sessions
(October 2024 – February 2025)

Job Profile Development
(May – September 2025)

Administrative Guidelines
(May – December 2025)

Benchmarking and Pay Structure(s)
(Fall 2025 – Spring 2026)

Staff Compensation Philosophy
(August – December 2025)

University-wide Job Level Framework
(Fall 2024 – Spring 2025)

Cohort Meetings
(Fall 2024 – Spring 2025)

University Calibration Process
(July – September 2025)

Building into Workday
(Summer – Fall 2025)

Manager and Staff Education
(Fall 2025 – Spring 2026)

Staff Job Catalog
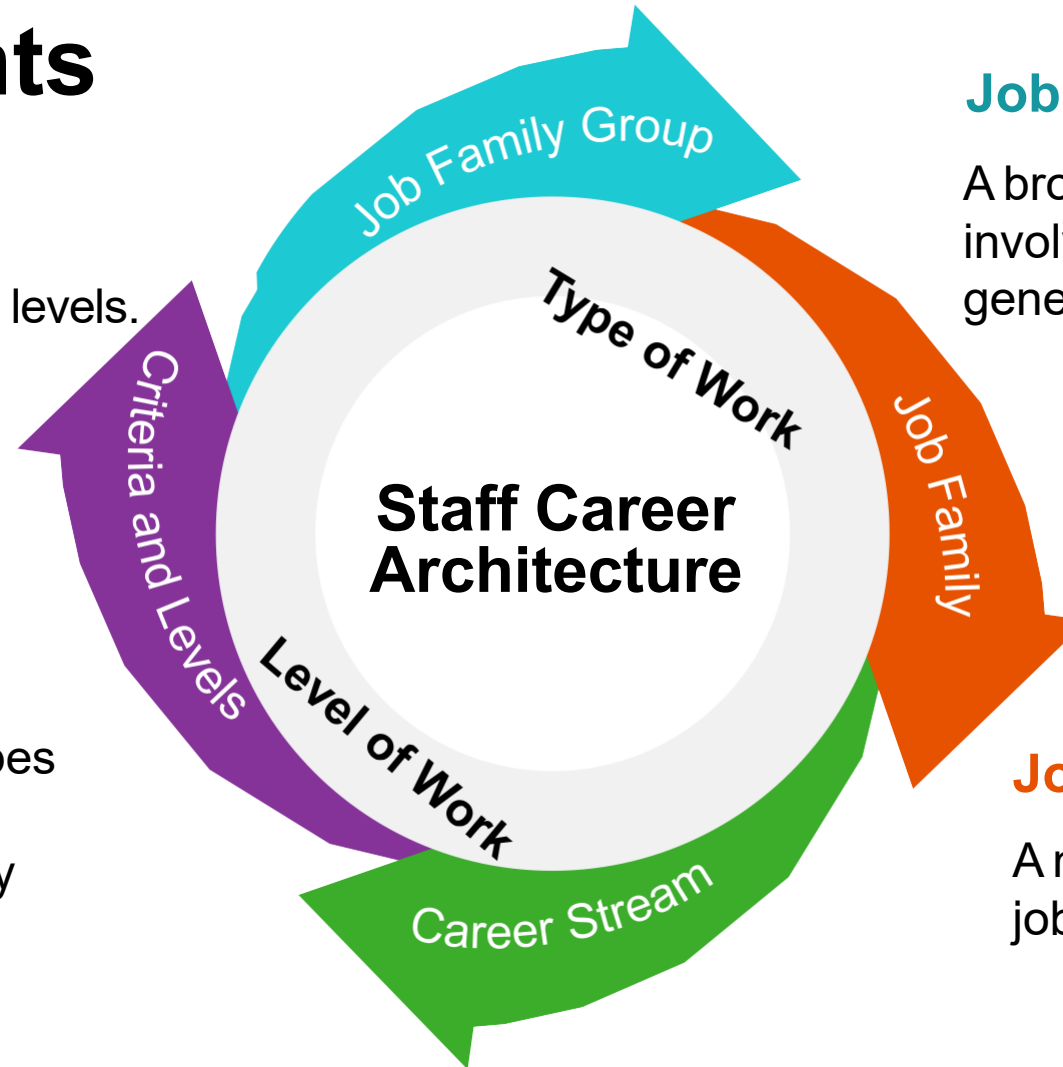**(**Fall-2025-Spring 2026)

1
2
3
4
5

RIT

SCA Components

Criteria and Levels

Each career stream contains job levels.

Each job level has criteria that describe differences by level.

Career Stream

A grouping that describes job types like administrative coordination, support, technical, or supervisory and management.

Job Family Group

A broad grouping of jobs that involve work in the same field or general occupation.

Job Family

A more specialized group of jobs within a job family group.

Staff Career Architecture — Type of Work, Level of Work: Job Family Group, Job Family, Career Stream, Criteria and Levels

Job Profile: Cornerstone of the Framework

- Moving from over 1,300 unique job titles and job descriptions to 500+ job profiles

- Broader than a JDQ; describes overall nature and function of the work; includes core responsibilities, skills & competencies

- **Each staff position is assigned to a job profile**

- SCA Job Profiles can include multiple levels

Job Profile: Cornerstone of the Framework

- Used for position postings, market benchmarking, and to help identify potential career paths

- Broader and apply to similar positions

- Maintained at the university level (HR)

- Different than JDQs

SCA Job Profile Components - *Example*

Job Family Group	Event Planning and Management			
Job Family	Event and Conference Management			
Career Stream	Operations, Administrative, Service, or Technical Support			
Job Profile	Event Operations, Planning, and Promotion			
Job Profile Levels and Titles	**O1**	**O2**	**O3**	**O4**
	Event Operations, Planning, & Promotion Associate I	Event Operations, Planning, & Promotion Associate II	Event Operations, Planning, & Promotion Associate III	Event Operations, Planning, & Promotion Associate IV
Grade	Current grade in effect. Updated salary structure implemented spring 2026			

Job Profile (Component's Cont'd)

- ✓ Job Profile Summary
- ✓ Essential Duties and Responsibilities
- ✓ Job Profile Knowledge, Skills, and Abilities
- ✓ Job Level Overview
- ✓ Minimum Education and Experience
- ✓ Career Stream Competencies
- ✓ Job Family Technical/Functional Skills
- ✓ Potential Development Profiles/Career Paths

Career Paths – Example

COMPARABLE PROFILES IN JOB FAMILY GROUP	COMPARABLE PROFILES OUTSIDE JOB FAMILY GROUP	PROGRESSION PROFILES IN JOB FAMILY GROUP
• Event Execution - Career Stream O	• Academic Administrative/Program Support - Career Stream O • Administrative/Program Support - Career Stream O • Athletics Communications and Public Relations - Career Stream O • Bar Services - Career Stream O • Catering and Concessions - Career Stream O • Culinary - Career Stream O • Dining Services - Career Stream O • Executive Administrative Support - Career Stream O • Marketing and Communications Support - Career Stream O • Project Management - Career Stream O	• Event Execution - Career Stream M • Event Operations, Planning and Promotion - Career Stream M • Event Strategy and Engagement - Career Stream M

Communication with Leaders and Staff

- Meetings with Cabinet, Administrative Council, Council of Chairs, Staff Council, others

- Info Sessions for College/Division/Department Leaders/Managers
  - ✓ Understanding the Framework
  - ✓ What the Career Architecture means for Staff
  - ✓ What is a Job Profile
  - ✓ Managers Communicating and Leading Change

Next Steps

| Staff Mapping | Education on SCA Framework and Components: Highlighting Job Profile | Workday Integration | Job Catalog of Staff Job Profiles |

September-October
Staff Mapping and Calibration

November-December
- Manager Info Sessions
- Managers share Job Profiles with staff by mid-December

January 1, 2026
Job Profile information will be available in Workday

Spring 2026
- Staff Job Catalog launch
- Provide career pathway resources
- Implement updated Salary Structure

Questions