

Family: Legal and Compliance

Level: PR6

Position Profile Title: Specialist 2-Governance

Salary Grade	Minimum	Midpoint	Maximum
7	\$72,216	\$99,336	\$126,456

PROFILE SUMMARY:

Positions in the job profile manage the development, review and maintenance of manuals, documents, reporting and processes for university governance initiatives. Positions collaborate with the university community on governance matters, including establishing relationships with various OSU offices; providing education and assistance; governance benchmarking with outside organizations; and providing guidance on emerging governance trends.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Specialist 2-Governance profile are the responsibilities to develop, review, and maintain university standards with a university wide scope. Positions utilize specialized expertise to analyze, research, benchmark, and mitigate risk with university standards.

PRIMARY POSITION RESPONSIBILITIES:

1. Develops and coordinates governance framework in conjunction with stakeholders, and university leadership to ensure principles, structure, and processes are effective, and aligned with the university's current and strategic objectives.
2. Serves as a subject matter expert for OSU policies and standards development, as well as the governance and standard development process.
3. Collaborates and manages outreach and communications with governance owners and other stakeholders in assessing, benchmarking, and informing proposed, established, and modified practices and standards.
4. Ensures all practices are compliant with university standards, consistent in format and are void of conflict or duplication with existing policies.
5. Manages and maintains systems and processes to track, record, analyze, archive, and report on governance framework.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have major implications on the management and operations of an area within a department; your job may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team
- Other External Agencies and Institutions



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ACCOUNTABILITY:

Results are defined by senior leadership; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange detailed information or resolve varied problems.
- Exchange routine, factual information and/or answer routine questions.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Access and/or work with sensitive and/or confidential information.
- Resolve conflict, negotiate, or collaborate on major projects.

Collaborates and interacts within the Dept/Unit and University Wide to:

- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

Master's degree in field relevant to the work.

5 years of professional experience in governance and policy development, management, or coordination.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.