



**The College at Brockport
State University of New York**

Category:
Office of Human Resources

Policy Title:
Professional Staff Recruitment –
Minimum Qualifications

Policy:

Philosophy statement: It is the College's intent to attract, retain, and develop a highly qualified staff who share a commitment to service to the College and community. The College continues to attempt to broaden the applicant pool to provide hiring managers with a significant number of applicants that represent the diverse nature of our community and the qualifications, motivation, and work ethic necessary to succeed at The College at Brockport. Once hired by the College, employees will be given the tools they need to succeed in their positions and grow professionally.

In this spirit, the following guidelines have been established for the use of state and local professional titles and minimum qualifications for professional staff positions:

Student Activity Functions: These are titles that directly advise students. Current state titles seem generally descriptive and should be retained. Possessing a four year college degree would be a benefit to performing the function, e.g., Resident Director, Academic Advisor, Admissions Counselors, etc.

Minimum Educational Qualifications - Bachelors degree required.

Experience: As described in the classification standard and deemed appropriate for the individual position.

Non-Student Services Administrative Functions: We will use the Staff series of titles for all budget appointments and use local descriptive titles as needed.

Staff Assistant, SL2: Minimum of Associates degree required and one year of full time experience recommended.

Sr. Staff Assistant, SL3: Minimum of Bachelors degree required and 2 years full time experience recommended.

Staff Associate, SL4: Minimum of Bachelors degree required and 3-5 years of full time experience recommended.

Instructional Support Series: We will continue to use this series when the function is related to classroom instruction or support of classroom instruction. Not to be used for entry level administrative positions.

Instructional Support Assistant, SL1: Minimum of High School diploma and one year full time experience recommended.

Instructional Support Associate, SL2: Minimum of AAS degree required and two years full time experience recommended.

Instructional Support Technician, SL3: Minimum of Bachelors degree required and two years full time experience recommended.

Instructional Support Specialist, SL4: Minimum of Bachelors degree required and three years full time experience recommended.

Exceptions:

Exceptions to the above guidelines will be dealt with by the Office of Human Resources on a case by case basis. Requests for exceptions must be firmly based on the quantified unavailability of qualified candidates who possess the required minimum qualifications for professional staff positions. Consideration will also be made in such instances where temporary staff, who do not meet the required minimum qualification, have been performing satisfactorily in similar positions at full performance.