

Level	Role	Impact and Complexity	Requirements
<b>TAS4</b>	<p>Work is performed by applying established standards independently through a broad and deep knowledge base of the University acquired from several years of experience in a particular area.</p> <p>Serves as a resource and guide to others in the department and/or University in questions of policy and procedural issues, precedents, etc.</p> <p>Typically supervises or oversees the work of other TAS and/or student employees.</p>	<p>Performs job responsibilities through use of specialized tools, job experience, and established standards. Typically organizes, sets priorities, schedules, and reviews work of student workers or volunteers. Fully responsible for effectively and independently handling all job responsibilities within scope of authority.</p> <p>Decisions and problems are varied, often complex, and involve multiple constituencies, often with competing priorities.</p> <p>Coordinates resources from other areas within the University and externally in order to achieve the appropriate outcome. Exercises sound judgment in dealing with confidential information and maintains appropriate level of discretion.</p>	<p>Knowledge of the technical and practical concepts, processes, and methods in a field of specialization typically obtained by a high school degree or GED or equivalent and 5 to 7 years of experience in the area of expertise.</p>
<b>TAS3</b>	<p>Fully proficient in applying established standards for the job.</p> <p>Applies advanced technical or process knowledge; requires ability to utilize diverse but conventional methods, techniques, or approaches to meet specific needs of an assignment.</p> <p>May supervise or oversee the work of other TAS and/or student employees.</p>	<p>Performs job responsibilities through use of specialized tools, job experience, and established standards. Often organizes, sets priorities, schedules, and reviews work of student workers or volunteers. Prioritizes, plans, and organizes own work within time, process, and results requirements; determines processes and sequences to follow based on needs and urgency required by the circumstances.</p> <p>Uses experience and expertise to anticipate department/discipline's needs, and handles the situation or identifies appropriate resource. Problems and issues faced are complex and occasionally ill-defined and may need some analysis to understand. Demonstrates sound judgment and decision making in situations requiring assessment interpretation and analysis.</p>	<p>Knowledge of standard practices, policies, procedures, tools, and/or equipment in a field of specialization typically obtained by a high school degree or GED or equivalent and 3 to 5 years of experience in the area of expertise.</p>
<b>TAS2</b>	<p>Works under limited supervision in performing job responsibilities.</p> <p>Applies technical or process knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge.</p> <p>May supervise or oversee the work of student employees.</p>	<p>Performs job responsibilities working within guidelines or traditional practice. May organize, set priorities, schedule, and review work of student workers or volunteers. Exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstances.</p> <p>Decisions made address non-routine questions and situations, often requiring investigation and/or research of precedents. Demonstrates ability to triage conflicting priorities and handle sensitive situations with tact and diplomacy</p>	<p>Knowledge of standard policies, procedures, services, tools, and/or equipment in a field of specialization typically obtained by a high school degree or GED or equivalent and 2 to 3 years related experience.</p>
<b>TAS1</b>	<p>Reflects most common entry point for this career track.</p> <p>Performs a relatively small number of tasks/duties by selecting correct processes from clearly prescribed rules and specific instructions.</p> <p>May supervise or oversee the work of student employees.</p>	<p>Performs job responsibilities following a defined standard output or set of procedures. May schedule and/or check the work of students.</p> <p>Work is closely supervised with limited opportunity for independent action or decision making. Exercises some judgment in planning and organizing own work but must adhere to specific time, process, and results standards.</p> <p>Work consists of tasks that are routine, or well-defined, with specific instructions to achieve standards.</p>	<p>Knowledge of basic or commonly-used procedures and/or equipment typically obtained by a high school degree or GED or equivalent and 0 to 2 years of general work experience.</p>