

Sample Work Plans

PROGRAM ASSOCIATE – Sample Work Plan

Overall Job Goal:

The (job title) **Program Associate**

Is responsible for

- (what) designing, implementing and managing a consortium-based community outreach program and securing and managing funding for these services
- (why) to expand knowledge in the local community regarding international cultures

Key Areas of Responsibility

1. Teamwork and professional conduct
2. Consortium projects (30%)
3. Secure funding (10%)
4. Develop materials (15%)
5. Manage finances (10%)
6. Outreach to teachers (30%)
7. Supervision (5%)

Sample Goals within the 2nd KAR

KAR: Consortium projects

- Goal 1: Identify appropriate collaborators
- Goal 2: Develop consortium model
- Goal 3: Get consortium agreement in place by March 1st

Computer Systems Consultant – Sample Work Plan

Overall Job Goal:

The (job title) **Computer Systems Consultant**

Is responsible for

- (what) providing installation, maintenance and hardware and software support for networked and stand alone PC's and MAC's
- (why) in order to provide a consistent computing environment for faculty, staff and students with minimal "down" time.

Key Areas of Responsibility

1. Teamwork and professional conduct
2. End-user support for network connectivity
3. End-user support for hardware maintenance and installation
4. End-user support for software
5. Customer service delivery evaluation
6. Parts inventory
7. Supervision: work-study & temps
8. Professional Development

Goals within KARs

KAR: Customer service delivery evaluation

- Goal 1: Research automated service call log system for implementation in the next fiscal year
- Goal 2: Develop and communicate triage plan to sort service calls by urgency
- Goal 3: Decrease response time
 - Objective 1: Service log analysis shows decreased response time for urgent calls from 72 hours to 24 hours by the end of this year.
 - Objective 2: Service log analysis shows decreased response time for non-urgent calls from current level to 7 days by the end of this year.

Research Assistant – Sample Work Plan

Overall Job Goal:

The (job title) **Research Assistant**

Is responsible for

- (what) assisting the Principal Investigator with research implementation
- (why) to ensure that stated research objectives are met in a timely and efficient way in accordance with the research design.

Key Areas of Responsibility

1. Teamwork and Professional Conduct
2. Laboratory research
3. Research material preparation
4. Daily operations of labs
5. Supervision of lab staff

Goals within KARs

KAR: Daily operations of labs

Goal 1: Follow all hazardous waste disposal guidelines

Goal 2: Sterilize equipment daily

Goal 3: Maintain daily log

Goal 4: Accurately predict lab supply usage and order as needed to maintain inventory