

UNIVERSITY OF WEST GEORGIA POSITIONS OF TRUST DESIGNATION

Policy Statement

It shall be a condition of employment with any institution of the University System of Georgia (USG) to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation, which shall include, at a minimum, the following:

- A state and federal criminal history check covering a minimum of seven (7) years. Institutions may require state and federal criminal history check covering more than the minimum of seven (7) years for specified positions of trust;
- A nationwide sex offender search;
- A social security number check using the Form I-9 and the federal E-Verify system;
- For all professional, faculty and academic positions, an academic credentials check; and
- For all positions with access to or responsibilities for money and/or a Purchase Card, a credit check.

Background investigations shall be performed on regular full-time and part-time new hires and rehires, as well as student workers.

Per USG Policy, Positions of Trust are defined as sensitive positions that involve responsibilities demanding a significant degree of public trust with significant risk for causing damage or realizing personal gain. Primary responsibilities to include but not limited to:

- The direct interaction or care of children the age of 18 or direct patient care
- Security Access (e.g., public safety, IT security, personnel records, or patient records)
- Operation, access, or control of financial resources (e.g., P-Card, handling of checks or cash, or Budget Authority in making significant financial decisions)
- For all professional, faculty and academic positions, an academic credentials check
- For all positions with access to or responsibility for money and/or a Purchase Card (P-Card), a credit check

A background investigation shall be performed on existing employees being transferred, reassigned, reclassified, or promoted into a Position of Trust unless the University conducted a background investigation conforming to this procedure within the past year.

A background investigation shall be performed on all part-time, student or temporary employees and volunteers with primary responsibilities involving the direct interaction or care of children under the age of 18.

Any existing employee that is transferred, reassigned, reclassified, or promoted into a position requiring a P-Card when they have not been assigned a P-Card previously, must submit to a credit check. Existing cardholders are subject to a background check before the next card renewal.

An institution may also elect to perform reference checks and/or background investigations on part-time, student or temporary employees and volunteers who do not have primary responsibilities that include direct interaction or care of children under the age of 18.

Positions of Trust

The omission of any title on the list below does not preclude it from becoming a Position of Trust in the future. The list below will be revised as appropriate in the best interest of the university. In addition, there may be specific positions in the titles listed below that, based upon the specific duties and responsibilities, will be designated as a Position of Trust.

Generally, the following groups of positions are designated as Positions of Trust:

- Financial, Accounting, Budget and Business Manager Positions
- P-Card Holders
- Management positions with titles such as VP (Senior, Associate, Assistant), Dean (Associate, Assistant), Directors (Executive, Senior, Associate, Assistant)
- Public Safety Positions
- Student Affairs Positions
- Housekeeping or Custodial Positions
- IT Positions
- School of Nursing Faculty and Staff
- Health Services Positions
- Human Resources Positions
- Executive Assistants and Administrative Support Positions (Senior, Intermediate or Associate) with budgetary or P-Card responsibilities

Positions of Trust - Job Title	Background Checks Conducted				
	Criminal	Sex Offender	Social Security Check	Education	Credit
Access Control Specialist	X	X	X		X
Accountant	X	X	X	X	X
Accountant - Senior	X	X	X	X	X
Accountant - Sr.	X	X	X	X	X
Accounting Assistant	X	X	X		X
Accounting Manager	X	X	X	X	X
Accounts Receivable Representative	X	X	X		X
Administrative Manager	X	X	X	X	X
Administrative Support - Executive	X	X	X	X	X
Administrative Support - Budget	X	X	X		X
Applications Programmer	X	X	X	X	
Applications Support	X	X	X	X	
Assistant Athletic Director	X	X	X	X	X
Assistant Athletic Trainer	X	X	X	X	X
Assistant Bursar	X	X	X	X	X
Assistant Coach - Football, Basketball, Baseball	X	X	X	X	

Assistant Coach - Softball, Track & Cross Country, Volleyball, Soccer, Strength & Conditioning, Golf	X	X	X	X	
Assistant Dean	X	X	X	X	X
Assistant Dean (non-faculty)	X	X	X	X	X
Assistant Dean of Operations	X	X	X	X	X
Assistant Dean of Students & Coordinator of Community Standards	X	X	X	X	X
Assistant Debate Coach	X	X	X	X	X
Assistant Director Administrative Services	X	X	X	X	X
Assistant Director of Accessibility Services	X	X	X	X	X
Assistant Director of Accounting	X	X	X	X	X
Assistant Director of Admissions	X	X	X	X	X
Assistant Director of Alumni Relations	X	X	X	X	X
Assistant Director of Athletics - Business Operations	X	X	X	X	X
Assistant Director of Athletics-Operations	X	X	X	X	X
Assistant Director of Auxiliary Services	X	X	X	X	X
Assistant Director of Budget Services	X	X	X	X	X
Assistant Director of Business Operations - Coliseum	X	X	X	X	X
Assistant Director of Career Services	X	X	X	X	X
Assistant Director of Center for Adult Learners & Veterans	X	X	X	X	X
Assistant Director of Center For Business Excellence	X	X	X	X	X
Assistant Director of Community Engagement	X	X	X	X	X
Assistant Director of Competitive Sports	X	X	X	X	X
Assistant Director of Counseling	X	X	X	X	X
Assistant Director of Custodial and Campus Services	X	X	X	X	X
Assistant Director of Enrollment Services	X	X	X	X	X
Assistant Director of Event Production	X	X	X	X	X
Assistant Director of Event Services	X	X	X	X	X
Assistant Director of Facilities	X	X	X	X	X
Assistant Director of Financial Management	X	X	X	X	X
Assistant Director of Financial Operations	X	X	X	X	X
Assistant Director of Graduate and International Admissions	X	X	X	X	X
Assistant Director of Greek Life	X	X	X	X	X
Assistant Director of Health Services- Administrative Operations	X	X	X	X	X
Assistant Director of Housing	X	X	X	X	X
Assistant Director of Information Services	X	X	X	X	X
Assistant Director of New Student Programs	X	X	X	X	X
Assistant Director of Newnan Center	X	X	X	X	X
Assistant Director of Outdoor Education	X	X	X	X	X
Assistant Director of Planning & Construction Services	X	X	X	X	X
Assistant Director of Pub & Print	X	X	X	X	X
Assistant Director of Purchasing	X	X	X	X	X
Assistant Director of Research and Sponsored Projects	X	X	X	X	X
Assistant Director of Residence Life	X	X	X	X	X
Assistant Director of Student Success Analytics	X	X	X	X	X

Assistant Director of University Recreation - Fitness and Wellness	X	X	X	X	X
Assistant Director of University Recreation-Facilities & Event Management	X	X	X	X	X
Assistant Manager of Central Storage Receiving and Delivery	X	X	X	X	X
Assistant Manager of Dine West	X	X	X	X	X
Assistant Manager of Food Production	X	X	X	X	
Assistant Manager of Residential Dining	X	X	X	X	X
Assistant Manager of Retail - Satellite	X	X	X	X	X
Assistant Manager of Retail - UCC	X	X	X	X	X
Assistant Registrar	X	X	X	X	
Associate Athletic Director	X	X	X	X	X
Associate Director for Counseling	X	X	X	X	X
Associate Director for the Center for Diversity & Inclusion	X	X	X	X	X
Associate Director of Admissions	X	X	X	X	X
Associate Director of Advising Center	X	X	X	X	X
Associate Director of Campus Dining	X	X	X	X	X
Associate Director of Career Development	X	X	X	X	X
Associate Director of Career Services	X	X	X	X	X
Associate Director of Center for Academic Success	X	X	X	X	X
Associate Director of Financial Aid	X	X	X	X	X
Associate Director of Housing & Residence Life	X	X	X	X	X
Associate Director of Marketing for Collaborative Programs	X	X	X	X	X
Associate Director of New Student Programs	X	X	X	X	X
Associate Director of Peer Learning Programs	X	X	X	X	X
Associate Director of Student Involvement	X	X	X	X	X
Associate Director of University Recreation	X	X	X	X	X
Associate Director of User Services	X	X	X	X	X
Associate Director of Visual Services	X	X	X	X	X
Associate Head Football Coach	X	X	X	X	X
Associate Registrar	X	X	X	X	X
Athletics - Coaching Assistant	X	X	X		
Auditor	X	X	X	X	X
Benefits Administrator	X	X	X	X	
Bookstore Coordinator	X	X	X		
Bookstore Supervisor	X	X	X	X	X
Budget Analyst	X	X	X	X	X
Bursar	X	X	X	X	X
Business Consultant	X	X	X	X	X
Business Operations Specialist	X	X	X	X	X
Business Systems Analyst	X	X	X	X	
Cashier	X	X	X		X
Catering Lead	X	X	X		
Catering Manager	X	X	X	X	X
Chief of University Police	X	X	X	X	

Chief Operations and Administrative Officer of UWG Foundation	X	X	X	X	X
CID Investigator	X	X	X	X	
Classification & Compensation Analyst	X	X	X	X	
Collaborative Programs Support Specialist	X	X	X	X	
Coordinator of Annual Giving	X	X	X		X
Coordinator of Athletic Annual Giving	X	X	X	X	X
Coordinator of Card Office	X	X	X		
Database Administrator	X	X	X	X	
Departmental IT Specialist - Associate	X	X	X		
Departmental IT Specialist - Intermediate	X	X	X		
Deputy Chief of University Police	X	X	X	X	
Dining Business Manager	X	X	X	X	X
Director of Accounting	X	X	X	X	X
Director of Admissions	X	X	X	X	X
Director of Advancement Services	X	X	X	X	X
Director of Advising Center	X	X	X	X	X
Director of Alumni Relations & Annual Giving	X	X	X	X	X
Director of Annual Giving	X	X	X	X	X
Director of Assessment	X	X	X	X	X
Director of Auxiliary Services	X	X	X	X	X
Director of Budgeting, Planning & Finance	X	X	X	X	X
Director of Career Services	X	X	X	X	X
Director of Carrollton/Carroll County Education Collaborative (CCEC)	X	X	X	X	X
Director of Center for Academic Success	X	X	X	X	X
Director of Center for Adult Learners and Veterans	X	X	X	X	X
Director of Coliseum	X	X	X	X	X
Director of Collaborative Programs	X	X	X	X	X
Director of Community Engagement	X	X	X	X	X
Director of Continuing Education	X	X	X	X	X
Director of Counseling & Career Development	X	X	X	X	X
Director of Development	X	X	X	X	X
Director of Digitization & Technology	X	X	X	X	X
Director of Diversity & Education	X	X	X	X	X
Director of eCampus Administrative and Student Services	X	X	X	X	X
Director of eCampus Enrollment & Strategic Projects	X	X	X	X	X
Director of eCampus Instructional Design & Development	X	X	X	X	X
Director of Emergency Operations	X	X	X	X	X
Director of Employment Services	X	X	X	X	X
Director of Enrollment Services Center	X	X	X	X	X
Director of Facilities	X	X	X	X	X
Director of Financial Aid	X	X	X	X	X
Director of Graduate Student Services	X	X	X	X	X
Director of Graphic Design	X	X	X	X	X
Director of Health Services	X	X	X	X	X
Director of Housing and Residence Life	X	X	X	X	X

Director of Human Resources Operations	X	X	X	X	X
Director of Internal Audit	X	X	X	X	X
Director of International Student Admissions and Programs	X	X	X	X	X
Director of MAP & Student Diversity	X	X	X	X	X
Director of New Student Programs	X	X	X	X	X
Director of Nursing - Health Services	X	X	X	X	X
Director of Online Faculty Development	X	X	X	X	X
Director of Planning and Construction Services	X	X	X	X	X
Director of Pre-Kindergarten	X	X	X	X	X
Director of Procurement	X	X	X	X	X
Director of Publication and Printing	X	X	X	X	X
Director of Risk Management	X	X	X	X	X
Director of Small Business Development	X	X	X	X	X
Director of Strategic Communications	X	X	X	X	X
Director of Student Involvement	X	X	X	X	X
Director of Teaching Material Center	X	X	X	X	X
Director of Townsend Center	X	X	X	X	X
Director of University Recreation	X	X	X	X	X
Director of USG eCore Curriculum & Instruction	X	X	X	X	X
Director of UWG Online	X	X	X	X	X
Director of Web Services	X	X	X	X	X
eCampus Communications Manager	X	X	X	X	
eCore/eCampus Business Manager	X	X	X	X	X
Employee Relations Manager	X	X	X	X	
Enterprise Reporting Analyst	X	X	X	X	
Environmental & Safety Coordinator	X	X	X	X	
ERP Business Analyst - Associate	X	X	X		
Executive Administrative Associate	X	X	X		X
Executive Associate	X	X	X	X	
Executive Director of Advanced Academy Transdisciplinary Programs & Debate	X	X	X	X	X
Executive Director of Alumni Relations & Annual Giving	X	X	X	X	X
Executive Director of Center for Business Excellence	X	X	X	X	X
Executive Director of Development	X	X	X	X	X
Executive Director of Food Services	X	X	X	X	X
Executive Director of Research & Sponsored Projects	X	X	X	X	X
Executive Secretary	X	X	X		X
Executive Secretary to the President	X	X	X	X	X
Facilities Analyst	X	X	X		
General Manager of the WOLF Internet Radio	X	X	X	X	
General Manager of UTV	X	X	X	X	
General Merchandise Manager	X	X	X		X
Head Athletic Trainer	X	X	X	X	
Head Cheerleading Coach	X	X	X	X	X
Head Coach	X	X	X	X	X
Health Educator Coordinator	X	X	X	X	X
Help Desk Manager	X	X	X	X	

Help Desk Representative - Associate	X	X	X		
Help Desk Representative - Intermediate	X	X	X		
Help Desk Representative - Senior	X	X	X		
HR Data Management Coordinator	X	X	X	X	
HR Data Management Specialist	X	X	X		
Human Resources Business Partner	X	X	X	X	
Human Resources Coordinator	X	X	X	X	
Information Security Analyst	X	X	X	X	
Insurance & Life Safety Manager	X	X	X	X	
IT Project Manager	X	X	X	X	
Library Administrative Support - Executive	X	X	X		
Library Departmental Assistant - Senior	X	X	X		
Library Manager	X	X	X	X	
Licensed Practical Nurse	X	X	X	X	
Licensed Professional Counselor	X	X	X	X	
Licensed Professional Counselor	X	X	X	X	
Locksmith	X	X	X		X
Maintenance Foreman	X	X	X		
Maintenance Technician	X	X	X		
Maintenance Worker	X	X	X		
Management Information Systems (MIS) Super User	X	X	X	X	
Manager of Academic Testing Services	X	X	X	X	
Manager of Access Control	X	X	X	X	X
Manager of Accounts Payable	X	X	X	X	X
Manager of Application Development	X	X	X	X	
Manager of Application Support	X	X	X	X	
Manager of Asset Management	X	X	X	X	X
Manager of Auditorium	X	X	X	X	X
Manager of Auditorium	X	X	X		X
Manager of Catering	X	X	X	X	X
Manager of Central Storage Receiving and Delivery	X	X	X	X	X
Manager of Client Services	X	X	X	X	X
Manager of Donor Relations and Special Events	X	X	X	X	X
Manager of Fusion Center	X	X	X	X	X
Manager of Honors College Programs	X	X	X	X	X
Manager of Housing	X	X	X	X	X
Manager of Housing	X	X	X		X
Manager of Networking	X	X	X	X	X
Manager of Operations	X	X	X		X
Manager of Organizational Development	X	X	X	X	X
Manager of Payroll	X	X	X	X	X
Manager of Purchasing	X	X	X	X	X
Manager of Records Information	X	X	X		X
Manager of Residence Life	X	X	X	X	X
Manager of Residential Dining	X	X	X	X	X
Manager of Retail Operations	X	X	X	X	X
Manager of Skills/Simulation Center	X	X	X	X	X
Manager of Systems Administration	X	X	X	X	X

Manager of Training	X	X	X	X	X
Manager of Travel Services	X	X	X	X	X
Manager of Undergraduate Research	X	X	X	X	X
Medical Records Supervisor	X	X	X		
MIS Assistant Super User	X	X	X		
Museum Curator	X	X	X		
Network Engineer	X	X	X	X	
Nurse Practitioner	X	X	X	X	
Ombudsman	X	X	X	X	
Operations Manager-The Wolf Radio	X	X	X		X
Patient Advocate	X	X	X	X	
Payroll Accountant	X	X	X		X
Payroll Assistant	X	X	X		X
Pharmacist	X	X	X	X	
Pharmacist - PT	X	X	X		X
Pharmacy Tech	X	X	X		X
Physician's Assistant	X	X	X	X	
Physician's Assistant N/E	X	X	X		
Planning Analyst	X	X	X	X	
Post Award Services Specialist	X	X	X	X	
Postal Service - Assistant Head	X	X	X		X
Postal Service - Head	X	X	X	X	X
Pre-Kindergarten Teacher (Certified)	X	X	X	X	
Pre-Kindergarten Teacher (Non-Certified)	X	X	X	X	
Procurement Agent	X	X	X		X
Procurement Analyst	X	X	X		X
Procurement Contract Manager	X	X	X	X	X
Prospect Research Coordinator	X	X	X		
Registered Nurse	X	X	X		
Registrar	X	X	X	X	
Registrar Analyst	X	X	X	X	X
Residence Life Coordinator - Associate	X	X	X		
Residence Life Coordinator - Senior	X	X	X		
Residential Conduct Coordinator	X	X	X		
Senior Academic Advisor for Student Athletes	X	X	X	X	
Senior Associate Athletic Director	X	X	X	X	
Senior Business Relationship Manager	X	X	X	X	X
Senior Director/Chief Administrative Officer	X	X	X	X	X
Senior Financial Analyst	X	X	X	X	X
Senior Major Gift Officer, UWG Athletics	X	X	X	X	X
Shipping/Receiving Clerk - Senior	X	X	X		
Social Equity Officer	X	X	X	X	
Social Equity Specialist	X	X	X	X	
Social Equity Support Specialist	X	X	X		
Strength & Conditioning Coach	X	X	X	X	
Surplus Property Handler	X	X	X		
System Engineer/Programmer - Intermediate	X	X	X	X	
System Support Analyst	X	X	X		

Systems Administrator	X	X	X	X	
Teacher's Aide	X	X	X		
University Police Corporal	X	X	X		
University Police Dispatch Coordinator	X	X	X		
University Police Dispatcher	X	X	X		
University Police Lieutenant	X	X	X		
University Police Patrol Officer	X	X	X		
University Police Security Officer	X	X	X		
University Police Sergeant	X	X	X		
University Reserve Police Officer	X	X	X		
UWG Online Help Desk Manager	X	X	X	X	
Work Information Specialist	X	X	X		
Work Information Specialist Lead	X	X	X		

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