



Job Aid: JDXpert

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1. Log in with your NetID

[Visit the JDXpert Career Matrix](#) and use your NetID credentials to log in.

2. Access the career architecture

On the right-hand side of the page, under Quick Links, click on the “Matrix” icon to access the career architecture.



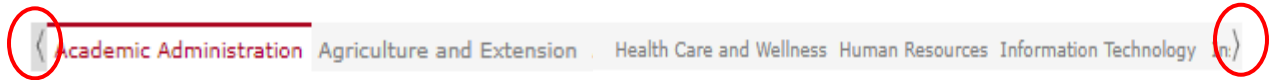
Matrix

3. Navigate views

There are two ways to navigate the Job Functions: matrix overview and treeview.

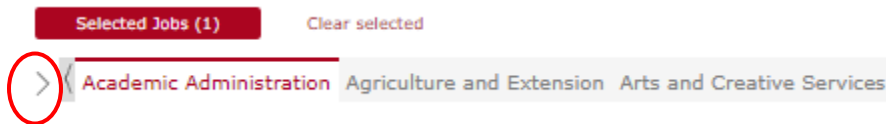
Matrix view overview

Matrix view is the default view within the Matrix. Navigate the Job Functions tab using the arrow located on the left- and right-hand side of the screen.



Treeview overview

You can choose to view the Treeview menu by clicking on arrow to the left side of the screen next to matrix view.



To hide the Treeview, click on arrow again:

Selected Jobs (1) Clear s

- Job Descriptions
- Academic Administration
- Agriculture and Extension
- Arts and Creative Services
- Athletics
- Broadcasting and Journalis
- Communications and Mark
- Cultural Institutions
- Executive Leadership
- Facilities, Grounds, and Inf
- Finance
- Health Care and Wellness
- Human Resources
- Information Technology
- Instructional and Assessm
- Legal and Compliance
- Libraries
- Organizational Administrat
- Outreach and Community
- Planning and Analysis
- Protection and Safety
- Research
- Student Services
- University Advancement
- University Operations
- Veterinary and Animal Car

How to view Job Families under Job Functions

Matrix view:

Home Page **Matrix**

Search Filter Advanced Show Active Jobs Only

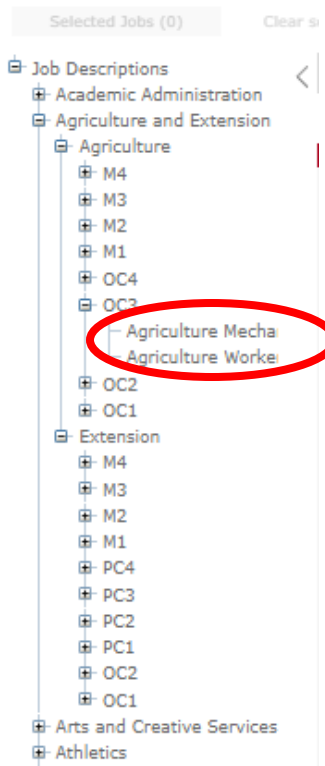
Selected Jobs (0) Clear selected

> Academic Administration Agriculture and Extension Arts and Creative Services Athletics Broadcasting and Journalism Communications and Marketing Cul

Oversees the administrativ

Level	Academic Affairs	Academic Program Management	Global Initiatives	Medical Education Programming
M5	Academic Affairs Manager V	Academic Programs Manager V	International Partnerships Manager V	
M4	Academic Affairs Manager IV	Academic Programs Manager IV	Global Student Programs Manager IV	Medical Resident Program Manager IV
			International Partnerships Manager IV	
M3	Academic Affairs Manager III	Academic Programs Manager III	Global Student Program Manager III	Medical Resident Program Manager III
			International Partnerships Manager III	

Treewiew:



How to view Career Streams

Matrix view:

Home Page **Matrix**

Search Filter Advanced Show Active Jobs Only

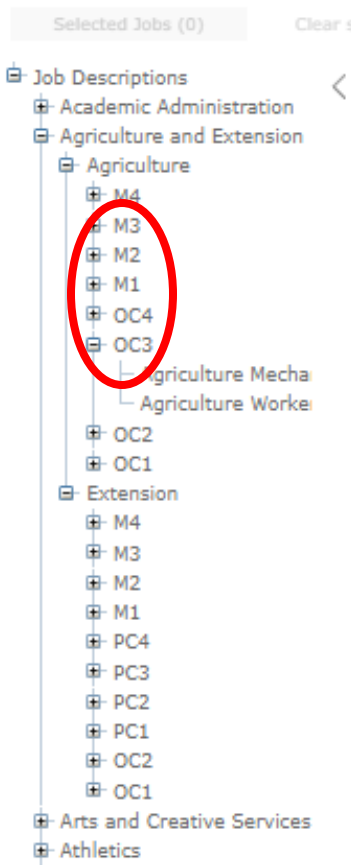
Selected Jobs (0) Clear selected

> Academic Administration Agriculture and Extension Arts and Creative Services Athletics Broadcasting and Journalism Communications and Marketing Cul

Oversees the administrative

Level	Academic Affairs	Academic Program Management	Global Initiatives	Medical Education Programming
M5	Academic Affairs Manager V	Academic Programs Manager V	International Partnerships Manager V	
M4	Academic Affairs Manager IV	Academic Programs Manager IV	Global Student Programs Manager IV International Partnerships Manager IV Study Abroad Manager IV	Medical Resident Program Manager IV
M3	Academic Affairs Manager III	Academic Programs Manager III	Global Student Program Manager III International Partnerships Manager III	Medical Resident Program Manager III

Treeview:



4. Select jobs and side-by-side view

Click on an individual title to select. The title will appear highlighted to indicate it is selected.

Level	Academic Affairs
M5	Academic Affairs Manager V
	Academic Affairs Manager IV
M4	

Once the jobs you want to view are selected, click "Selected Jobs" in the top left corner.



Selected Jobs (2) Clear selected

> Academic Administration Agriculture and Extension A

Level	Academic Affairs
M5	Academic Affairs Manager V
M4	Academic Affairs Manager IV
M3	Academic Affairs Manager III
M2	Academic Affairs Manager II

A window with the selected jobs will pop up. If you would like to deselect a job, uncheck the box next to the job. When you are ready, click on “Side-By-Side” to view the selected jobs.

Selected Jobs ✕

Side-By-Side Select All Clear Selected

Action	Job Description Name	Column Value	Row Value
<input checked="" type="checkbox"/>	Academic Affairs Manager IV	Academic Affairs	M4
<input checked="" type="checkbox"/>	Academic Affairs Manager III	Academic Affairs	M3

A window with a side-by-side view will pop up.

Side-By-Side View

Reset Export as Excel Edit Profiles

Selected Career Architecture
2 Career Architecture Selected

Side-by-Side Profile
** Default Job Family Profile **

Highlight Differences Hide Identical Rows

	Academic Affairs Mgr III	Academic Affairs Mgr IV
Function Category		
Job Function	Job Function: Academic Administration Job Family: Academic Affairs	Job Function: Academic Administration Job Family: Academic Affairs
Job Function Description	Oversees the administrative operations of an academic unit.	Oversees the administrative operations of an academic unit.
Job Family Description	Oversees and implements the institution's or college's academic programming and policy approval process. Reviews and analyzes existing programs to ensure compliance with institutional, state, and federal policies and regulations.	Oversees and implements the institution's or college's academic programming and policy approval process. Reviews and analyzes existing programs to ensure compliance with institutional, state, and federal policies and regulations.
Job Code	U00640	U01922
FLSA Classification	Exempt	Exempt

This view allows you to easily compare two or more jobs. Scroll down in this window to see Family and Job responsibilities, which can help distinguish job differences.

<p>Family/Stream Principal Responsibilities</p>	<ul style="list-style-type: none"> • Performs complex accounting activities in accordance with accounting principles and standards to control the institution's financial resources and ensure that it complies with all relevant regulations, laws, and reporting requirements. • Reconciles more complex accounts and checks the accuracy of journal entries to ensure that the general ledger is accurate and complete. • Checks and analyzes financial information and prepares complex financial reports and accounting statements so that users have accurate and timely information for making financial decisions. • Acts as a consultant in the documentation of financials within a specific field of accounting (internal audit, budgets, general accounting, joint ventures accounting, joint ventures audit, marketing, taxation, or a combination of the aforementioned). • May be responsible for such complex projects as special income tax studies, filing U. S. income tax forms, compliance reporting for various Federal or local grants or resource taxes, administration of property taxes, co-ordination and audit of properties operated by others, post audit of producing property acquisitions and other accounting related studies and projects. 	<ul style="list-style-type: none"> • Performs a broad range of accounting functions with responsibility for accounting records. • Assigns transaction codes to documents. • Ensures documents being processed are included in the appropriate accounting period. • Posts, balances, and closes subsidiary ledgers. • Follows up on delinquent accounts receivable customers. • Analyzes and verifies internal consistency, completeness, and arithmetic accuracy of account documents and makes adjustments.
<p>Principal Responsibilities for the Job</p>	<ul style="list-style-type: none"> • Performs detailed accounting assignments requiring a basic knowledge of accounting theory and principles. Work is subject to general review by senior accounting personnel. • Provides specialized or general analysis support in various accounting functions like A/R, A/P, Payroll, cost accounting, etc. 	<ul style="list-style-type: none"> • Guides and assists customers with highly complex questions, paperwork, and requirements, as they relate to financial and business activities such as billing, financial aid, payment deadlines, tuition rates, tax forms, refunds, or student receivables. Mentors, trains and coaches lower level employees on customer service and department policies.

If you wish to download the comparisons, you can select “Export as Excel” at the top of the side-by-side window. An Excel file will be downloaded to your computer.

Side-By-Side View

Selected Career Architecture: 2 Career Architecture Selected
 Side-by-Side Profile: ** Default Job Family Profile **

Highlight Differences
 Hide Identical Rows

Function Category	Academic Affairs Mgr III	Academic Affairs Mgr IV
Job Function	Job Function: Academic Administration Job Family: Academic Affairs	Job Function: Academic Administration Job Family: Academic Affairs
Job Function Description	Oversees the administrative operations of an academic unit.	Oversees the administrative operations of an academic unit.

You can also filter information in the side-by-side window by clicking the “Highlight Differences” or “Hide Identical Rows” box.

Side-By-Side View

[Reset](#) [Export as Excel](#) [Edit Profiles](#)

Selected Career Architecture

2 Career Architecture Selected

Side-by-Side Profile

** Default Job Family Profile **

Highlight Differences

Hide Identical Rows

Function Category	Academic Affairs Mgr III	Academic Affairs Mgr IV
Job Function	Job Function: Academic Administration Job Family: Academic Affairs	Job Function: Academic Administration Job Family: Academic Affairs
Job Function Description	Oversees the administrative operations of an academic unit.	Oversees the administrative operations of an academic unit.

5. Clear selected jobs

- To deselect one job, click on the job title. Doing so will un-highlight the job title.
- To clear all selected jobs, click on “Clear selected.”

Selected Jobs (2) [Clear selected](#)

> Academic Administration Agriculture and Extension Arts and Creative Services Athletics Broadcasting and Journalism Communications and Marketing Oversees the adminis

Level	Academic Affairs	Academic Program Management	Global Initiatives	Medical Education Program
M5	Academic Affairs Manager V	Academic Programs Manager V	International Partnerships Manager V	

6. Search for jobs

Locate the search box on the top left-hand side of the screen. You can search for a single job or use the filter drop down and search by Job Function.

Home Page Matrix

Search X Filter Advanced Show Active Jobs Only

To search for a single job, click in the search box and enter the job title then push enter on your keyboard or click the magnifying glass icon to the right of search box. All the job levels for that position will pop up where you can select the job you searched for.

Search
academic administrative professional X Filter  Advanced  Show Active Jobs Only



Selected Jobs (2) Clear selected

> Academic Administration Oversees the administr

Level	Academic Affairs
PC4	Academic Administrative Professional IV
PC3	Academic Administrative Professional III
PC2	Academic Administrative Professional II
PC1	Academic Administrative Professional I

To search by Job Function, click the filter drop down next to the search box, scroll down to “Filter by Job Family,” and select the Job Function you are looking for.

Home Page **Matrix**

Search
academic administrative professional X Filter  Advanced  Show Active Jobs Only

Selected Jobs (0) Clear selected

> Academic Administration Agriculture and Extension

Level	Academic Affairs	Program Management	Global Initiatives
M5	Academic Affairs I	Program Manager V	International Partnerships Manager V
M4	Academic Affairs I	Program Manager IV	Global Student Programs Manager IV
M3	Academic Affairs I	Program Manager III	International Partnerships Manager III
M2	Academic Affairs I	Program Manager II	International Partnerships Manager II
M1	Academic Affairs I	Program Manager I	International Partnerships Manager I
PC5	Academic Administrative Professional V	Academic Program Professional V	International Partnerships Professional V
PC4	Academic Administrative Professional IV	Academic Program Professional IV	International Partnerships Professional IV

Filter dropdown menu:

- Job Descriptions Requiring My Review
- Job Descriptions under review
- Recently Viewed Descriptions
- Filter by Approval Flag
- Filter by Business Unit
- Filter by Department
- Filter by Direct manager
- Filter by Global Business Unit
- Filter by Indirect manager
- Filter by IsRetired Flag
- Filter by Job Function
- Filter by Job Code
- Filter by Job Description Name
- Filter by Job Family**
- Filter by Management Level
- Filter by Master Template
- Filter by Organization
- Filter by Parent Job Description
- Filter by Position
- Filter by Sub-Function

Job Family dropdown menu:

- Academic Administration
- Agriculture and Extension
- Arts and Creative Services
- Athletics
- Broadcasting and Journalism
- Communications and Marketing
- Cultural Institutions
- Executive Leadership
- Facilities, Grounds, and Infrastructure
- Finance
- Health Care and Wellness
- Human Resources
- Information Technology
- Instructional and Assessment Services
- Student and Community

The entire Job Function that you select will update on screen.

Search X Filter Advanced Show Active Jobs Only

Active Filters: Filter by Job Family - Academic Administration x
Clear All

Selected Jobs (0) Clear selected

> **Academic Administration**

Oversees the administrative operations of an academic unit.

Level	Academic Affairs	Academic Program Management	Global Initiatives	Medical Education Programming
M5	Academic Affairs Manager V	Academic Programs Manager V	International Partnerships Manager V	
M4	Academic Affairs Manager IV	Academic Programs Manager IV	Global Student Programs Manager IV International Partnerships Manager IV Study Abroad Manager IV	Medical Resident Program Manager IV
M3	Academic Affairs Manager III	Academic Programs Manager III	Global Student Program Manager III International Partnerships Manager III	Medical Resident Program Manager III
M2	Academic Affairs Manager II	Academic Programs Manager II	Global Student Programs Manager II Study Abroad Manager II	Medical Resident Program Manager II
M1	Academic Affairs Manager I		Global Resiliency Manager I Study Abroad Manager I	Medical Resident Program Manager I
PC5			International Partnerships Professional V International Student Professional V Study Abroad Professional V	Medical Education Program Professional V Medical Simulation Professional V
PC4	Academic Administrative Professional IV	Academic Programs Officer IV	International Partnerships Professional IV International Student Professional IV Study Abroad Professional IV	Medical Education Program Professional IV Medical Simulation Professional IV
PC3	Academic Administrative Professional III	Academic Programs Officer III	International Partnerships Professional III International Student Professional III Study Abroad Professional III	Medical Education Program Professional III Medical Simulation Professional III
PC2	Academic Administrative Professional II	Academic Programs Officer II	Global Resiliency Professional II International Partnerships Professional II International Student Professional II Study Abroad Professional II	Medical Education Program Professional II
PC1	Academic Administrative Professional I	Academic Programs Officer I	International Student Professional I	Medical Education Program Professional I Standardized Professional I
OC3				Standardized Patient Role Simulator III
OC2				Standard Patient (SP, MUTA, and GTA) Standardized Patient Role Simulator II

For additional assistance with JDXpert, please contact your [Senior HR Partner](#).

Thank you!