



Proctor Talent Services, LLC – Position Levels + Descriptions

E
N
T
R
Y

L
E
V
E
L

M
A
N
A
G
E
R

E
X
E
C
U
T
I
V
E

POSITION LEVEL	PROFESSIONAL CONTRIBUTION ¹		PROGRAMMATIC/ DEPARTMENTAL CONTRIBUTION ²
	Professional/Personal Attributes	Technical/Administrative Skillset	Program or Department Goals
Intern/Fellow (0 – 1 years' experience)	<ul style="list-style-type: none"> - Eager to learn - Intelligent - Reliable 	<ul style="list-style-type: none"> - Limited or no expertise - Takes direction and accounts for use of own time 	<ul style="list-style-type: none"> - Represents and contributes to organization's Mission and Culture - Communicates lessons learned
Assistant (1 – 2 years' experience)	<ul style="list-style-type: none"> - Strong communicator - Enthusiastic - Willing to grow - Reliable 	<ul style="list-style-type: none"> - Limited or no technical expertise - Accounts for use of own time 	<ul style="list-style-type: none"> - Provides administrative and logistical support
Coordinator (2 – 3 years' experience)	<ul style="list-style-type: none"> - Takes initiative - Supportive - Open-minded - Resilient 	<ul style="list-style-type: none"> - Some knowledge in functional area - Capable of basic research and analysis when led - Accounts for use of own time 	<ul style="list-style-type: none"> - Manages coordination of projects or programs - Executes specific duties related to project deliverables
Associate (Officer)/ Senior Associate (Senior Officer)³ (3 – 5 years' experience)	<ul style="list-style-type: none"> - Critical thinker - Problem-solver - Ensures highest quality output 	<ul style="list-style-type: none"> - Entry-level technical skill - Self-starter in developing skills - Manages and accounts for use of own time 	<ul style="list-style-type: none"> - Manages specific or ad hoc project deliverables
Manager/ Senior Manager (5 – 7 years' experience)	<ul style="list-style-type: none"> - Actively mentors and develops teammates - Seeks responsibility - Self-reliant - Willing to make decisions - Develops leadership and interpersonal skills - Contributes to conflict resolution 	<ul style="list-style-type: none"> - Recognized competence in technical area - Manages and accounts for use of own time and direct reports' time 	<ul style="list-style-type: none"> - Manages entire projects - Contributes to increasing effectiveness - Contributes to and communicates lessons learned - Responsible for adhering to and monitoring project budgets and timelines - Responsible for delivering programmatic success
Director/Senior Director (8 – 10 years' experience)	<ul style="list-style-type: none"> - Responsible - Capable of initiating and planning program/organizational change - Promotes enthusiasm and teamwork - Demonstrates integrity - Inspires others - Promotes successful conflict resolution - Delegates effectively - Exemplary communication skills - Flexible and adaptable 	<ul style="list-style-type: none"> - Expert level technical knowledge - Manages and accounts for use of own time and direct reports' time 	<ul style="list-style-type: none"> - Fully responsible for Program or Department goals and effectiveness
Vice President and above (includes C-suite Executives) (10+ years' experience)	<ul style="list-style-type: none"> - Directs organizational change - Leads realization of organization's Mission and goals 	<ul style="list-style-type: none"> - Superior technical skill and recognition in area of expertise - Manages and accounts for use of own time and direct reports' time 	<ul style="list-style-type: none"> - Responsible for organization's initiatives and performance metrics

E
N
T
R
Y

L
E
V
E
L

M
A
N
A
G
E
R

E
X
E
C
U
T
I
V
E

¹ List is not exhaustive.

² List is not exhaustive.

³ Senior levels are typically achieved after at least two (2) years' experience in the standard role, and after completing large projects effectively