

## CUPA-HR 2005-06 Administrative Compensation Survey Position Descriptions

A total of 36 new positions have been added to the survey: Dean, Public Affairs [262.00] and 35 Assoc/Asst Dean positions. Also, text for positions 515.00 and 516.00 has been changed from 'Administrator only; not a patient care position,' to 'Administrator position; may or may not include patient care.'

### EXECUTIVE: CEO, ASSISTANT TO CEO AND EVP

**Chief Executive Officer of a System or District (President / Chancellor) [101.0]** Principal administrative official responsible for the direction of all operations of a system or district structure. Each subordinate campus has its own President or Provost administrative offices and independent programs

**Assistant to the CEO of a System or District [101.10]** Senior professional staff assistant to the President/Chancellor. Manages the administrative, operational, and/or financial affairs of the Office of the President. Represents the president to senior vice presidents and campus officials. Advises the president on policy and procedural and operational issues of the institution. Senior professional assistant; not a secretarial position.

**CEO of a Single Institution (President or Chancellor) [102.00]** Principal administrative official responsible for the direction of all operations of a campus or an institution of higher education (Chief Campus Officer in a system).

**Assistant to the CEO of a Single Institution [102.10]** Senior professional staff assistant to the President/Chancellor. Manages the administrative, operational, and/or financial affairs of the Office of the President. Represents the president to senior vice presidents and campus officials. Advises the president on policy and procedural and operational issues of the institution. Senior professional assistant; not a secretarial position.

**Executive Vice President [103.00]** Principal administrative official, in lieu of the Chief Executive Officer, responsible for the direction of all operations of an institution of higher education. Reports to the Chief Executive Officer.

### ACADEMIC: ACADEMIC OFFICERS, DIRECTORS AND DEANS

**Chief Academic Officer or Provost) [201.00]** Senior administrative official responsible for the direction of the academic program of the institution. Responsible for teaching and research, extension, admissions, registrar, and library activities. Reports to the Chief Executive Officer.

**Associate Chief Academic Officer [201.10]** Second senior administrative official responsible for the direction of the academic program of the institution.

**Chief Health Professions Officer [202.00]** Senior administrative official responsible for administration of academic health programs, hospitals, clinics, and affiliated health care programs. Not director of student health.

**Director, Library Services [203.00]** Directs all activities of the institution's libraries. Typically directs personnel, public service, collection development, acquisition, technical service, and special collection functions.

**Acquisitions Librarian [203.20]** Senior person responsible for managing the ordering and receipt of library materials in all formats.

**Chief Technical Services Librarian [203.30]** Senior person responsible for planning and management of library services involving acquisitions, processing, bibliographic control, cataloging, and preservation.

**Chief Public Services Librarian [203.40]** Senior person responsible for planning and management of library services involving patron interaction (reference, interlibrary loan, circulation, bibliographic instruction).

**Director, Institutional Research [204.00]** Senior administrative staff official responsible for the conduct of research and studies on the institution itself. Typically performs or supervises data collection, analysis, reporting, and related staff work in support of decision making.

**Associate Director, Institutional Research [204.10]** Second senior administrative official responsible for the conduct of research and studies on the institution itself.

**Director, Educational Media Services [205.00]** Directs the support of audio-visual services, which include the purchase of hardware, generation of software, and encouragement of use of multimedia learning devices.

**Director, Learning Resources Center [206.00]** Administrative official with principal responsibility for audio-visual services. Report library director as 203.00 Director, Library Services.

**Director, International Education [207.00]** Senior administrative official who directs all activities of the institution's international education programs. Typically directs international study, English study, international visitor, visa certification, education abroad, and international student admission functions.

**Director, International Studies Education [207.10]** Coordinates academic studies conducted outside the United States; advises students and faculty on international study and travel; and promotes campus activities of an international nature.

**Director, Academic Computing [208.00]** Directs the institution's academic/research computing activities.

**Associate Director, Academic Computing [208.10]** Second senior administrative official responsible for the institution's academic computing activities.

**Director, Sponsored Research and Programs [209.00]** Directs the administrative activities for externally funded grants and contracts, including funding source identification, institutional review, and sign-off of proposals; negotiates contracts; and develops research policy.

**Dean, Architecture [210.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Agriculture [211.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Arts and Letters [212.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Arts and Sciences [213.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Business [214.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Communications [215.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Continuing Education [216.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated. Report director-level position as 243.00 Director, Continuing Education.

**Dean, Dentistry [217.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Education [218.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Engineering [219.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, External Degree Programs [221.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Fine Arts [222.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Graduate Programs [223.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Health-Related Professions [224.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Family and Consumer Sciences [225.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated. Previously called Home Economics.

**Dean, Humanities [226.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Instruction [227.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Law [228.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Library and Information Sciences [229.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Mathematics [230.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Medicine [231.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Music [232.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Nursing [233.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Occupational Studies/Vocational Education/Technology [234.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Pharmacy [235.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Public Health [236.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Sciences [237.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Social Sciences [238.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Social Work [239.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Special Programs [240.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Undergraduate Programs [241.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Veterinary Medicine [242.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Director, Continuing Education [243.00]** Directs all activities of the institution's continuing education operation, including both on- and off-campus programs. Report dean-level position as 216.00 Dean, Continuing Education.

**Chief Research Officer [244.00]** Senior administrative official responsible for overall institutional scientific research. Typically administers research policy, sponsored liaison, intellectual properties (patents), and grants and contracts.

**Chief Technology Transfer Officer [245.00]** Senior administrative official responsible for managing technology transfer activities relating to scientific discoveries and inventions. Participates in the setting and interpretation of policy pertaining to these activities and supervises the licensing and administrative staff engaged in them. Has budgetary authority for the activities. Communicates information about the activities to the institution's senior administration or governing board.

**Senior Technology Licensing Officer [245.10]** Senior administrative official responsible for managing licensing projects and cases, including identifying and evaluating technologies with commercial potential and licensees for the technologies. Prepares invention summaries for marketing purposes and develops and implements marketing strategies for each technology. Drafts and negotiates licenses and other types of agreements, including material transfer, collaboration, and nondisclosure agreements.

**Dean, Honors Program [250.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Dean, Cooperative Extension [251.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

**Director, Distance Learning [260.00]** Develops and promotes distance learning initiatives. Plans, schedules, and coordinates compressed video programs. Plans and develops Internet courses and provides faculty and staff training for distance teaching.

**Director, Teaching Center [261.00]** Responsible for promoting innovative college teaching; providing a venue for sharing pedagogical strategies across disciplines; introducing advances in teaching and curricular improvement; strengthening graduate students' teaching skills; and enhancing and facilitating undergraduate

and graduate student learning.

**Dean, Public Affairs [262.00]** Dean or equivalent administrative title, serving as the principal administrator of the instructional division indicated.

#### **ACADEMIC II: ASSOCIATE AND ASSISTANT DEANS**

**These positions are new to the survey.**

**Assoc/Asst Dean, Architecture [210.10]** or equivalent administrative title; second senior administrator. New Position.

**Assoc/Asst Dean, Agriculture [211.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Arts and Letters [212.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Arts and Sciences [213.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Business [214.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Communications [215.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Continuing Education [216.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Dentistry [217.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Education [218.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Engineering [219.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, External Degree Programs [221.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Fine Arts [222.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Graduate Programs [223.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Health-Related Professions [224.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Family and Consumer Sciences [225.10]** or equivalent administrative title; second senior administrator. Previously called Home Economics.

**Assoc/Asst Dean, Humanities [226.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Instruction [227.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Law [228.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Library and Information Sciences [229.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Mathematics [230.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Medicine [231.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Music [232.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Nursing [233.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Occupational Studies/Vocational Education/Technology [234.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Pharmacy [235.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Public Health [236.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Sciences [237.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Social Sciences [238.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Social Work [239.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Special Programs [240.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Undergraduate Programs [241.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Veterinary Medicine [242.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Honors Program [250.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Cooperative Extension [251.10]** or equivalent administrative title; second senior administrator.

**Assoc/Asst Dean, Public Affairs [262.10]** or equivalent administrative title; second senior administrator.

#### **ADMINISTRATIVE: BUSINESS, HR, TECHNOLOGY, FACILITIES, AUX SERVICES, MEDICAL & SECURITY**

**Chief Business Officer [301.00]** Senior administrative official responsible for the combined functions of administrative and financial affairs. Functions typically include purchasing, physical plant management, property management, auxiliary enterprises, personnel services, investments, and accounting.

**Chief Administration Officer [301.01]** Senior administrative official responsible for administrative affairs. Typically supervises purchasing, physical plant management, property management, personnel services, administrative computing, and auxiliary enterprises.

**Chief Financial Officer [301.02]** Senior administrative official responsible for the direction of financial affairs. Typically supervises investments, accounting, and budgets. Report Comptroller as 313.00 Comptroller.

**Chief Investment Officer [301.03]** Senior administrative official responsible for the direction and management of the institution's investment activities.

**Director, Environmental Health and Safety [301.10]** Senior administrative official responsible for the campus environment and/or occupational health and safety program.

**Director, Telecommunications/ Networking [301.20]** Administrative official responsible for the institution's telecommunication system, including planning and coordination of voice and data system modifications, equipment installation, and operating procedures.

**Chief Planning Officer [302.00]** Senior administrative official responsible for the direction of long-range planning and resource allocation. Functions typically include budget planning, institutional research, and facilities planning. May be responsible for planning and budgeting and for compliance with state and federal regulations.

**Chief Budgeting Officer [303.00]** Senior administrative officer responsible for current budgetary operations. May be responsible for long-range planning in the absence of a planning officer.

**Associate Budget Director [303.10]** Second senior administrative official responsible for current budgetary operations.

**Chief Planning and Budget Officer [304.00]** This position combines the major duties and responsibilities as defined in 302.00 and 303.00.

**General Counsel [305.00]** Senior administrative official responsible for managing the institution's legal affairs. Typically provides legal advice to the corporate board and President/Chancellor, manages matters in litigation, and supervises both inside and outside counsel. Often serves as liaison to regulatory and legislative bodies, courts, and attorneys general. (Do Not report unless on institution's payroll).

**Chief Personnel/Human Resources Officer [306.00]** Senior administrative official responsible for administering institutional personnel policies and practices for staff and/or faculty. Functions typically include personnel records, benefits, staff employment, wage and salary administration, and (where applicable) labor relations.

**Associate Director, Personnel/Human Resources [306.10]** Second senior administrator responsible for administering institutional personnel policies and practices for staff and/or faculty.

**Manager, Benefits [306.20]** Responsible for implementing staff and/or faculty benefits, such as medical, dental, long-term disability, retirement, and accidental death benefits.

**Manager, Training and Development [306.30]** Directs and coordinates employee training, which may include in-house training for management and faculty as well as staff.

**Manager, Employee Relations [306.40]** Advises and assists staff and/or faculty with respect to general personnel policies and procedures regarding grievances, employee relations, affirmative action, and equal opportunity in a nonunion setting.

**Manager, Labor Relations [306.50]** Advises management, faculty, and staff on administration of labor union contracts. Negotiates and interprets union contracts, resolves grievances, and recommends policies.

**Manager, Employment [306.60]** Responsible for recruiting, interviewing, placement, and other personnel office functions.

**Manager, Wage and Salary/Compensation [306.70]** Responsible for maintaining classification and pay schedules for the institution. Conducts job audits and salary surveys and monitors the pay plan.

**Manager, Personnel Information Systems [306.80]** Responsible for the payroll/personnel database, including preparation of specifications for database improvements/enhancements; establishment and monitoring of production schedules; and coordination of report generation, modifications, and development.

**Director, Affirmative Action/Equal Employment [307.00]** Senior administrative official responsible for the university-wide program designed to ensure equality of opportunity on an individual basis without preferential treatment of any group.

**Associate Director, Affirmative Action/Equal Employment [307.10]** Second senior administrative official responsible for the institution-wide program to ensure equality of employment opportunity.

**Director, Personnel and Affirmative Action [308.00]** Position combines the major duties and responsibilities defined in 306.00 and 307.00.

**Chief Information Systems Officer [309.00]** Directs the institution's major academic and administrative computing activities and voice and data communications.

**Associate Director, Information Systems [309.10]** Second senior administrative official responsible for directing the institution's major computing activities.

**Database Administrator [309.20]** Senior person responsible for developing and implementing standards, procedures, and controls that ensure the security, reliability, and availability of databases.

**Systems Analyst (Highest Level) [309.30]** Responsible for designing and structuring the appropriate flow of complex computer systems requiring considerable independent judgment. Position involves no programming responsibility.

**Director, Administrative Computing [310.00]** Directs the institution's administrative computing activities.

**Associate Director, Administrative Computing [310.10]** Second senior administrative official responsible for the institution's administrative computing activities.

**Chief Physical Plant/Facilities Management Officer [312.00]** Senior administrative official responsible for the construction, rehabilitation, and maintenance of physical plant facilities. Typically supervises new construction and remodeling, grounds and building maintenance, power plant operation, and parking.

**Associate Director, Physical Plant/Facilities Management [312.10]** Second senior administrative official responsible for maintenance and operation of all facilities.

**Manager, Landscape and Grounds [312.20]** Responsible for administration of the institution's landscape and grounds programs. Reevaluates and redesigns existing landscaping.

**Manager, Building Maintenance Trades [312.30]** Manages operation of building craft areas, which usually include carpentry, locksmith, painting, sheet metal, welding, masonry, and roof and road functions.

**Technical Trades [312.40]** Manages operation of the technical trade areas, which usually include plumbing, heating, electrical, refrigeration and air conditioning, preventative maintenance, and water plant functions.

**Manager, Custodial Services [312.50]** Responsible for the management of institutional custodial services. Report managerial-level position.

**Manager, Power Plant [312.60]** Directs operation and maintenance of high-pressure steam and electrical generating plants and central refrigeration plants and all utility distribution systems.

**Comptroller [313.00]** Directs accounting, payroll, cashiering, and related functions. Also may be responsible for office services, such as mail and telephone services.

**Manager, Payroll [313.10]** Supervises operation of the institution's payroll system.

**Assistant Comptroller [313.20]** Second senior administrator responsible for accounting, payroll, cashiering, and related functions, which may include office services, such as mail and telephone.

**Restricted Funds Accountant [313.30]** Coordinates the budget portion of the pre-award cycle and manages the post-award cycle of sponsored projects, grants, contracts, and special funds. Position often reports to the Comptroller.

**Director, Accounting [314.00]** Responsible for the daily operation of the institution's budgetary accounting system.

**Bursar [315.00]** Custodian of institutional funds.

**Associate Bursar [315.10]** Second senior administrative official serving as custodian of institutional funds.

**Director, Purchasing/Materials Management [316.00]** Directs central purchasing operations for the institution. Functions typically include preparation of specifications, contracting, bidding, receiving and stores, and approval of invoices.

**Associate Director, Purchasing/Materials Management [316.10]** Second senior administrative official responsible for the institution's central purchasing operations.

**Director, Bookstore [317.00]** Directs the operation of the campus bookstore, usually under the direction of the Chief Business Officer. Functions typically include purchase and sale of new and used books, supplies, and equipment; advertising; employment and supervision of sales staff; and maintenance of sales and inventory records.

**Associate Director, Bookstore [317.10]** Second senior administrative official responsible for bookstore operations.

**Director, Internal Audit [318.00]** Directs the advisory function for internal auditing and systems accounting, which serves as an independent appraisal/review of the physical and administrative operations of the institution's financial areas.

**Director, Auxiliary Services [319.00]** Responsible for management and operation of college support and auxiliary services, which typically include food service, bookstore, housing, vending, student union, and printing services and which may include a variety of other services and operations.

**Director, Campus Security [320.00]** Manages campus police and patrol units; directs campus vehicle traffic and parking; organizes security programs and training as needed.

**Director, Risk Management and Insurance [321.00]** Responsible for the protection of the institution from fortuitous loss. Advises senior management on all potential sources of loss and on how to best reduce or eliminate loss. Represents the institution to the insurance market.

**Administrator, Hospital Medical Center [322.00]** If your institution has its own hospital or medical center, this administrator is the immediate head of that facility. (If 322.00 is the same official as 202.00, Chief Health Professions Officer, please ignore 322.00.) Hospital administrator; not director of student health.

**Director, Medical Center Public Relations/Affairs [322.10]** Plans and executes the medical center's program of relating to the institution's external public. Promotes the institution's relationship with the media.

**Director, Medical Center Personnel [322.20]** Senior administrative official responsible for personnel programs and staff in a medical center facility.

#### **EXTERNAL AFFAIRS: ADVANCEMENT, EXTERNAL RELATIONS AND PUBLICATIONS**

**Chief Development Officer [401.00]** Senior administrative official responsible for institutional development programs. Incumbent typically leads institutional fundraising. Also leads public relations, alumni relations, and information office activities if no organizational co-equal is assigned to the function.

**Director, Annual Giving [401.10]** Plans and executes the institution's campaign for annual gift support from all constituents, including alumni.

**Director, Corporate/Foundation Relations [401.20]** Plans and carries out the institution's program of soliciting gifts and grants from corporations and foundations.

**Director, Planned Giving [401.40]** Plans, organizes, and conducts a comprehensive estate planning and deferred giving program pursuant to the developmental goals of the college or university.

**Chief Public Relations Officer [402.00]** Senior administrative official responsible for public relations programs. Functions typically include public relations, news media relations, legislative relations, alumni relations, and information office services.

**Director, Governmental/Legislative Relations [402.10]** Senior administrative official responsible for developing and maintaining effective relations with the state legislature and coordinating college/university lobbying efforts.

**Chief Development and Public Relations Officer [403.00]** Position combines the major duties and responsibilities defined in 401.00 and 402.00.

**Director, Alumni Affairs [404.00]** Coordinates contacts and services to alumni, develops and maintains alumni mailing lists and mailings, organizes receptions and other special alumni activities.

**Director, Development and Alumni Affairs [405.00]** Position combines the major duties and responsibilities defined in 403.00 and 404.00.

**Director, Major Gifts [406.00]** Directs institutional fundraising in the areas of special and deferred gifts.

**Director, Church Relations [407.00]** Senior administrative official responsible for relationships between the institution and the ministers and laypersons of support church(es). (Does not include Chaplain.)

**Director, Community Services [408.00]** Directs or coordinates the conduct of special (usually noncredit) educational, cultural, and recreational services to the community.

**Director, Publications [409.00]** Directs the planning, budgeting, writing, design, production, and distribution of institutional publications.

**Associate Director, Publications [409.10]** Second senior administrative official responsible for institutional publications.

**Manager, Printing Services [409.20]** Responsible for operation of campus printing services, including offset printing and bulk xerographic reproduction

**Director, Information Office [410.00]** Directs the provision of information about the institution to students, faculty, and the public. Functions typically include news media relations; preparation or review of news releases and photographs; and preparation and distribution of newsletters, magazines, and other publications.

**Director, News Bureau [411.00]** Prepares and writes news and publicity releases and writes feature stories about institutional events and programs.

**Director of Marketing [412.00]** Provides marketing leadership to the university community. Advises and assists the President, Vice Presidents, and the heads of academic and administrative units in establishing goals, developing suitable strategies and tactics, implementing programs, and evaluating results. Designs, coordinates and evaluates the effectiveness of university-wide marketing programs and projects.

#### **STUDENT SERVICES: STUDENT AFFAIRS & SERVICES, REGISTRAR, FINANCIAL AID, FOOD/HOUSING, ATHLETICS AND STUDENT HEALTH**

**Chief Student Affairs Officer [501.00]** Senior administrative official responsible for the direction of student services and student life programs. Typically supervises student counseling and testing, career development and placement, student union, campus/student activity, minority student support program, residence life, and related functions.

**Associate Chief Student Affairs Officer [501.10]** Second senior official responsible for the direction of student services and student life programs.

**Dean of Students [501.50]** Reports to the Chief Student Affairs Officer and is responsible for functions such as student activities, housing, discipline, and orientation.

**Chief Admissions Officer [502.00]** Administrative official with primary responsibility for the admission of undergraduates. Also may be responsible for the admission of graduate and professional students or for scholarship administration or similar functions.

**Associate Director, Admissions [502.10]** Second senior administrative official responsible for student admissions.

**Director, Academic Advising [502.15]** Administrative official with primary responsibility for ensuring that all undergraduate students receive accurate and timely advising services.

**Director, Admissions and Registrar [503.00]** Position combines the major duties and responsibilities defined in 502.00 and 504.00.

**Registrar [504.00]** Administrative official with principal responsibility for student registrations and records. Functions typically include registration, classroom scheduling, maintenance of student records, graduation clearance, and related matters.

**Associate Registrar [504.10]** Second senior administrative official with principal responsibility for the performance of the Registrar's duties.

**Assistant Registrar [504.20]** Subordinate to the Associate Registrar with responsibility for one substantively related area (e.g., military/VA registration or international registration).

**Director, Admissions and Financial Aid [505.00]** Position combines the major duties and responsibilities defined in 502.00 and 506.00.

**Director, Student Financial Aid [506.00]** Directs the administration of all forms of student aid. Functions typically include assistance in the application for loans or scholarships; administration of private, state, or federal loan programs; award of scholarships and fellowships; and maintenance of appropriate records.

**Associate Director, Student Financial Aid [506.10]** Second senior administrative official responsible for student financial aid activity.

**Director, Food Services [507.00]** Administers all institutional food services, whether directly managed and operated or catered.

**Associate Director, Food Services [507.10]** Second senior administrative official responsible for administering all institutional food services.

**Director, Student Housing [508.00]** Senior official responsible for the direction of all residence hall operations for students. Also may administer off-campus housing programs. If housing (room and board) is provided and is reported as taxable income, add its value to the reported salary data for this position. Report 12-month, fulltime equivalent salary.

**Associate Director, Student Housing [508.10]** Second senior official responsible for all residence hall operations for students. If housing (room and board) is provided and is reported as taxable income, add its value to the reported salary data for this position. Report 12-month, full-time equivalent salary.

**Housing Officer/Administrative Operations [508.20]** Responsible for all administrative and fiscal functions in student housing. If housing (room and board) is provided and is reported as taxable income, add its value to the reported salary data for this position. Report 12-month, full-time equivalent salary.

**Housing Officer/Residence Life [508.30]** Responsible for the supervision and direction of residence life, staff, and student housing. If housing (room and board) is provided and is reported as taxable income, add its value to the reported salary data for this position. Report 12-month, full-time equivalent salary.

**Director of Union and Student Activities [509.00]** Directs the total operation of a student union building and student activities program. Functions typically include supervision of food facilities, guest rooms, information desk, and recreational facilities; arrangement of special functions; coordination of student activities; and supervision of student organizations.

**Director, Foreign Students [510.00]** Recruits and advises foreign students and coordinates academic studies for foreign students on campus.

**Director, Student Union [511.00]** Directs the total operation of a student union building and its personnel. May coordinate related student activities or make arrangements for special activities or functions.

**Associate Director, Student Union [511.10]** Second senior official responsible for operation of the student union building and related student activities.

**Director, Student Activities [512.00]** Responsible for coordinating all campus student activities, including special events, student organizations, publications, and student government activities.

**Assistant Director, Student Activities [512.10]** Second senior administrator responsible for coordinating all campus student activities, including special events, student organizations, publications, and student government activities.

**Director, Career Development and Placement [513.00]** Directs the operation of a student placement office to provide job placement and counseling services to undergraduates, graduates, and alumni. Also may be responsible for placement of students in part-time jobs or jobs outside the institution.

**Director, Student Counseling [514.00]** Directs the provision of counseling and testing services for students. Report Director, Academic Advising as 502.15.

**Associate Director, Student Counseling [514.10]** Second senior administrative official responsible for student counseling services.

**Director, Student Health Services (Physician Administrator) [515.00]** Physician who directs the clinics, medical staff, and programs that provide institutionally based health services for the student body. Administrator only; not a patient care position.

**Director, Student Health Services (Nurse Administrator) [516.00]** Nurse who directs the clinics, medical staff, and programs that provide institutionally based health services for the student body. Administrator only; not a patient care position.

**Director, Student Health Services (Non Medical Administrator) [516.10]** Senior administrator (who is neither a physician or nurse) with overall responsibility for medical/counseling unit of an institution.

**Director, Campus Ministries [517.00]** Plans, coordinates, and directs the pastoral ministry and religious activities of the campus; advises on policies and issues affecting the well-being of the campus community.

**Director, Athletics [518.00]** Directs intramural and intercollegiate athletic programs for men and women. Functions typically include scheduling of and contracting for athletic events, employment and direction of athletic coaches, publicity, ticket sales, and equipment and facilities maintenance.

**Director, Sports Information [519.00]** Institutional representative to the media for all athletic activities.

**Director, Men's Athletic Programs [520.00]** Directs intramural and intercollegiate athletic programs for men only. Functions typically include scheduling of and contracting for athletic events, employment and direction of athletic coaches, publicity, ticket sales, and equipment and facilities maintenance.

**Director, Women's Athletic Programs [521.00]** Directs intramural and intercollegiate athletic programs for women only. Functions typically include scheduling of and contracting for athletic events, employment and direction of athletic coaches, publicity, ticket sales, and equipment and facilities maintenance.

**Director, Campus Recreation/Intramurals [522.00]** Directs all non-varsity and club sports and has responsibility for some facilities, including recreational facilities.

**Assistant Director, Campus Recreation/Intramurals [522.10]** Assists the director in the day-to-day administration of all non-varsity and club sports.

**Chief, Enrollment Management [523.00]** Administrative official responsible for development of marketing plans for recruitment and retention of students. Also coordinates institutional efforts in admissions, financial aid, records and registration, and advising.

**Director, Minority Affairs [524.00]** Responsible for direction of counseling programs, cultural affairs, and remedial and support programs. Also invites minority speakers to campus. In addition, may be responsible for minority housing and intercultural centers.

**Director, Conferences [525.00]** Responsible for development, promotion, and implementation of institutional (on- and off-campus) noncredit conferences and seminars.

**Director, Woman's Center [526.00]** Responsible for helping women achieve their full potential in the college and university setting. Facilitates women-focused educational programs, provides resources on women's issues, and a safe environment for discussion of women's concerns. Advocate for women students to other administrators on creating policies and a campus climate responsive to women's needs.