



Contribute to the Job Description Index

CUPA-HR is actively seeking example position descriptions for the roles listed below. If you have any examples you are willing and able to share, [please submit using this link](#). Thank you for helping us build this valuable resource.

Academic Affairs

- Academic Support Center Coordinator
- Head, Executive Education
- Head, Campus Learning Resources Center
- Head, Campus Teaching Center
- Head, Foreign Student Services
- Head, Intensive English Program
- Head, Tutoring Program
- Faculty Affairs Professional
- Faculty Development Professional
- Head, Accreditation for Graduate Medical Education
- Librarian, Data Services
- Librarian, Digital Scholarship
- Librarian, Research and Instruction (Ref Level I)
- Librarian, Scholarly Communications
- Study Abroad Program Coordinator

Athletic Affairs

- Head Athletics Training Programs
- Head, Men's Athletics Programs
- Head, Sports Information / Athletics Communications
- Defensive Coordinator - Football
- Offensive Coordinator – Football

Extension Programs

- Senior Technology Licensing Officer
- Agricultural Extension/Engagement/Public Service Professional



External Affairs

- Advancement Services, Prospect Researcher
- Alumni Relations Officer, Entry Level
- Alumni Relations Officer, Senior Level
- Head, Campus News / Information Office
- Head, Campus News Bureau/Service

Facilities

- Child Care Center Teacher
- Engineer, Research Projects Instrumentation
- Head, Campus Child Care Site

Information Technology

- Chief Technology Transfer Officer
- IT Quality Assurance Analyst
- Research Computing Specialist

Institutional Affairs

- Institutional / Academic Assessment Professional
- Affirmative Action/EEO Specialist
- Chief Risk Management/Compliance Officer
- Deputy Head, Campus AA/EEO Office
- Deputy Head, Institutional Research
- Deputy Head, Institutional Title IX Compliance
- Head, Institutional / Academic Assessment
- Lead Diversity Officer, College or Division
- Title IX Investigator



Research Professionals

- Instructional Lab Manager
- Principal Research Scholar
- Research Assistant
- Research Associate
- Research Scholar
- Senior Research Scholar

Student Affairs

- Associate Registrar
- Campus Recreation / Intramurals / Wellness Coordinator
- Deputy Head, Campus Recreation / Intramurals / Wellness
- Deputy Head, Campus Student Union
- Deputy Head, Student Activities
- Deputy Head, Student Financial Aid
- Deputy Head, Student Housing
- Graduate Program Admissions Coordinator
- Head, Campus Recreation / Intramurals / Wellness
- Head, Cooperative Education
- Head, Medical School Admissions
- Head, Student Admissions for College/School
- Student Career Counselor
- Student Counseling Psychologist
- Student Financial Aid Counselor
- Student Housing, Residence Life Officer
- Student Residence Hall Manager (R&B incl)

Miscellaneous

- Business Intelligence Specialist
- Chief Diversity Officer
- Chief International Studies
- Chief of Staff to CEO