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