

## CUPA-HR ADMINISTRATORS SURVEY POSITION DESCRIPTIONS 2024-25

The Administrators Survey collects salary data for 204 positions with primary assignments requiring management of the institution or of a customarily recognized division within it. The term "chief" in administrator titles refers to the topmost position in a given area. "Deputy chief" refers to a second-in-command in a given area. SOC Crosswalks are provided to facilitate completion of IPEDS and other reporting, but these codes are not used in this survey. **HOW TO MATCH POSITIONS:** Match to the appropriate code based on the position description, not the title. Position titles can vary greatly across institutions. To search for a match, use the Find & Select function to search for appropriate keywords that relate to a position's function. Depending on the level of the position, you may find a better match in the Professionals Survey.

**CHANGES TO THIS YEAR'S POSITIONS:** *Positions amended:* Changed Chief External Affairs Officer (119000) position description so that it may or may not include government relations. *Positions added:* Chief Government Relations Officer (138000).

Position Number	Title/Role	Position Description	2018 BLS SOC #	BLS Standard Occupational Code (SOC) Category Name
<b>Top Executive Officers: 100000 - 105000</b>				
<b>100000</b>	Chief Executive Officer, System	President. Directs all affairs and operations of a higher education system or district. Each subordinate campus has its own President, Chancellor, or Provost; administrative offices; and independent programs. <b>Should be reported only by flagship campus.</b>	11-1011	Chief Executives
<b>101000</b>	Chief Executive Officer, Single Institution or Campus within a System	President or Chancellor. Directs all affairs and operations of a higher education institution or of a campus within a system. <b>If the incumbent serves as both a system and flagship campus president, report as system only.</b>	11-1011	Chief Executives
<b>102000</b>	Executive Vice President or Vice Chancellor	Responsible for all or most functions and operations of an institution under the direction of the Chief Executive Officer. If the incumbent is also the Chief Academic Affairs Officer or Provost, report in 105000 and not here.	11-9033	Education Administrators, Postsecondary
<b>105000</b>	Chief Academic Affairs Officer or Provost	Directs the academic program of the institution. Overall responsibilities typically include academic planning, teaching, research, extensions, and coordination of interdepartmental affairs (e.g., Admissions, Registrar, and Library).	11-9033	Education Administrators, Postsecondary
<b>Senior Institutional &amp; Chief Functional Officers: 106000 - 145000</b>		Persons in these positions direct a major functional area with institution-wide scope or impact and also the work of other professional employees. Report to a top executive officer or to another senior institutional officer.		

<b>106000</b>	Chief Administrator, Campus or Site	Responsible for the functions and operations of a satellite campus or site. Does not hold the title of a top executive officer.	11-9033	Education Administrators, Postsecondary
<b>107000</b>	Chief Business Officer	Responsible for the combined functions of administrative and financial affairs. Overall responsibilities typically include accounting, purchasing, physical plant and property management, human resources, food services, auxiliary enterprises, investments, and related business matters.	11-9033	Education Administrators, Postsecondary
<b>109000</b>	Chief Athletics Administrator	Provides administrative direction and oversight for all intercollegiate, intramural, and recreational athletics staff, programs, facilities, and activities. Responsible for ensuring compliance with all federal, divisional, and university athletics regulations and for administering departmental funds and accounts. Develops short-term goals and long-term strategic plan and vision for the department. Oversees departmental fund-raising, public relations, and community outreach activities. Top athletics administrative position. Typically requires: Bachelors degree in an appropriate area of specialization; 5 - 8 or more years of relevant administrative or supervisory experience in intercollegiate or professional athletics.	11-9033	Education Administrators, Postsecondary
<b>111000</b>	Chief Audit Officer	Plans, develops, and directs the institutional internal audit function which serves as an independent assurance and advisory activity of the institution's risk, governance, and control processes. Designs, develops, and implements internal auditing policy and procedure within the institution to ensure compliance with identified objectives, standards, and laws. Interviews, advises, and negotiates with mid- to executive-level management as to results of the work performed. Leads and directs the work of others. For smaller institutions, may perform individual audit, investigative, or advisory engagements encompassing all the duties identified at the subordinate audit levels. Typically reports to governing board or to executive management.	11-1021	General and Operations Managers
<b>113000</b>	Chief Development or Advancement Officer	Responsible for institutional development programs. Overall responsibilities typically include institutional fundraising, public relations, and alumni relations.	11-2033	Fundraising Managers
<b>115000</b>	Chief Enrollment Management Officer	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.	11-9033	Education Administrators, Postsecondary
<b>117000</b>	Chief Extension or Engagement Officer	Found most typically in land-grant institutions, position leads the institution's outreach, extension, and engagement efforts with external communities to extend and apply the organization's knowledge, expertise, and resource capabilities to improve local, state, and regional economic interests and quality of life. Leads collaborations with business, industry, government, other universities, individuals, and groups to address a wide range of issues and challenges facing the larger community.	11-9033	Education Administrators, Postsecondary

<b>119000</b>	Chief External Affairs Officer	Responsible for such functions as communications, public relations, and alumni relations. May or may not oversee aspects of government relations.	11-9033	Education Administrators, Postsecondary
<b>121000</b>	Chief Facilities Officer	Responsible for the construction, rehabilitation, and maintenance of physical plant facilities. Overall responsibilities typically include new construction and remodeling, grounds and building maintenance, power plant operation, and parking. Previous job title: Chief Physical Plant or Facilities Officer.	11-9141	Property, RE, Comm Assoc Mgrs
<b>123000</b>	Chief Financial Officer	Responsible for the direction of financial affairs. Overall responsibilities typically include investments, accounting, and budgets. Report Controller in 161000, not here.	11-3031	Financial Managers
<b>125000</b>	Chief Health Affairs Officer	Provides overall leadership and direction for an institution's academic and affiliated human healthcare programs, including establishing and facilitating the accomplishment of strategic goals and objectives. In institutions with hospitals and medical schools, typically has responsibility for both.	11-9111	Med and Health Services Mgrs
<b>127000</b>	Chief Human Resources Officer	Responsible for administering institutional human resource policies and practices for staff and or faculty. Overall responsibilities typically include personnel records, benefits, staff employment, wage and salary administration, and (where applicable) labor relations.	11-3121	Human Resources Managers
<b>129000</b>	Chief Information or IT Officer	Responsible for the institution's major information technology, communication, and computer systems. Assesses current processes, devises IT strategy, and recommends best practices for IT across the institution.	11-3021	Computer and Info Systems Mgrs
<b>131000</b>	Chief Institutional Planning Officer	Responsible for the direction of long-range planning and resource allocation. Overall responsibilities typically include strategic resources allocation and budgeting, institutional research, and facilities planning. May also be responsible for planning and budgeting and for compliance with state and federal regulations.	11-9033	Education Administrators, Postsecondary
<b>133000</b>	Chief Institutional Research Officer	Conducts research and studies on the institution, including design of studies, data collection, analysis, and reporting. Also responsible for accomplishing the institution's Federal reporting requirements (e.g., IPEDS) as well as those of the State.	11-9033	Education Administrators, Postsecondary
<b>134000</b>	Chief Academic Assessment Officer	Provides strategic leadership and expertise on assessment-related policies, practices, and activities. Provides primary leadership in matters related to accreditation. Collaborates with faculty and administrative offices throughout the campus. Oversees the use of assessment results for institutional improvement and effectiveness.	11-9033	Education Administrators, Postsecondary
<b>135000</b>	Chief Investment Officer	Responsible for the direction and management of the institution's investment activities.	11-9033	Education Administrators, Postsecondary
<b>136000</b>	Chief Analytics or Business Intelligence Officer	Provides strategic leadership in the institution's use of data to drive decision-making in the areas of student success and institutional operations. Develops the institution's overall data strategy and works with other IT leaders to manage data governance.	11-9033	Education Administrators, Postsecondary

<b>137000</b>	Chief Legal Affairs Officer	Responsible for managing the institution's legal affairs, including advising on legal rights, obligations, and related matters. Typically provides legal advice to the corporate board and president or 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. This individual is an employee of the institution; do not report if not on the institution's payroll.	23-1011	Lawyers
<b>138000 NEW in 2025</b>	Chief Government Relations Officer	Leads and oversees government relations initiatives at the local, state, and federal levels. Key responsibilities include assessing the impact of and developing the university's response to proposed legislation, maintaining effective relationships with governmental agencies and representatives. Oversees work of other government relations administrators and professionals.	11-9033	Education Administrators, Postsecondary
<b>139000</b>	Chief Library Officer	Provides strategic leadership for all functions of the library in collaboration with other academic units and in support of the mission of the institution; serves as primary advocate for the library. At some institutions, position may be referred to as Chief Librarian. Degree requirement: ALA Accredited Masters.	11-9033	Education Administrators, Postsecondary
<b>141000</b>	Chief Public Relations or Communications Officer	Responsible for communications or public relations programs. Overall responsibilities typically include public relations, news media relations, and information office services.	11-2032	Public Relations Managers
<b>143000</b>	Chief Research Officer	Oversees the institution's scientific research. Responsibilities typically include research policy; sponsored-research administration (grants and contracts); compliance with regulations pertaining to research, technology transfer, and commercialization of intellectual property (patents); and research communications.	11-9033	Education Administrators, Postsecondary
<b>145000</b>	Chief Student Affairs or Student Life Officer	Responsible for the direction of student services and student life programs. Overall responsibilities typically include student conduct, counseling and testing, career development and placement, student housing, student union, campus and student activity, minority student support program, residence life, and related functions.	11-9033	Education Administrators, Postsecondary
<b>Academic Deans: 153010 - 155010</b>		Persons with faculty status who serve as the principal administrator or head of an academic program, which may be a school, college or department. Only report those whose administrative, non-teaching, non-research responsibilities represent at least 50% of their fulltime responsibilities. Do not report persons without faculty rank here. Dean of Students is an exception – incumbent can be with or without faculty status.		
<b>153010</b>	Dean, Agriculture		11-9033	Education Admin, Postsec
<b>153020</b>	Dean, Architecture and Design		11-9033	Education Admin, Postsec
<b>153030</b>	Dean, Liberal Arts		11-9033	Education Admin, Postsec

<b>153040</b>	Dean, Arts and Sciences		11-9033	Education Admin, Postsec
<b>153050</b>	Dean, Biological and Life Sciences		11-9033	Education Admin, Postsec
<b>153060</b>	Dean, Business		11-9033	Education Admin, Postsec
<b>153070</b>	Dean, Computer and Information Sciences		11-9033	Education Admin, Postsec
<b>153080</b>	Dean, Continuing Education		11-9033	Education Admin, Postsec
<b>153090</b>	Dean, Cooperative Extension		11-9033	Education Admin, Postsec
<b>153100</b>	Dean, Dentistry		11-9033	Education Admin, Postsec
<b>153110</b>	Dean, Divinity or Religion		11-9033	Education Admin, Postsec
<b>153120</b>	Dean, Education		11-9033	Education Admin, Postsec
<b>153130</b>	Dean, Engineering		11-9033	Education Admin, Postsec
<b>153140</b>	Dean, External Degree Programs		11-9033	Education Admin, Postsec
<b>153150</b>	Dean, Family and Consumer Sciences		11-9033	Education Admin, Postsec
<b>153160</b>	Dean, Fine Arts		11-9033	Education Admin, Postsec
<b>153170</b>	Dean, Forestry and Environmental Studies		11-9033	Education Admin, Postsec

<b>153175</b>	Dean, Global or International Studies		11-9033	Education Admin, Postsec
<b>153180</b>	Dean, Government or Public Affairs or Public Policy		11-9033	Education Admin, Postsec
<b>153190</b>	Dean, Graduate School		11-9033	Education Admin, Postsec
<b>153200</b>	Dean, Health-Related Professions		11-9033	Education Admin, Postsec
<b>153210</b>	Dean, Honors Program		11-9033	Education Admin, Postsec
<b>153220</b>	Dean, Humanities		11-9033	Education Admin, Postsec
<b>153230</b>	Dean, Instruction		11-9033	Education Admin, Postsec
<b>153240</b>	Dean, Journalism or Communication or Media		11-9033	Education Admin, Postsec
<b>153250</b>	Dean, Law		11-9033	Education Admin, Postsec
<b>153260</b>	Dean, Library Science		11-9033	Education Admin, Postsec
<b>153270</b>	Dean, Mathematics		11-9033	Education Admin, Postsec
<b>153280</b>	Dean, Medicine		11-9033	Education Admin, Postsec
<b>153290</b>	Dean, Music		11-9033	Education Admin, Postsec
<b>153300</b>	Dean, Nursing		11-9033	Education Admin, Postsec

<b>153310</b>	Dean, Occupational Studies or Vocational Education		11-9033	Education Admin, Postsec
<b>153320</b>	Dean, Performing Arts		11-9033	Education Admin, Postsec
<b>153330</b>	Dean, Pharmacy		11-9033	Education Admin, Postsec
<b>153350</b>	Dean, Public Health		11-9033	Education Admin, Postsec
<b>153360</b>	Dean, Sciences		11-9033	Education Admin, Postsec
<b>153370</b>	Dean, Social Sciences		11-9033	Education Admin, Postsec
<b>153380</b>	Dean, Social Work		11-9033	Education Admin, Postsec
<b>153390</b>	Dean, Special Programs		11-9033	Education Admin, Postsec
<b>153400</b>	Dean, Undergraduate Programs		11-9033	Education Admin, Postsec
<b>153410</b>	Dean, Veterinary Medicine		11-9033	Education Admin, Postsec
<b>155010</b>	Dean of Students (with or without faculty status)	Responsible for functions such as student activities, housing, conduct, and orientation. Typically reports to the Chief Student Affairs Officer.	11-9033	Education Administrators, Postsecondary
<b>Institutional Administrators: 161000 - 187020</b>	Persons in these positions direct a functional area with institution-wide scope and the work of other professional employees. Also serve as the senior content expert in a recognized professional realm. Report to a top executive officer, senior institutional officer, or other institutional administrator.			

<b>161000</b>	Chief Accounting Officer or Controller	Directs accounting, payroll, cashiering, and related functions. May also be responsible for office services, such as mail and telephone services.	11-3031	Financial Managers
<b>162000</b>	Chief Administration Officer	Responsible for administrative affairs. Overall responsibilities typically include purchasing, physical plant management, property management, human resources, administrative computing, and auxiliary enterprises. Does not generally include budget and accounting.	11-3012	Administrative Services Managers
<b>163000</b>	Chief Architect for the Institution	Responsible for the long-range development of the campus. Makes continuous studies of the physical needs of the institution and coordinates the planning and construction of physical facilities.	17-1011	Architects, Except Landscape and Naval
<b>164000</b>	Chief Auxiliary Services Officer	Responsible for the 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.	11-3012	Administrative Services Managers
<b>165000</b>	Chief Budget Officer	Responsible for current budgetary operations. May also be responsible for long-range planning in the absence of a planning officer.	11-3031	Financial Managers
<b>166000</b>	Chief Purchasing Officer	Directs central purchasing operations for the institution. Functions typically include preparation of specifications, contracting, bidding, receiving and stores, and approval of invoices.	11-3061	Purchasing Managers
<b>167000</b>	Chief Equal Opportunity or Affirmative Action Officer	Responsible for the university-wide programs designed to ensure equality of employment opportunity on an individual basis without preferential treatment of any group.	13-1041	Compliance Officers
<b>168000</b>	Chief Diversity Officer	Manages and oversees diversity programs and services at the institution. Responsibilities typically include helping to build diverse student, faculty, and staff populations; creating opportunities to engage diverse ideas inside and outside the classroom; and providing programs and services that emphasize the importance of a diverse and inclusive campus environment.	11-9033	Education Administrators, Postsecondary
<b>169000</b>	Chief Hospital Administrator	Immediate administrative head of institution's hospital or medical center. Typically reports to the CEO of the institution or to the Chief Health Affairs Officer.	11-9111	Med and Health Services Mgrs
<b>169010</b>	Chief Veterinary Hospital Administrator	Immediate administrative head of institution's veterinary hospital or medical center. Typically reports to the Dean of the Veterinary School or to the Chief Business Officer.	11-9111	Med and Health Services Mgrs
<b>171000</b>	Chief Student Admissions Officer	Responsible for the admission of undergraduates. May also be responsible for recruitment and selection for the admission of graduate and professional students or for scholarship administration or similar functions.	11-9033	Education Administrators, Postsecondary
<b>172000</b>	Chief Student Financial Aid Officer	Directs the administration of all forms of student aid. Responsibilities 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.	11-9033	Education Administrators, Postsecondary

<b>173000</b>	Chief Student Registration or Records Officer	Also referred to as the Registrar. Responsible for student registrations and records. Specific responsibilities typically include registration, classroom scheduling, maintenance of student records, graduation clearance, and related matters.	11-9033	Education Administrators, Postsecondary
<b>175000</b>	Chief Technology Transfer Officer	Responsible for managing technology transfer activities relating to scientific discoveries and inventions. Participates in setting and interpreting policy pertaining to technology transfer activities, supervises the licensing and administrative staff engaged in them, and has budgetary authority. Also keeps the institution's senior administration or governing board informed about these activities.	11-9033	Education Administrators, Postsecondary
<b>176000</b>	Chief Sponsored Research or Programs Administrator	Pre-award, directs administrative activities for externally funded grants and contracts, including funding source identification, institutional review, and sign-off of proposals. Also negotiates contracts and develops research policy. Note: If your institution has only one position with both pre- and post-reward responsibilities, report here.	11-9033	Education Administrators, Postsecondary
<b>177000</b>	Chief Contracts and Grants Administrator	Post-award, responsible for advising the institution on matters relating to laws, rules, regulations, and policies pertaining to fiscal management of contracts and grants; insuring that the business interests of the institution are protected; monitoring compliance with all provisions of contracts, grants, and agreements; and maintaining auditable records of charges to contracts and grants.	11-3031	Financial Managers
<b>178000</b>	Chief Cost Accounting Administrator	Directs institution-wide cost accounting activities, including development of facilities and administrative fringe benefit rates. Negotiates fringe benefit rates with the federal government, manages fixed assets for the institution, develops and maintains institution's disclosure statement required by federal government, and develops institutional policy and procedures.	11-3031	Financial Managers
<b>181000</b>	Deputy Provost	Responsible for one or several broad-based areas within Academic Affairs under the direction of the Chief Academic Affairs Officer. Makes provost-level decisions in the absence of the provost. Only report individuals that do not serve as a chief functional officer.	11-9033	Education Administrators, Postsecondary
<b>182000</b>	Chief Faculty Affairs Officer	Serves as the primary institutional resource for faculty matters. May hold a title such as Vice Provost for Faculty Affairs. May manage policies and functions supporting institution-wide faculty recruitment, orientation, appointment, reappointment, retention, promotion, and tenure procedures. Works closely with deans, academic department heads, and faculty leadership on academic strategic affairs. May manage programs in support of faculty development, wellbeing, and productivity; faculty success and recognitions; and faculty rights, grievances, and issue resolution.	11-9033	Education Administrators, Postsecondary
<b>183000</b>	Assoc Provost	Responsible for one or several broad-based areas within Academic Affairs under the direction of the Chief Academic Affairs Officer or another Provost.	11-9033	Education Administrators, Postsecondary
<b>185000</b>	Asst Provost	Responsible for one or several broad-based areas within Academic Affairs under the direction of the Chief Academic Affairs Officer or another Provost.	11-9033	Education Administrators, Postsecondary

<b>187020</b>	Chief of Staff or Chief Strategy Officer	Advises the CEO on policy, procedural, and operational issues of the institution. Charged with leading the operationalization of strategic initiatives. Builds collaborative relationships across the institution and with external stakeholders. Represents the CEO to senior vice presidents, campus officials, and critical external constituents. Serves as a visible top-level leadership role for the institution on behalf of the CEO. See Professionals Survey position descriptions for Executive Assistant to CEO (320010).	11-9033	Education Administrators, Postsecondary
<b>Heads of Divisions, Departments, &amp; Centers: 190010 - 196500; 301030 - 301070</b>		Persons in these positions manage an institutionally recognized division, department, or center and the work of other professional employees. Generally report to a top executive officer, senior institutional officer, or institutional administrator.		
<b>190010</b>	Chief Graduate Medical Education Officer	Senior leader responsible for all graduate medical education programs. Oversees all Residency Program Directors and ensures that all program accreditation standards are met. Oversees the annual GME match process.	11-9033	Education Administrators, Postsecondary
<b>194010</b>	Deputy Chief Financial Officer	Generally second-in-command to the chief financial officer; typically responsible for the direction of financial affairs, including investments, accounting, and budgets.	11-3031	Financial Managers
<b>194020</b>	Deputy Chief Facilities Officer	Generally second-in-command to the chief facilities officer. Responsible for one or several areas of facilities maintenance and operation. Reports to the Chief Physical Plant or Facilities Officer.	11-9141	Property, RE, Comm Assoc Mgrs
<b>194030</b>	Deputy Chief HR Officer	Generally second-in-command to the chief HR officer. Responsible for one or several areas of human resources. Reports to the CHRO.	11-3121	Human Resources Managers
<b>194040</b>	Deputy Chief Information or IT Officer	Generally second-in-command to the chief information or IT officer, often with responsibilities for day-to-day management of technical operations (may also be titled Chief Operations Officer or Chief Technology Officer).	11-3021	Computer and Info Systems Mgrs
<b>194050</b>	Deputy Chief Athletics Officer	Supervises operations of selected sports programs and special projects as assigned by the Chief Athletics Administrator. Responsible for administration, personnel, budgets, team support functions, and compliance with governing rules, as well as staff motivation. Keeps the AD informed and aware as to the condition of each program. Typically requires: Bachelor's degree; 5 or more years of management experience in intercollegiate or professional athletics.	11-9033	Education Administrators, Postsecondary
<b>194060</b>	Deputy Chief Development or Advancement Officer	Generally second-in-command to the Chief Development or Advancement Officer. Responsible for one or several areas of fundraising within development, which may be defined in the position title. Only report individuals that do not serve as a chief functional officer.	11-2033	Fundraising Managers
<b>194070</b>	Deputy Chief Audit Officer	Generally second-in-command to the chief audit officer. Responsible for one or several areas of internal audit.	11-1021	General and Operations Managers
<b>194150</b>	Deputy Chief Budget Officer	Generally second-in-command to the chief budget officer. Responsible for current budgetary operations. May also be responsible for long-range planning in the absence of a planning officer.	11-3031	Financial Managers

<b>194160</b>	Deputy Chief Library Officer	Responsible for the coordination of administrative functions within the library. May be in charge of the library in the absence of the Chief Library Officer. Common job titles include: Associate or Assistant Dean, Assistant or Associate Director, Assistant or Associate Chief Library Officer, Assistant or Associate University Librarian. Degree requirement: ALA Accredited Masters.	11-9033	Education Administrators, Postsecondary
<b>194170</b>	Deputy Chief, Student Affairs	Generally second-in-command to Chief Student Affairs Officer. Responsible for one or several broad-based areas within Student Affairs.	11-9033	Education Administrators, Postsecondary
<b>194180</b>	Deputy Chief Research Officer	Responsible for one or several specific areas related to the institution's scientific research activities under the direction of the Chief Research Officer.	11-9033	Education Administrators, Postsecondary
<b>194190</b>	Deputy Chief Diversity Officer	Generally second-in-command to the Chief Diversity Officer. Responsible for designing and implementing access and success activities for students of color, low-income students, and first-generation students, based on national best practices. Partners with other diversity staff across campus in creating structures and processes that support the achievement of diversity, equity, inclusion, and retention and student success goals. Report the Chief Diversity Officer of a College or Division under 301055.	11-9033	Education Administrators, Postsecondary
<b>195010</b>	Chief Business or Financial Affairs Officer, Medical School	Senior leader, typically reporting to the Dean of the Medical School or Chief Business Officer, responsible for financial management, budgeting, research and grant administration, human and other resource management, and leadership for the medical school or college. Typically supervises administrative staff within the medical school or college and supervises or provides leadership and direction to clinical and basic science department administrators. Partners with clinical and basic science department chairs as needed to ensure appropriate financial management across the medical school or college. May also provide leadership for ambulatory clinic or partner with the senior person responsible for the ambulatory clinic to as it relates to faculty clinical effort.	11-3031	Financial Managers
<b>196010</b>	Bursar	Custodian of institutional funds. Oversees tuition and fees, bill payment, and tax credits. For students, responsible for the assessment of student tuition, financial aid disbursement, and billing. For faculty and staff, responsible for accounts receivable, petty cash, and payments.	11-3031	Financial Managers
<b>196015</b>	Treasurer	Directs the banking and credit activities of the institution. Ensures that financial transactions, policies, and procedures meet organization objectives, needs, and regulatory body requirements.	11-3031	Financial Managers
<b>196020</b>	Chief Campus Bookstore Administrator	For operations managed in-house, rather than outsourced: Directs the operation of the campus bookstore. Responsibilities 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.	11-1021	General and Operations Manager
<b>196030</b>	Chief Campus Continuing Education Administrator	Directs all activities of the institution's continuing education operation, including both on- and off-campus programs. Typically reports to Dean, Continuing Education (153080).	11-9033	Education Administrators, Postsecondary

<b>196040</b>	Chief Online Education Administrator	Develops and promotes online learning initiatives. Oversees the planning, scheduling, and coordination of e-learning courses. Oversees training for faculty and staff on online instruction. Supervises online learning staff.	11-9033	Education Administrators, Postsecondary
<b>196050</b>	Chief Campus International Education Administrator	Directs all activities of the institution's international education programs. Responsibilities typically include international study, English study, international visitors, visa certification, and international student admission functions.	11-9033	Education Administrators, Postsecondary
<b>196051</b>	Chief Campus International Studies Education Administrator	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.	11-9033	Education Administrators, Postsecondary
<b>196060</b>	Chief Environmental Health and Safety Administrator	Responsible for the campus environment or occupational health and safety program.	11-1021	General and Operations Manager
<b>196070</b>	Chief Campus Risk Management & Insurance Administrator	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.	11-1021	General and Operations Manager
<b>196080</b>	Chief Campus Security Administrator or Police Chief	Manages campus police and patrol units; directs campus vehicle traffic and parking; organizes security programs and training as needed.	11-9161	Emergency Management Directors
<b>196085</b>	Deputy Chief Campus Security Administrator or Assistant Police Chief	Assists the Chief of Campus Security in planning and directing activities relating to campus security. Plans, develops and oversees a variety of campus security programs, including crime prevention, police personnel training, and criminal investigations. Requires P.O.S.T. certification plus 5-8 years' related experience. This is the highest-level uniformed officer.	11-9161	Emergency Management Directors
<b>196090</b>	Chief Campus Parking or Transportation Administrator	For operations managed in-house, rather than outsourced: Responsible for campus parking and transportation functions. Effectively manages daily operations and solves short-term problems while consistently planning for program modifications as a result of campus growth, construction, and change.	11-3071	Trans, Storage, and Dist Mgrs
<b>196100</b>	Chief Campus Employment Administrator	Responsible for recruiting, interviewing, placement, and other human resources office functions.	11-3121	Human Resources Managers
<b>196110</b>	Chief Campus Payroll Administrator	Supervises operation of the institution's payroll system.	11-3031	Financial Managers

<b>196120</b>	Chief Campus Benefits Administrator	Responsible for implementing staff and faculty benefits, such as medical, dental, long-term disability, retirement, and accidental death benefits.	11-3111	Compensation and Benefits Mgrs
<b>196130</b>	Chief Campus Employee Relations Administrator	Advises and assists staff and faculty with respect to general human resource policies and procedures regarding grievances, employee relations, affirmative action, and equal opportunity in a nonunion setting.	11-3121	Human Resources Managers
<b>196140</b>	Chief Campus Classification & Compensation Administrator	Responsible for maintaining classification and pay schedules for the institution. Conducts job audits and salary surveys and monitors the pay plan.	11-3111	Compensation and Benefits Mgrs
<b>196150</b>	Chief Campus HR Information Systems Administrator	Responsible for developing, implementing and maintaining systems to support key human resources initiatives; ensuring the integrity of employee demographic and employment data; and maintaining all personnel, benefits, and payroll information.	11-3121	Human Resources Managers
<b>196160</b>	Chief Campus Training & Development Administrator	Directs and coordinates employee training, which may include in-house training for management and faculty as well as staff.	11-3131	Training and Development Mgrs
<b>196170</b>	Chief Campus Food and Dining Services Administrator	For operations managed in-house, rather than outsourced: Administers all institutional food and dining services, whether directly managed and operated or catered.	11-9051	Food Service Managers
<b>196180</b>	Chief Campus Research Park Administrator	Responsible for overseeing a property-based venture which commonly has master-planned property and buildings designed primarily for private or public research and development facilities, high technology, and science-based companies and support services. Has a contractual, formal or operational relationship with one or more science or research institutions of higher education, a role in promoting the institution's research and development through industry partnerships, a role in aiding the transfer of technology and business skills between institution and industry teams, and a role in promoting technology-led economic development for the community or region.	11-1021	General and Operations Managers
<b>196190</b>	Chief Campus Real Estate Administrator	Oversees all real estate transactions of the institution and manages space allocation decisions on campus.	11-9141	Property, RE, Comm Assoc Mgrs
<b>196200</b>	Chief Campus Energy and Utilities Administrator	Responsible for managing the institution's complex utility infrastructure, managing the purchase and operation of energy resources, and providing specialized engineering and technical services for the institution, including oversight of utility infrastructure projects.	11-1021	General and Operations Managers
<b>196220</b>	Chief Campus Enterprise Applications Administrator	Directs the development and maintenance of the institution's enterprise applications. This would include traditional "administrative" applications like HR, payroll, finance, etc., but also includes academic information systems, notably course management systems.	11-3021	Computer and Info Systems Mgrs

<b>196230</b>	Chief Campus Academic Computing or Instructional Technology Administrator	Directs the institution's academic computing and/or instructional technology activities and labs for faculty, staff and students. Liaises with faculty and helps set agendas for faculty development and promotes the effective integration of IT into teaching and learning related activities. Often responsible for instructional education media as well as for campus computer laboratories.	11-3021	Computer and Info Systems Mgrs
<b>196240</b>	Chief Campus Administrative Computing Administrator	Directs the institution's administrative computing activities.	11-3021	Computer and Info Systems Mgrs
<b>196250</b>	Chief Campus Research Computing Administrator	Directs the provision and support of high performance computing, scientific visualization, large scale data management, visualization, mass storage, and other specialized functions associated with the application of IT to research.	11-3021	Computer and Info Systems Mgrs
<b>196260</b>	Chief Campus IT Security Administrator	Directs the institution's IT security policy and operations, and frequently oversees compliance with the institution's IT security policies, including IT security training.	11-3021	Computer and Info Systems Mgrs
<b>196270</b>	Chief Risk Management or Compliance Officer	Responsible for leading and maintaining campus-wide risk management or compliance programs. Generally reports to an executive position. May involve a single incumbent who fulfills both roles of risk and compliance or may involve multiple incumbents fulfilling one or both of these roles for different units or divisions.	11-1021	General and Operations Managers
<b>196280</b>	Chief Campus Student Activities Administrator	Responsible for coordinating all campus student activities, including special events, student organizations, publications, and student government activities.	11-1021	General and Operations Managers
<b>196300</b>	Chief Campus Student Center Administrator	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.	11-1021	General and Operations Managers
<b>196310</b>	Chief Campus Greek Life Administrator	Responsible for assisting fraternities and sororities in upholding their founding principles of scholarship, community service, campus involvement, and sisterhood or brotherhood.	11-1021	General and Operations Managers
<b>196320</b>	Chief Campus Academic Advising Administrator	Responsible for ensuring that all undergraduate students receive accurate and timely advising services.	11-9033	Education Administrators, Postsecondary
<b>196330</b>	Chief Campus Career Services Administrator	Directs the operation of a student placement office to provide job placement and counseling services to undergraduates, graduates, and alumni. May also be responsible for placement of students in part-time jobs or jobs outside the institution.	11-9033	Education Administrators, Postsecondary

<b>196340</b>	Chief Campus Student Counseling Center Administrator	Oversees the provision of brief counseling and therapy services for students with troubles ranging from developmental issues to problems with family and friends to serious psychological concerns. Staff typically include psychologists, clinical social workers, and psychiatrists experienced in working with college-age adults.	11-9111	Med and Health Services Mgrs
<b>196350</b>	Chief Campus Student Health Center - Non-Medical Administrator	Senior administrator (who is neither a physician nor a nurse) with overall responsibility for a medical or counseling unit of an institution.	11-9111	Med and Health Services Mgrs
<b>196354</b>	Chief Campus Student Health Center - Physician Administrator	Senior administrator (who is a physician) with overall responsibility for a medical or counseling unit of an institution.	11-9111	Med and Health Services Mgrs
<b>196355</b>	Chief Campus Student Health Center - Nurse or Nurse Practitioner Administrator	Senior administrator (who is a nurse) with overall responsibility for a medical or counseling unit of an institution.	11-9111	Med and Health Services Mgrs
<b>196360</b>	Chief Campus Student Housing Administrator	Manages student housing operations. 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, full-time equivalent salary.	11-1021	General and Operations Managers
<b>196370</b>	Chief Campus Annual Giving Administrator	Plans and executes the institution's campaign for annual gift support from all constituents, including alumni.	11-2033	Fundraising Managers
<b>196380</b>	Chief Campus Corporate or Foundation Relations Administrator	Plans and carries out the institution's program of soliciting gifts and grants from corporations and foundations.	11-2033	Fundraising Managers
<b>196390</b>	Chief Campus Planned Giving Administrator	Plans, organizes, and conducts a comprehensive estate planning and deferred giving program pursuant to the developmental goals of the college or university.	11-2033	Fundraising Managers
<b>196400</b>	Chief Campus Alumni Affairs Administrator	Coordinates contacts and services to alumni, develops and maintains alumni mailing lists and mailings, organizes receptions and other special alumni activities.	11-2032	Public Relations Managers
<b>196410</b>	Chief Campus Major Gifts Administrator	Directs institutional fundraising in the areas of special and deferred gifts.	11-2033	Fundraising Managers
<b>196420</b>	Chief Campus Donor Relations Administrator	Responsible for "stewarding" the institution's philanthropic constituencies. Selected responsibilities include preparation of special gift acknowledgements and memory or honor condolences, preparation of pledge reminders and endowment reports, etc.	11-2033	Fundraising Managers

<b>196430</b>	Chief Campus Advancement Services Administrator	Responsible for conducting research using public information to identify potential funding sources for projects at the institution. Includes funds management and institution performance management, as well as functional management of advancement information systems. May also coordinate or facilitate relationships with those funding sources.	11-2033	Fundraising Managers
<b>196444</b>	Chief Campus Federal Government Legislative Liaison	Responsible for developing and maintaining effective relations with the federal government and for coordinating the organization's federal-level communications, policy-influencing, or lobbying efforts. Typically reports to Chief Government Relations Officer.	11-2032	Public Relations Managers
<b>196445</b>	Chief Campus State & Local Government Legislative Liaison	Responsible for developing and maintaining effective relations with state or local government and for coordinating the organization's state or local level communications, policy-influencing, or lobbying efforts. Typically reports to Chief Government Relations Officer.	11-2032	Public Relations Managers
<b>196460</b>	Chief Campus Marketing Administrator	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.	11-2021	Marketing Managers
<b>196470</b>	Chief Campus Publications Administrator	Directs the planning, budgeting, writing, design, production, and distribution of institutional publications.	11-2021	Marketing Managers
<b>196490</b>	Chief Campus Study-Abroad Administrator	Directs all activities of the institution's education abroad programs. Responsibilities typically include developing, managing, and marketing programs; advising and orienting students to facilitate their learning; preparing students for living overseas; and collaborating with faculty to insure the academic quality of programs.	11-9033	Education Administrators, Postsecondary
<b>196500</b>	Chief Campus Workforce or Career Development Administrator	Responsible for leadership, vision, and oversight for the institution's workforce and career development, employment services, upward bound, and community engagement and outreach initiatives. Tasks include directing the daily operations of training and employment programs, staff development, operational and strategic planning, financial resource assistance, compliance with federal and state policies, funds management, and delivery of outstanding services for students, families, and community members at various locations. A broad knowledge of academic courses and programs, financial procedures, student services, and community engagement functions is essential.	13-1150	Training & Development Specialists
<b>301030</b>	Chief Business Affairs Officer, College or Division	Manages overall business and administrative affairs for a college or major administrative division of a university. Reports directly to a dean or chief functional officer and is part of the college or divisional senior leadership team. Directs and oversees college- or division-wide activities related to budgeting and financial management, operations and programs, and personnel administration. Oversees budgetary controls, provides complex budget and financial analysis and planning, and is involved in the strategic plan for the college or division. Typically a non-faculty professional; requires a bachelor's degree in business management or possibly a CPA or MBA, plus 8-10 years of experience.	11-9033	Education Administrators, Postsecondary
<b>301040</b>	Chief HR Officer, College or Division	Responsible for administering institutional human resource policies and practices for a college or major administrative division of a university.	11-3121	Human Resources Managers

<b>301050</b>	Chief Student Affairs Officer, College or Division	Responsible for the direction of student services and student life programs for a college or major administrative division of a university.	11-9033	Education Administrators, Postsecondary
<b>301055</b>	Chief Diversity Officer, College or Division	Manages and oversees diversity programs for an individual college or major division. Develops and manages programs and services to attract, recruit, and retain diverse student, faculty, and staff populations, creating opportunities to engage diverse ideas and emphasizing the importance of a diverse and inclusive environment.	11-9033	Education Administrators, Postsecondary
<b>301070</b>	Chief Information Officer, College or Division	Responsible for the information technology, communication, and computer systems in a college or division.	11-3021	Computer and Info Systems Mgrs
<b>Academic Assoc and Asst Deans: 304010 - 304410</b>		Persons with or without faculty status who report to and support the Dean in administration of an institutional program, which may be a school, college or department. Only report those whose administrative, non-teaching, non-research responsibilities represent at least 50% of their full-time responsibilities. Report whether incumbent has faculty status in the survey.		
<b>304010</b>	Assoc or Asst Dean, Agriculture		11-9033	Education Admin, Postsec
<b>304020</b>	Assoc or Asst Dean, Architecture and Design		11-9033	Education Admin, Postsec
<b>304030</b>	Assoc or Asst Dean, Liberal Arts		11-9033	Education Admin, Postsec
<b>304040</b>	Assoc or Asst Dean, Arts and Sciences		11-9033	Education Admin, Postsec
<b>304050</b>	Assoc or Asst Dean, Biological & Life Sciences		11-9033	Education Admin, Postsec
<b>304060</b>	Assoc or Asst Dean, Business		11-9033	Education Admin, Postsec
<b>304070</b>	Assoc or Asst Dean, Computer & Info Sciences		11-9033	Education Admin, Postsec

<b>304080</b>	Assoc or Asst Dean, Continuing Education		11-9033	Education Admin, Postsec
<b>304090</b>	Assoc or Asst Dean, Cooperative Extension		11-9033	Education Admin, Postsec
<b>304100</b>	Assoc or Asst Dean, Dentistry		11-9033	Education Admin, Postsec
<b>304110</b>	Assoc or Asst Dean, Divinity or Religion		11-9033	Education Admin, Postsec
<b>304120</b>	Assoc or Asst Dean, Education		11-9033	Education Admin, Postsec
<b>304130</b>	Assoc or Asst Dean, Engineering		11-9033	Education Admin, Postsec
<b>304140</b>	Assoc or Asst Dean, External Degree Programs		11-9033	Education Admin, Postsec
<b>304150</b>	Assoc or Asst Dean, Family or Consumer or Human Science		11-9033	Education Admin, Postsec
<b>304160</b>	Assoc or Asst Dean, Fine Arts		11-9033	Education Admin, Postsec
<b>304170</b>	Assoc or Asst Dean, Forestry and Environmental Studies		11-9033	Education Admin, Postsec
<b>304175</b>	Assoc or Asst Dean, Global or International Studies		11-9033	Education Admin, Postsec
<b>304180</b>	Assoc or Asst Dean, Government or Public Affairs or Public Policy		11-9033	Education Admin, Postsec

<b>304190</b>	Assoc or Asst Dean, Graduate Programs		11-9033	Education Admin, Postsec
<b>304200</b>	Assoc or Asst Dean, Health-Related Professions		11-9033	Education Admin, Postsec
<b>304210</b>	Assoc or Asst Dean, Honors Program		11-9033	Education Admin, Postsec
<b>304220</b>	Assoc or Asst Dean, Humanities		11-9033	Education Admin, Postsec
<b>304230</b>	Assoc or Asst Dean, Instruction		11-9033	Education Admin, Postsec
<b>304240</b>	Assoc or Asst Dean, Communications or Journalism or Media		11-9033	Education Admin, Postsec
<b>304250</b>	Assoc or Asst Dean, Law		11-9033	Education Admin, Postsec
<b>304260</b>	Assoc or Asst Dean Library Sciences		11-9033	Education Admin, Postsec
<b>304270</b>	Assoc or Asst Dean, Mathematics		11-9033	Education Admin, Postsec
<b>304280</b>	Assoc or Asst Dean, Medicine		11-9033	Education Admin, Postsec
<b>304290</b>	Assoc or Asst Dean, Music		11-9033	Education Admin, Postsec
<b>304300</b>	Assoc or Asst Dean, Nursing		11-9033	Education Admin, Postsec
<b>304310</b>	Assoc or Asst Dean, Occupational or Vocational Education		11-9033	Education Admin, Postsec

304320	Assoc or Asst Dean, Performing Arts		11-9033	Education Admin, Postsec
304330	Assoc or Asst Dean, Pharmacy		11-9033	Education Admin, Postsec
304350	Assoc or Asst Dean, Public Health		11-9033	Education Admin, Postsec
304360	Assoc or Asst Dean, Sciences		11-9033	Education Admin, Postsec
304370	Assoc or Asst Dean, Social Sciences		11-9033	Education Admin, Postsec
304380	Assoc or Asst Dean, Social Work		11-9033	Education Admin, Postsec
304390	Assoc or Asst Dean, Special Programs		11-9033	Education Admin, Postsec
304400	Assoc or Asst Dean, Undergraduate Programs		11-9033	Education Admin, Postsec
304410	Assoc or Asst Dean, Veterinary Medicine		11-9033	Education Admin, Postsec
<b>Position Number</b>	<b>Title/Role</b>	<b>Position Description</b>	<b>BLS SOC #</b>	<b>BLS Standard Occupational Code (SOC) Category Name</b>

The Professionals Survey collects salary data for 408 positions with primary assignments and responsibilities requiring professional-level expertise and work in a specific functional area, such as academic or student services, facilities management, human resources, information technology, athletics, etc. Most positions require at least a baccalaureate degree or equivalent in the field and may require a terminal degree or professional licensure. SOC crosswalks are provided to facilitate completion of IPEDS and other reporting; they are not used in this survey. **HOW TO MATCH POSITIONS:** Match to the appropriate code based on the position description, not the title. Position titles can vary greatly across institutions. To search for a match, use the Find & Select function to search for appropriate keywords that relate to a position's function. Depending on the level of the position, you may find a better match in either the Administrators or Staff surveys.

**CHANGES TO THIS YEAR'S POSITIONS:** *Positions added:* Minority or Multicultural Professional (423000); Head, K-12 Partnerships (439200); Identity Access Management

## ACADEMIC AFFAIRS

### Academic Coordinators, Accrediting and Credential Specialists, and Advisers

<b>400110</b>	Study Abroad Advisor	With supervision from the Director, provides advisory, referral, and information services to students, parents, and others interested in study abroad opportunities, as well as work, travel, or volunteer opportunities. Provides, organizes, and implements materials and forums regarding overseas study opportunities and sources of financial aid; assists students in complying with registration and academic credit transfer requirements. May supervise support staff positions. Requires a bachelor's degree and 2 years' related professional experience.	25-9030	Instructional Coordinators
<b>400115</b>	Study Abroad Program Coordinator	Develops, manages, and markets study abroad programs. Collaborates with faculty and external or international providers to ensure the academic quality of programs.	25-9030	Instructional Coordinators
<b>400120</b>	Academic Support Center Coordinator	Plans programs and supervises individuals involved in proficiency and evaluation testing. Supervises special tutors for students with language barriers or students requiring remedial education in math or English. Maintains a liaison with academic deans and faculty. Advises and assists students in determining proficiency in college-level courses. Requires bachelor's degree or equivalent plus 2-3 years' related experience.	25-9030	Instructional Coordinators
<b>400125</b>	Medical Residency Program Coordinator	Provides support to a program director related to planning, directing, and effectively coordinating academic and operational activities of a residency or fellowship program in order to meet accreditation and other regulatory requirements for graduate medical education.	25-9030	Instructional Coordinators
<b>400140</b>	Credential Specialist	Responsible for a broad range of credentialing functions that include reviewing, analyzing, evaluating, and processing applications for public school teaching credentials, certificates, and permits. Serves as a campus resource and provides assistance, guidance, and current information to students, members of the faculty, faculty committees, and other interested parties on matters regarding state and campus credentialing requirements.	25-9030	Instructional Coordinators
<b>400145</b>	Head, Accreditation for Graduate Medical Education	Responsible for ensuring residency programs and the sponsoring institution are in compliance with national accreditation and regulation standards of applicable governing bodies. Serves as liaison to residency program directors or coordinators. May include supervision of other administrative staff in the graduate medical education office.	11-9033	Education Administrators, Postsecondary
<b>400150</b>	Academic Evaluator	Responsible for reviewing, analyzing, assessing, and processing information, records, and transcripts for determining academic credit and eligibility for degrees and specialized program designations. Requires at least six months of related experience.	25-9030	Instructional Coordinators
<b>400160</b>	Head, Foreign Student Services	Recruits and advises foreign students and coordinates academic studies for foreign students on campus.	25-9030	Instructional Coordinators
<b>401010</b>	Head, Student Academic Counseling	Directs the provision of academic counseling and testing services for students. Generally reports to Chief Campus Academic Advising Administrator.	21-1012	Educational, Guidance, and Career Counselors and Advisers

<b>401130</b>	Academic Advisor or Counselor	Advises students concerning an appropriate academic schedule, choice of major, number of hours that may be taken, probation, and suspension. Contact may be on individual or group basis or be made by correspondence. No supervisory responsibilities. Requires a bachelor's degree in counseling or related field or equivalent plus 2-3 years' related experience. Exclude instructional faculty.	21-1012	Educational, Guidance, and Career Counselors and Advisors
<b>Instructional Design &amp; Media, Training Delivery, and Faculty Development</b>				
<b>400135</b>	Head, Campus Teaching Center	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.	11-9033	Education Administrators, Postsecondary
<b>404110</b>	Continuing Education Specialist	Responsible for planning and developing continuing education programs. Coordinates and manages the planning, design, and development of university level credit and non-credit courses. May include planning and development of workshops, certificate programs, seminars, and special events. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.	25-9030	Instructional Coordinators
<b>404120</b>	Continuing Education Conference and Workshop Coordinator	Coordinates activities involved in provision of conference and workshop services. Assists in the selection or design of workshops to be presented. Develops preliminary program budget. Coordinates registration process, including fee collection and payment of honorarium and conference expenses. Secures appropriate conference setting and arranges for auxiliary services, including lodging, meals, and transportation. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.	25-9030	Instructional Coordinators
<b>406050</b>	Instructional Technology, Faculty Support Manager	Supervises and oversees online education instructional and document support services, which may include a training center. Provides educational support to online education faculty. Creates online, face-to-face, or blended customized training courses and products. Teaches instructional sessions for faculty, teaching assistants, and graders on online learning teaching styles and methodologies based on individual or group needs. Conducts training needs assessments and evaluates training effectiveness. Develops strategies to streamline paper processes. Recommends new technical services to improve faculty support services. Minimum requirements typically include Bachelor's degree, knowledge of online learning curriculum design, development, and training, with 3 or more years of relevant experience.	25-9030	Instructional Coordinators
<b>406060</b>	Curriculum Development Specialist	Coordinates, assists, and facilitates various aspects of the development and implementation of academic curricula and associated educational initiatives in collaboration with faculty instructors.	25-9030	Instructional Coordinators
<b>406110</b>	Instructional Technology Specialist	Responsible for working with faculty to promote the effective use of IT in support of teaching and learning.	25-9030	Instructional Coordinators
<b>406120</b>	Instructional Designer	Provides support to faculty, programs, and schools in the development and conversion of courses and programs to innovative online and other technology-assisted educational venues or face-to-face courses utilizing cutting-edge and creative design and course delivery options. Responsibilities include analysis, design, development, and implementation of online courses, web-based training, and face-to-face training curricula; proactive consultation with subject matter experts to identify and obtain training objectives and content; draft storyboards and mock-ups; and write and develop content as needed. Minimum requirements typically include Bachelor's degree in education, education technology, instructional design, or related field.	25-9030	Instructional Coordinators
<b>406140</b>	Head, Campus Educational Media Services	Responsible for providing audio-visual and media services and equipment in support of instruction and learning, research, and public service programs.	25-9030	Instructional Coordinators

<b>407100</b>	Head, Executive Education	Articulates and operationalizes an entrepreneurial vision for state of the art executive education programs. This position leads a team of business development staff, educational designers, and instructors who deliver custom training, open enrollment classes, certificate curricula, online learning, consulting, and related research. Identifies and cultivates key client and stakeholder groups to be served, develops and maintains a network of relationships to build understanding of the major forces shaping the needs, positions, and actions of key client and stakeholder groups. Develops and executes a business plan that supports the strategic priorities of the program and the needs of key client stakeholders. Secures professional development contracts with major corporations, nonprofits, and government entities. May work with an advisory board. Qualifications typically include 10+ years of experience, with a master's degree mandatory and a PhD preferred.	11-9033	Education Administrators, Postsecondary
<b>407170</b>	Head, Simulated Patient Experience	Leads the training, managing, coordinating, and monitoring of learning activities involving standardized or simulated patients (SPs). Serves as the lead SP trainer and is directly responsible for training other clinical skills educators to teach SPs to: authentically portray clinic patients, provide constructive verbal and written feedback to medical students, and accurately assess medical student communication skills. Serves as the point person for stewardship of quality assurance among SPs in terms of inter-rater reliability; coaches or remediates any SPs who are not scoring reliably.	25-9030	Instructional Coordinators
<b>409000</b>	Faculty Affairs Professional	Manages institution-wide faculty affairs including--but not limited to--hiring, promotion and tenure, grievances, and awards.	25-9099	Educational Instruction and Library Workers, All Other
<b>409100</b>	Faculty Development Professional	Coaches instructors on effective classroom teaching. Develops faculty, graduate teaching assistants, and postdocs in evaluating and refining teaching skills and practices. Promotes conversations and develops workshops on teaching and learning.	13-1150	Training & Development Specialists
<b>Librarians (with and without faculty status)</b>				
<b>402010</b>	Librarian, Head of Acquisitions	Responsible for the oversight of the acquisition of materials in all formats. Maintains vendor relationships in order to negotiate pricing, order materials in a timely manner, and facilitate product trials. Establishes, maintains, and monitors library acquisitions funds and budgets, often in collaboration with other departments. Collaborates with collection development librarian on resource budgeting. Negotiates licensing agreements with vendors and monitors electronic invoicing. Implements policies and procedures to improve workflow. Provides departmental supervision and training to staff and student assistants. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402020</b>	Librarian, Head of Technical Services	Responsible for oversight of multiple library departments in the technical and collection services areas. Implements creative use of technology for technical services operations; works with various library vendors. Common areas of oversight could include, but are not limited to: acquisitions, cataloging, serials, collection development, and licensing. Common job titles include: Technical Services and Collection Services. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402030</b>	Librarian, Head of Public Services	Responsible for oversight of multiple library departments in the public and research service areas. Accountable for service quality, innovation, and creative use of available technology in support of Public Service operations. Common areas of oversight could include but are not limited to: instruction, reference, research, outreach. Common job titles include: Public Services and Research Services. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists

<b>402040</b>	Librarian, Head of Cataloging	Responsible for original, complex, and copy cataloging of materials in all formats including electronic resources; may manage department. Reviews and implements new workflows as technologies change. Provides departmental supervision and training to staff and student assistants in cataloging and support tasks. Reviews cataloging policies and procedures and implements improvement. Plans and implements metadata schema and standards and develops work flow procedures for metadata projects. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402050</b>	Librarian, Head of Collection Development	Collaborates with librarians and faculty members on collection development policies for all formats of resources. Responsible for the ongoing assessment of collections and their use. Responsible for work with vendors and for licensing agreements. Works with potential donors of library resources. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402060</b>	Librarian, Head of Special Collections and Archives	Responsible for providing services related to special collections and university archives in all formats. Ensures consistent and secure access to special collections through the creation of policies and procedures. Analyzes current condition of materials and implements appropriate preservation measures for use and long-term storage. Works with appropriate college offices, alumni, and other entities in identifying potential donors and materials that support the college mission. May also be responsible for conservation. Common job responsibilities could include but are not limited to: special collections, archivist, digital archivist, preservation, local history, rare books, records management, digitization, institutional repository, manuscripts, and fiscal management. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402065</b>	Librarian, Systems and Digital Resources	Serves as the database administrator for the library's integrated system. Investigates, recommends, implements, and troubleshoots APIs and other integrations for the purpose of expediting the quality of work within library departments and the user experience with library resources. Responsible for the information technology infrastructure for the library; trains staff on new technologies; provides leadership in solving problems associated with delivery of electronic resources. Researches, evaluates, and recommends methodologies, standards, and software for the creation and preservation of digital collections. Serves as an expert to other library and college staff regarding the digitization and preservation of resources and records. Manages any open source projects and licensing of digital content. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402170</b>	Librarian, Head of Reference & Instruction (Ref Level II)	Head of department responsible for information and research services in all formats and venues, including reference, instruction, information commons, workshops, etc. Oversees staff and workflows, develops policies and procedures, provides leadership, manages schedules, monitors trends, and develops campus partnerships. Plans, teaches, and assesses information literacy program in collaboration with faculty members. Develops materials to support research and instruction in all formats; serves as liaison to academic departments. Degree requirement: ALA Accredited Masters. Additional Masters may be required.	25-4020	Librarians and Media Collections Specialists
<b>402180</b>	Librarian, Research and Instruction (Ref Level I)	Provides general and virtual information, research, and reference services. Plans, teaches, and assesses information literacy instruction in collaboration with faculty and department head. Develops web- and print-based materials. Serves as liaison to academic departments. Locates and creates digital content to support academic instruction. Explores, evaluates, and encourages deployment of emergent technologies into library programs and services. Job titles may include Reference Librarian, Liaison Librarian, First Year Experience Librarian, Student Success Librarian, Instructional Design Librarian, Government Documents Librarian. Generally has 0-1 years of experience in the field. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402190</b>	Librarian, Cataloger - Metadata (Level II)	Responsible for original, complex, and copy cataloging of materials in all formats including electronic resources. Reviews and recommends new workflows as technologies change. May supervise and train student assistants in cataloging support tasks. Reviews cataloging policies and procedures and makes recommendations for improvement. Generally, this individual has 2-3 years of experience in the field. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists

<b>402200</b>	Librarian, Cataloger (Level I)	Responsible for original and copy cataloging of materials in all formats including electronic resources. May provide training to student assistants. Evaluates bibliographic records for contribution to the Library of Congress database. Bachelor's degree and 0-1 years of experience or ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402210</b>	Librarian, Electronic Resources and Serials	Responsible for managing the life cycle of electronic resources, including databases, e-books, streaming media, serials, etc. in order to maintain discoverability and accessibility. Ensures copyright compliance for media materials. Often includes troubleshooting and collaboration with others to ensure access and technical support for all electronic resources as well as authentication protocols, proxy configuration, customizing interfaces for electronic resources access and discovery. Establishes relationships with vendors and often manages ordering, licensing, encumbrances and budget. Provides leadership in the management and procurement of electronic resources; collects and analyzes usage data to assist in selection decisions; troubleshoots access problems; promotes public awareness and use of electronic resources. Degree requirement: ALA Accredited Masters. May specialize as a Media Librarian.	25-4020	Librarians and Media Collections Specialists
<b>402255</b>	Librarian, Head of IT or Systems	Oversees and evaluates staff and provides vision, leadership, planning, management, strategic direction, implementation, and assessment of responsive digital library systems, applications, and technology services and infrastructure that support teaching, learning, and research. Areas may include web development, program and application development, digital integration, emerging technologies, and instructional technology. Builds partnerships with campus IT. Degree Requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402260</b>	Librarian, Head of Branch Library	Serves as the head of a stand-alone specialty library of the institution, such as the archives or science library, which is considered a distinct operating unit from the main campus library. Manages and oversees designated functional aspects of that library in collaboration with and under the direction of the senior library officer for the institution (or designee). Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402265</b>	Librarian, Head of Access Services	Responsible for oversight of access services, which can include circulation, reserves, interlibrary loan, stack maintenance, facility maintenance, and security. ALA Accredited Masters may be required.	25-4020	Librarians and Media Collections Specialists
<b>402267</b>	Librarian, Access Services	Manages aspects of access services, including some or all of the following: circulation, reserves, inter-library loan, user fines and fees, and stacks maintenance. Accountable for service quality, innovation, and creative use of available technology in support of access service operations. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402270</b>	Librarian, Special Collections and Archives	Manages aspects of special collections and archives, including some or all of the following: preservation, conservation, rare books, records management, institutional repositories, and manuscripts. Provides services related to special collections and archives in all formats. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402275</b>	Librarian, Data Services	Responsible for a comprehensive data management program that serves the needs of faculty and students. Works in collaboration with subject librarians to build liaisons with faculty, students, and staff in the collection, description, curation, and reuse of data. Provides training and support in the discovery, use, and management of locally created and externally available data. Common job specialties include but are not limited to: data curation, data visualization, management of institutional repositories and disciplinary specializations in STEM, geographic information systems (GIS), social sciences, or humanities. Job titles include Data Librarian, Research Data Librarian, Research Data Management Librarian, or Data Curation Librarian. Degree requirement: ALA Accredited Masters or other graduate degree with experience.	25-4020	Librarians and Media Collections Specialists

<b>402280</b>	Librarian, Digital Initiatives	Responsible for the development, implementation, maintenance, and advancement of digital projects and collections. Duties include digitizing materials in multiple formats, developing digitization workflows and policies, managing human and automated digitization production, administering digitization tools, creating metadata strategies and metadata for digitized materials, preserving digital collections, developing user interfaces and exhibits, conducting outreach initiatives, and assessing the effectiveness of library digital initiatives. May be responsible for library digital platforms. Collaborates and coordinates with library or campus IT. Often part of a Scholarly Communications unit or part of a Special Collections unit. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402283</b>	Librarian, User Experience and Assessment	Responsible for the development, implementation, and advancement of library-wide assessment programs, strategies, and initiatives that improve services and demonstrate library value. May specialize in: assessment, taking responsibility for aligning assessment activities with institutional mission and priorities; designing research, collecting and analyzing data, and sharing results with decision makers; conducting program evaluations; coordinating data collection for external surveys; and collaborating with offices responsible for institutional research, assessment, and learning analytics. Librarians may specialize in user experience (UX), taking responsibility for evaluating user needs for library services, spaces, web presence, and technologies; and developing plans for improvements and innovations. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402290</b>	Librarian, Acquisitions	Manages the acquisition of print and digital resources for library collections, including purchases and subscriptions. Administers and allocates expenditures for library acquisitions and manages invoicing activities. Responsible for the ongoing review of the alignment between acquisitions expenditures and programmatic needs, often in collaboration with other departments.	25-4020	Librarians and Media Collections Specialists
<b>402300</b>	Librarian, Open Educational Resources	Directs the work of Open Educational Resources (OER) on campuses, especially in collaboration with libraries' collections; collaborates with campus offices to promote the adoption, adaptation, or creation of OER; facilitates the discovery of OER, including ancillary course materials, for faculty use; coordinates with library subject liaisons; organizes and promotes events related to open education and open access. Coordinates the library involvement in open educational materials, open access, or affordability programs, potentially including course reserve. Serves as a resource for copyright and creative commons licenses and intellectual property. Job titles may include: Affordability Librarian, Open Resources Librarian, Open Access Librarian, Open Scholarship Librarian. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402310</b>	Librarian, Digital Scholarship	Responsible for identifying, adopting, and applying digital arts and humanities approaches to research, teaching, and learning; identifies and evaluates tools and methods for digital arts and humanities scholars; collaborates with other areas of the library such as digital initiatives, data management, and digital repository or publishing; often serves as the liaison to Humanities areas. This position often collaborates with campus IT and teaching and learning offices to provide expertise in the fields of digital scholarship. Job titles may include: Digital Humanities Librarian, Open Science. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists
<b>402320</b>	Librarian, Scholarly Communications	Directs and assesses the scholarly communications programs of the library, including educating librarians and campus communities and coordinating promotions. Coordinates with the digital resources librarian for the storage and dissemination of digital content. Has a deep knowledge of one or more of the technologies used to maintain and disseminate scholarly works. Understands the power of and need for excellent metadata, the issues related to open access, the current publishing model, and how open scholarship influences academia. Works closely with liaison librarians to educate the campus community regarding scholarly communications issues. Job titles may include: Scholarly Services Librarian, Copyright and Intellectual Property Librarian, Open Access Librarian. Degree requirement: ALA Accredited Masters.	25-4020	Librarians and Media Collections Specialists

**Museum Professionals, Performing Arts Professionals, and Religious Officials**

<b>403050</b>	Head, Campus Museum	Plans and directs museum programs, acquisitions and exhibition schedules, staff, budgets, and facilities; oversee conservation and display of permanent and loaned collections; pursues external funding sources. Position generally requires a Ph.D. or equivalent training, experience in art history or a related field and demonstrated scholarly or other professional accomplishments.	25-4012	Curators
<b>403100</b>	Archive or Museum or Gallery Curator	Determines the storage conditions and level of care for objects in the museum's collection. Designs and implements documentation, information retrieval, and storage systems to ensure safety and facilitate research use of collections. Responds to requests from the campus community and off-campus individuals and organizations to use the museum's research collections. Catalogues new collections; writes grant proposals and fund raising papers. Generally requires a bachelor's degree in related field plus 4-5 years' experience in the conservation of objects in the related area.	25-4012	Curators
<b>408000</b>	Performing or Creative Arts Professional	Professionals in the performing or creative arts without faculty rank, including performance artists, teachers, musicians, and creative designers. Includes artists in residence.	27-2010	Entertainers and Performers, Sports and Related Workers
<b>408200</b>	Head, Theater or Performing Arts Center	Works with senior management to create a vision and strategy for performing arts. Plans, directs and markets theater or performing arts center programs. Responsible for all administrative activities and the day-to-day operations of the theater, including working with students, faculty and rental clients, hiring and scheduling of staff, managing revenue targets, payroll and budget management, program development, overseeing new productions, marketing, public relations, and developing community related performing arts programs, such as festivals and concert series. Integrating the theater more into student and community life is always a focus, including managing the relationships between the Center and other academic and administrative departments.	11-9033	Education Administrators, Postsecondary
<b>408210</b>	Head, Costume Shop	Responsible for the daily operation, safety, organization and management of the costume shop. Duties typically include managing shop and costume production budgets and materials, coordinating rentals and overseeing equipment servicing. Supervises assigned staff and students. May instruct classes. Qualifications typically include a bachelor's degree and minimum three years of experience.	27-2010	Entertainers and Performers, Sports and Related Workers
<b>408250</b>	Technical Director	Oversees all aspects of technical direction for productions of varying scope in a performing arts venue or theater- or arts-related academic department. Responsibilities include lighting, sound, and other technical equipment maintenance and replacement; set design and construction; coordination of load-in, performance, and load-out; supervision of theater technicians, carpenters, painters, and other staff; budget monitoring; and maintaining safety on stage.	27-2012	Entertainers and Performers, Sports and Related Workers/Producers and Directors
<b>410130</b>	Head, Campus Ministries or Religious Affairs	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.	21-2021	Directors, Religious Activities & Education
<b>410150</b>	Campus Chaplain	Initiates and participates in community building and religious programming. Assesses the spiritual needs of students. Master's degree preferred.	21-2011	Clergy

<b>Admissions, Financial Aid, and Enrollment Management Professionals</b>				
<b>411100</b>	Deputy Head, Student Admissions	Responsible for one or several areas of student admissions. Reports to the Chief Student Admissions Officer.	11-9033	Education Administrators, Postsecondary
<b>411105</b>	Head, Student Admissions for College or School	Directs the daily operations of a designated college or school admissions and recruitment services function that is distinct from the institution's central admissions or enrollment function (such as for a graduate or professional school). Assists in policy planning and development on all departmental related matters. Plans and develops strategies for admission of graduate and undergraduate students.	11-9033	Education Administrators, Postsecondary
<b>411110</b>	Student Admissions Counselor	Recruits freshmen and transfer students from high schools and community colleges. Makes presentations to student groups. Counsels students and parents regarding the admissions process. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.	21-1012	Educational, Guidance, and Career Counselors and Advisors
<b>411115</b>	Graduate Program Admissions Coordinator	Coordinates admissions process for an individual graduate school or program (e.g., law, business, medicine, etc.). Receives and evaluates application materials and makes admissions recommendations. Coordinates communications and interactions between the program and applicants. Notifies applicants of admissions decisions. Coordinates with graduate school, main campus admissions, registrar, and financial aid offices.	25-9099	Educational Instruction and Library Workers, All Other
<b>411120</b>	Head, Campus Graduate Admissions	Responsible for all aspects of graduate recruitment and for developing and implementing programmatic marketing and recruitment strategies that result in increasing both the quantity and quality of graduate students entering the institution. Oversees the processing of graduate applications.	11-9033	Education Administrators, Postsecondary
<b>411130</b>	Head, Medical School Admissions	Responsible for providing overall leadership and oversight of the med school student admission process for the institution's academic medical center.	11-9033	Education Administrators, Postsecondary
<b>413100</b>	Deputy Head, Student Financial Aid	Responsible for one or several areas of student financial aid. Reports to a chief financial aid officer.	11-9033	Education Administrators, Postsecondary
<b>413110</b>	Student Financial Aid Counselor	Provides personal and financial aid application counseling to students and parents. Assists in the administration of the financial aid program. Makes decisions to award funds to students eligible for scholarships, grants, and college work-study. Responsible for auditing and reconciling financial aid accounts and packaging financial aid awards. Requires a bachelor's degree or equivalent plus 2-3 years' financial aid program experience and familiarity with relevant federal or state regulations.	13-2072	Loan Officers
<b>418100</b>	Associate Registrar	Responsible for one or several areas of student registration and records. Reports to the Registrar.	11-9033	Education Administrators, Postsecondary
<b>418110</b>	Assistant Registrar	Responsible for a specific area of student registration (e.g., military or VA registration or international registration). Reports to the Associate Registrar or Registrar.	11-9033	Education Administrators, Postsecondary
<b>STUDENT AFFAIRS</b>				
<b>Student Success Professionals</b>				
<b>400130</b>	Head, Campus Learning Resources Center	Directs all activities of the institution's Learning Resources Center for students.	11-9033	Education Administrators, Postsecondary

<b>407140</b>	Head, Tutoring Program	Responsible for fostering student learning and development by providing vision, leadership, best practices, and assessment for the tutoring program. The position works closely with other staff on campus (e.g., in Student Affairs), and with faculty from all schools to improve campus-wide tutoring on a continual basis.	25-9030	Instructional Coordinators
<b>407160</b>	Head, Intensive English Program	Oversees a program to provide international students with the language and cultural skills needed to be successful at an American university. The director's functions include placing students; planning courses; selecting and training teachers; selecting texts and materials; supervising testing and evaluation. In addition, the Director and the IEP contribute to the integration of international students into all aspects of campus life, and collaborates with faculty, staff and students across campus toward creating a successful academic experience for all international students.	25-9030	Instructional Coordinators
<b>412010</b>	Head, Career Coaching and Employer Connections	Oversees student career counseling and coaching programs. Identifies and fosters industry relationships to unlock new opportunities, including career fairs, scholarships, internships, cooperative education, and student engagement opportunities. Connects industry leaders with visionary faculty. May work frequently with the corporate relations/development team.	11-9033	Education Administrators, Postsecondary
<b>412100</b>	Student Career Counselor	Advises and counsels students concerning employment opportunities and careers. Encourages employers to recruit campus graduates. Conducts individual and group sessions to inform students of services, policies, and procedures and to provide assistance in resume preparation and interviewing techniques. Serves as liaison between employers and students; administers and coordinates activities associated with the campus interview program. Coordinates production of job opportunities bulletin and refers students to prospective employers. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Exclude instructional faculty.	21-1012	Educational, Guidance, and Career Counselors and Advisors
<b>412120</b>	Head, First Year Experience	Responsible for leading the design and implementation of activities and initiatives that advance the institution's priorities for improved student persistence by providing a coordinated first year experience that aligns with the institution's strategic retention goals. The incumbent will work in partnership with faculty to connect existing institutional FYEs while making recommendations for new universal first year programs. Leads in the establishment of a coordinated, comprehensive approach that brings together the institution's portfolio of first year programs.	11-9033	Education Administrators, Postsecondary
<b>412130</b>	Student Success Professional	Provides direct service and support to students through comprehensive academic and career planning from the point of admission to graduation. Provides learning strategy support, graduation planning, and monitoring student progress toward degree. Specific responsibilities include the provision of guidance and mentoring to optimize the student experience and, in turn, improve student retention and success. Provides services related to orientation, registration, assessment of learning, referral, and facilitates student engagement in academic and career planning activities and the life of the university.	21-1012	Educational, Guidance, and Career Counselors and Advisors
<b>412135</b>	Head, Student Success	Provides leadership and vision, planning, coordination, supervision, and evaluation of student success and related student support services, including but not limited to academic counseling and advising, personal counseling, tutoring, testing, and disability services. Also serves an integral role in campus retention efforts.	11-9033	Education Administrators, Postsecondary
<b>412140</b>	Coordinator, Student Conduct	Adjudicates and investigates student conduct cases. Holds administrative hearings and determines sanctions as necessary. Creates and provides workshops for students, faculty, and staff integrating civility, student engagement, and student success. Assists with programs and activities to promote student engagement and increase awareness regarding campus civility and code of conduct. Educates faculty and staff about student and faculty rights, campus resources, classroom behavior management techniques, and informal or formal channels of conflict resolution. Consults with faculty and staff about individual student situations.	25-9099	Educational Instruction and Library Workers, All Other

<b>412150</b>	Coordinator, Clinical Experiences and Internships	Position is responsible for assigning students to practical and field experience sites, monitoring students' performance during practicum, and working closely with practicum site administrator(s) and liaison(s). Responsible for establishing internship and field experience sites and supervising those relationships with community partners, as well as tracking hours toward completion for students and evaluating the student's internship success based upon ongoing supervision from the internship site interviews.	25-9099	Educational Instruction and Library Workers, All Other
<b>Housing Professionals</b>				
<b>414100</b>	Deputy Head, Student Housing	Responsible for one or several areas of 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. Reports to the Director of Student Housing.	39-9041	Residential Advisors
<b>414110</b>	Student Housing, Administrative Operations Officer	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.	39-9041	Residential Advisors
<b>414120</b>	Student Housing, Residence Life Officer	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.	39-9041	Residential Advisors
<b>414130</b>	Student Residence Hall Manager (R&B incl)	Supervises and administers activities of a residence hall. Manager is given room and board at the residence hall as part of the employment package. Duties include oversight of maintenance and renovation, purchase and inventory of supplies, assignment of rooms and summer housing, housekeeping functions, and management of student conduct and discipline. Requires bachelor's degree or equivalent plus 4-5 years' related experience. Excludes Director of Housing and Student Residence. Report base salary only. Room and board included in employment package; report 12-month FTE salary, exclude students.	39-9041	Residential Advisors
<b>414140</b>	Student Residence Hall Manager (R&B not incl)	Supervises and administers activities of a residence hall. Manager is not given room and board as part of the employment package. Duties include oversight of maintenance and renovation, purchase and inventory of supplies, assignment of rooms and summer housing, housekeeping functions, and management of student conduct and discipline. Requires bachelor's degree or equivalent plus 4-5 years' related experience. Excludes Director of Housing and Student Residence. Room and board NOT included in employment package; report 12-month FTE salary, exclude students.	39-9041	Residential Advisors
<b>Student Activities, Wellness, and Counseling Professionals</b>				
<b>415110</b>	Deputy Head, Student Activities	Responsible for one or several areas of coordinating all campus student activities, including special events, student organizations, publications, and student government activities.	39-9032	Recreation Workers
<b>415120</b>	Head, Campus Recreation or Intramurals or Wellness	Directs operational aspects of one or more of the following: campus recreation activities, non-varsity and club (intramural) sports, wellness programs. Responsible for planning and coordination of programs, scheduling (both times and locations), and budget administration and monitoring. May also have responsibility for recreational or wellness facilities. Typically requires: Bachelors degree; 3 or more years related experience.	11-9033	Education Administrators, Postsecondary
<b>415130</b>	Student Activities Officer	Under supervision of the office of Dean of Students, assists in the organization of student activities, which may include social events, Greek programs, student government, committees, newspaper, clubs, and organizations. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.	39-9032	Recreation Workers

<b>415140</b>	Deputy Head, Campus Recreation or Intramurals or Wellness	Assists the head in the organization, development, planning, promotion, and assessment of the recreation, intramural, or wellness programs, including supervision of student staff. Typically requires: Bachelor's degree, preferably in physical education, recreation, wellness or related field preferred; 1 -2 years experience at the collegiate level in the organization and administration of recreation, intramural, or wellness programs.	39-9032	Recreation Workers
<b>415150</b>	Deputy Head, Campus Student Union	Responsible for one or several areas relative to the operation of the student union building and related student activities. Generally reports to a chief campus student center administrator.	11-9033	Education Administrators, Postsecondary
<b>415160</b>	Campus Recreation or Intramurals or Wellness Coordinator	Assists with planning and directing recreation, intramural, or wellness programs for students, faculty, and staff. May be responsible for some facilities management. Requires a bachelor's degree in recreation or related field or equivalent.	39-9032	Recreation Workers
<b>416100</b>	Deputy Head, Student Counseling	Responsible for one or several areas of student counseling services. Reports to the Chief Campus Student Counseling Center Administrator.	19-3034	School Psychologists
<b>416110</b>	Student Counseling Psychologist	Provides psychological and counseling services of a remedial, preventive, and developmental nature through direct and indirect (consultation) contacts with students, faculty, and staff (individually and in groups). Requires a graduate degree in clinical or counseling psychology plus 4-5 years' experience as a professional psychologist. Meets state licensing requirements. Report 12-month FTE salary.	19-3034	School Psychologists
<b>416115</b>	Student Health Coordinator	Designs, implements, and evaluates programs and activities to support the personal and professional health and well-being of students. Collaborates with academic counselors, psychologists, and learning support specialists to coordinate and deliver longitudinal workshops or other student training sessions to promote student success. Collaborates with student activities coordinators in developing, implementing, and evaluating programs that promote student health and wellness, including service programs, leadership development programs, volunteerism, and other related activities; maintains records as appropriate for these activities.	25-9099	Educational Instruction and Library Workers, All Other
<b>416120</b>	Student Counselor	Provides professional counseling to students on academic, financial, and personal matters. Provides individual and group therapy and counseling. Responsible for vocational testing and assessment, program development and evaluation, and outreach activities. Consults with academic departments and student affairs organizations. Requires a master's degree in counseling psychology or related field plus 4-5 years' experience. Report Academic Advisor or Counselor under 401130.	19-3034	School Psychologists
<b>Cultural, Diversity, and Equal Opportunity Professionals</b>				
<b>410110</b>	Head, Minority or Multicultural Student Affairs	Includes those heading general multicultural student affairs or a specific race or ethnicity (e.g., Asian, Black, Hispanic or Latina/o, Native American/Alaska Native). Responsible for direction of counseling programs, cultural affairs, and remedial and support programs. Also invites minority speakers to campus. May be responsible for minority housing and cultural or intercultural centers.	11-9033	Education Administrators, Postsecondary
<b>410115</b>	Head, LGBTQ Student Affairs	Coordinates and administers counseling programs, awareness efforts, and support programs for the campus LGBTQ community. May be responsible for inviting LGBTQ speakers to campus, or coordinating housing or other services for LGBTQ students.	11-9033	Education Administrators, Postsecondary

<b>410118</b>	Head, Veteran Services or Programs	Oversees veteran services and programs. Responsible for program management and recruitment. Assesses, tracks, and facilitates retention to graduation and job placement. Trains and manages other staff. Builds bridge programs and partnerships with other departments, area veteran services and agencies, military bases, and industry. Requires knowledge of available veteran benefits, services, and protocols, as well as experience working with veteran students and families in a supervisory role.	11-9033	Education Administrators, Postsecondary
<b>410135</b>	Head, International Student Affairs	Delivers support services to foster the education and development of international students and scholars. Provides advice, counseling, and advocacy regarding immigration, cross-cultural, and personal matters. Supports an environment conducive to international education and intercultural awareness via educational, social, and cross-cultural programs.	11-9033	Education Administrators, Postsecondary
<b>410140</b>	Head, Women's Center	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.	11-9033	Education Administrators, Postsecondary
<b>423000 NEW in 2025</b>	Minority or Multicultural Professional	Assists in the programming and assessment of programs designed for underrepresented populations or a specific race or ethnicity. May be responsible for specific clubs or groups and helps ensure the success of minority student populations.	21-1012	Educational, Guidance, and Career Counselors and Advisors
<b>423100</b>	Head, Campus Disability Services	Directs daily operations of the Office of Disability Services to ensure equal access for students and staff with disabilities to all aspects of campus life (programs, services and activities) as outlined by the Americans with Disabilities Act. Responsibilities include reviewing and maintaining medical documentation, determining reasonable accommodations, implementing accommodations, organizing and arranging awareness activities, supervising staff, advising other departments, researching and purchasing assistive technology, and maintaining a budget. As the primary contact for university administrators, faculty, staff and students, serves as the compliance officer for the ADA in academic, physical, and employment areas.	11-9033	Education Administrators, Postsecondary
<b>423110</b>	Disability Services Coordinator	Plans, directs, and oversees the administration of all programs and services ensuring compliance with ADA and provides leadership and consultation in promoting access and equity for persons with disabilities.	25-9099	Educational Instruction and Library Workers, All Other
<b>423112</b>	Assistive Technology Specialist	Assesses, develops, and manages assistive technology needs of students with disabilities, providing individualized assistive technology training to students. Educates faculty and staff on assistive technology, providing leadership and expertise to improve the support structure available to students with disabilities. Keeps up-to-date on technological advances.	15-1232	Computer User Support Specialists
<b>423115</b>	Disability Services Advisor	Responsible for assuring equal access for persons with mental health and other disabilities to all educational and vocational programs. Identifies and provides reasonable accommodations at institution to ensure equal educational opportunities for individuals with disabilities.	21-1012	Educational, Guidance, and Career Counselors and Advisors
<b>423120</b>	Deputy Head, Campus AA-EEO Office	Responsible for one or several areas of institution-wide programs designed to ensure equality of employment opportunity. Reports to the Director of Affirmative Action-Equal Employment.	13-1041	Compliance Officers

<b>423130</b>	Affirmative Action-EEO Specialist	Responsible for implementing and maintaining equal opportunity and affirmative action programs. Investigates formal discrimination charges and develops responses. Requires a bachelor's degree in a related field or equivalent and 2-3 years' experience in personnel administration with 1 year in the area of EEO-Affirmative Action.	13-1071	Human Resources Specialists
<b>423140</b>	Head, Title III Program	Creates and implements all new government-funded programs that promote the admission and retention of students from low-income and disadvantaged backgrounds; audits current programs and consistently works to improve the institution's offerings; completes all reporting required by the Department of Education.	13-1071	Human Resources Specialists
<b>423150</b>	Head, Institutional Title IX Compliance	Responsible for coordinating the institution's compliance with federal and state discrimination and sexual harassment laws. Responsibilities may include providing educational programs regarding discrimination and sexual harassment prevention; responding to, investigating and seeking resolution to allegations of discrimination and sexual harassment; selecting and overseeing sexual harassment advisors who serve as additional information resources on issues of sexual harassment; training student peer educators to facilitate discussions with other students on sexual harassment. With regard to the OCR letter of April 4, 2011 expanding upon Title IX sexual harassment and violence guidelines, also oversees all Title IX complaints and reports student sexual harassment, sexual violence and related allegations of misconduct. Identifies and addresses any systemic problems relating to complaints and works with other departments to ensure Title IX policies communicated to all constituencies. Assists law enforcement personnel in handling reports and complaints of sexual violence and related misconduct.	13-1071	Human Resources Specialists
<b>423155</b>	Deputy Head, Institutional Title IX Compliance	Responsible for one or several areas of Title IX compliance under direction of the head.	13-1071	Human Resources Specialists
<b>423160</b>	Title IX Investigator	Conducts investigations under the oversight of the head of institutional Title IX compliance. Drafts reports and findings for institutional decision-making.	13-1071	Human Resources Specialists

## INSTITUTIONAL AFFAIRS

### Administrative Professional Associates

<b>320010</b>	Executive Assistant to System or Institution CEO	Senior professional staff assistant to the CEO of an institution or of a campus within a system. Manages the administrative, operational, and financial affairs of the Office of the CEO. This is a high-level professional position; not an administrative support position. See Administrators Survey for Chief of Staff to CEO (187020).	43-6011	Executive Secretaries and Executive Administrative Assts.
<b>320020</b>	Secretary to the Board of Trustees	Participates in tracking agenda items for institutional board meetings. Ensures that sufficient documentation is maintained to meet legal requirements and serves as custodian of board records. Certifies bylaws, keeps accurate meeting minutes, coordinates board communication, and holds membership records. May be authorized to sign documents on behalf of the board. Master's degree preferred with five years' experience.	43-6011	Executive Secretaries and Executive Administrative Assts.
<b>325000</b>	Administrative Specialist or Coordinator	This is an exempt, professional position, not an administrative assistant. Persons in this position generally report to an Executive Administrator or to an Administrative Unit Head. Responsibilities include performing a variety of professional and administrative duties that facilitate the day-to-day operations of a function, program, or department. Assists in program planning and development; interprets, monitors, and analyzes information regarding operating policies and procedures; administers budgets; and coordinates academic and staff personnel matters. Resolves problems that have a significant impact on the overall goals of the department. Requires 2-3 years' of relevant experience. Do not report department business officers here.	13-1111	Management Analysts

Legal and Human Resources Professionals				
420000	Staff Attorney	Responsible for providing day-to-day advice and guidance to all elements of the institution, under supervision of the General Counsel/Chief Legal Affairs Officer.	23-1011	Lawyers
421100	Ombudsperson	A designated impartial, neutral, unaligned third party who serves as a confidential resource and sounding board for students, faculty, staff, and administrators in working through problems, concerns or disputes via informal means. Develops and maintains confidential notes and statistical data for purposes of identifying trends in complaints and concerns; identifies problem areas in university policies and practices; may recommend development and revisions of policies. To support actual and perceived neutrality, typically reports directly to the Chancellor or other top institutional executive with for the population being served (e.g., Provost for a faculty ombudsperson, or chief student affairs officer for a student ombudsperson).	23-1022	Arbitrators, Mediators, and Conciliators
422080	HRIS Consultant	Responsible for the support of the human resources information system. Develops, implements, updates, and monitors department systems, recommending and leading process changes where appropriate. Oversees security. Serves as system liaison with the department and the university community.	13-1071	Human Resources Specialists
422090	HR Business Partner	Provides human resources consultation and support to a designated unit to define and execute HR strategies that enable accomplishment of institution objectives. Contributes to the development of workforce plans and has an understanding of external customer trends and issues in the industry that could potentially impact business. Provides guidance to convert strategies into result driven actions. Utilizes knowledge of various human resources functions to provide tactical support to line managers. Acts as liaison with other HR functions. Provides change management support as needed. Requires a bachelor's degree or equivalent plus 4-7 years related experience.	13-1071	Human Resources Specialists
422100	HR Generalist	Performs a variety of analytical activities in human resource administration. Administers policies and programs covering several or all of the following: recruiting, compensation, benefits, training, employee and labor relations, safety, and personnel research. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Excludes entry-level analysts.	13-1071	Human Resources Specialists
422110	HR Generalist, Senior	Performs activities in various areas of human resources. May be expert in a particular field. Screens resumes and applications and may interview applicants. Counsels employees concerning work-related problems; maintains records for EEO-AAP reporting requirements. May write position descriptions, benefits brochures, and employee handbooks. Conducts research and analyzes data on assigned projects. May assist in the formulation of staffing plans and personnel policies and procedures. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.	13-1071	Human Resources Specialists
422120	HR Classification & Compensation Specialist	Performs activities in support of wage and salary programs. Conducts position audits, analyzes and evaluates jobs using established evaluation system, and recommends action concerning appropriate classification and pay level. May develop and revise job descriptions. Conducts wage and salary surveys and market analyses. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes entry-level analysts.	13-1141	Compensation, Benefits, and Job Analysis Specialists
422130	HR Classification & Compensation Specialist, Senior	Performs staff support activities to develop, implement, and administer compensation policies and programs. Formulates recommendations regarding development and updating of salary structure's), FLSA exemptions, job revisions, organizational structures, etc. May prepare special studies in a given compensation area, such as incentive compensation. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.	13-1141	Compensation, Benefits, and Job Analysis Specialists

<b>422140</b>	HR Classification & Compensation Unit Supervisor	Supervises the development, implementation, and maintenance of compensation and classification policies and programs. Prepares job descriptions and conducts job evaluations and salary surveys. Prepares policies and procedures to ensure the achievement of equitable and competitive employee compensation and classification. Maintains knowledge of federal and state legislation that may affect compensation and classification policies. Requires a bachelor's degree or equivalent plus 5-8 years' related experience. Supervisory experience preferred.	13-1141	Compensation, Benefits, and Job Analysis Specialists
<b>422150</b>	HR Benefits Specialist	Counsels employees regarding routine benefits programs, including pre-retirement planning, insurance programs, death benefits, and workers' compensation. Publicizes benefits programs; conducts individual orientation sessions and group benefits reviews. Maintains benefits records and prepares necessary documents for implementing coverage. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes entry-level analysts.	13-1141	Compensation, Benefits, and Job Analysis Specialists
<b>422160</b>	HR Benefits Specialist, Senior	Responsible for the administration of complex benefits programs with regard to plan options, policy features, enrollment, and other requirements. May assist with planning, developing, and redesigning benefits and typically evaluates benefits costs. Ensures compliance with federal and state laws. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.	13-1141	Compensation, Benefits, and Job Analysis Specialists
<b>422170</b>	HR Benefits Unit Supervisor	Supervises the development, implementation, and maintenance of benefits programs, including vacation, holiday, time off, sick pay, unemployment, service awards, group health, medical, and dental coverage, and life insurance. Ensures programs are current with regard to trends, practices, and costs. May supervise workers' compensation. May negotiate coverage, services, and costs with carriers. Requires a bachelor's degree or equivalent plus 5-8 years' experience.	13-1141	Compensation, Benefits, and Job Analysis Specialists
<b>422180</b>	HR Employment Specialist	Performs activities supporting the recruitment, screening, and referral of exempt and nonexempt applicants for the university or college. Establishes and maintains liaison with external agencies and recruiting sources. Oversees the activities of the employee transfer process. Coordinates the placement of advertisements. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.	13-1071	Human Resources Specialists
<b>422190</b>	HR Employment Specialist, Senior	Responsibilities include developing, implementing, and maintaining employment programs. Interviews and screens applicants. Conducts reference checks. Develops and administers advertising campaigns and programs. Conducts research and analyzes data on assigned projects. Requires a bachelor's degree or equivalent plus 4-5 years' experience.	13-1071	Human Resources Specialists
<b>422195</b>	HR International Employment Specialist	Responsible for the institution's employment practices, policies, and programs relating to immigration and international taxation. May be responsible for providing recommendations and coordination of immigration matters and permanent residency procedures; employment practices, policies and training relating to immigration and international assignments, and ensuring compliance with and interpretation of prevailing tax laws pertaining to foreign nationals. May assign and supervise the work of others.	13-1071	Human Resources Specialists
<b>422200</b>	HR Employment Unit Supervisor	Supervises the personnel staffing and planning functions. Ensures staffing requirements are met in accordance with governmental requirements. Oversees recruiters and employment analysts in staffing activities. May search for and identify candidates for highly specialized and difficult-to-attract positions. Maintains workforce planning system and provides guidance to management on union matters and affirmative action plans. Requires a bachelor's degree or equivalent plus 5-8 years' experience.	13-1071	Human Resources Specialists
<b>422210</b>	HR Employee Relations Specialist	Performs activities supporting the administration of employee relations programs, including those for professional and management positions. Activities may include drafting policies for review and approval, providing consultation, and performing analyses. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.	13-1071	Human Resources Specialists

<b>422220</b>	HR Employee Relations Specialist, Senior	Responsible for the development, implementation, and administration of employee relations programs and policies. Advises and assists staff and faculty regarding human resource policies and procedures, such as grievance and disciplinary action. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.	13-1071	Human Resources Specialists
<b>422230</b>	HR Employee Relations Unit Supervisor	Supervises the development and implementation of employee relations policies and programs. Advises employees, supervisors, and managers regarding policy interpretation and ensures proper and consistent application of policies. Provides advice, counsel, and guidance to employees, supervisors, and managers regarding employee relations issues. Requires a bachelor's degree or equivalent plus 5-8 years' related experience. Supervisory experience preferred.	13-1071	Human Resources Specialists
<b>422240</b>	Head, Campus Labor Relations	Advises management, faculty, and staff on administration of labor union contracts. Negotiates and interprets union contracts, resolves grievances, and recommends policies.	13-1075	Labor Relations Specialists
<b>422245</b>	Campus Labor Relations Professional	Supports the head of campus labor relations in the administration of labor union contracts. Negotiates and interprets union contracts, resolves grievances, recommends policies, and performs other professional-level work in labor relations.	13-1075	Labor Relations Specialists
<b>Organizational Development and Planning Professionals</b>				
<b>424100</b>	Training or Organizational Development Specialist	Responsible for the design, modeling, testing, delivery, and evaluation of training programs of a highly technical or sophisticated nature and coordination of organizational and career consultation services. Requires a bachelor's degree or equivalent with major course work in instructional design, organizational behavior, human resource management, or related field plus 4-5 years' related experience in field of assignment.	13-1151	Training & Development Specialists
<b>425000</b>	Business Continuity or Emergency Planning Professional	Responsible for the development, administration, and maintenance for a college or university's business continuity program that supports the continuance of critical functions before, during, or after a disaster. Reviews and evaluates risk assessment, business impact analysis plans and planning proposals, and materials. Designs, directs, and oversees campus-wide disaster exercises in accordance with the Federal Emergency Management Agency (FEMA) requirements. May serve as liaison with federal, state, and local agencies to coordinate continuity and restoration activities, emergency management plans, or services. May assign and supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.	13-1199	Business Operations Specialists, All Other
<b>426000</b>	Business Analyst	Responsible for creating, enhancing, and documenting maintainable analytical solutions in solving strategic problems for a business unit, department, or school. May lead or assist in gathering stakeholder requirements, translating those requirements to technical solutions, and providing support for application enhancements and products. May work with outside vendors in developing solutions. Collaborates with stakeholders in communicating solutions and iterating on project efficacy. Adept at prioritizing and juggling multiple projects, as well as setting and meeting timelines. Must have excellent communication skills and experience with the software or technical systems applicable to the business unit. May require experience with budgeting.	13-1111	Management Analysts
<b>427000</b>	Compliance Specialist	Reviews security standards risk assessment results for areas that may include one or more of the following: athletics, copyright and intellectual property, PCI, protection of minors, etc. Creates action plans to address issues, monitors performance of action plans, and elevates exceptions to the standard for resolution. Report those dealing exclusively with athletics compliance under 427100.	13-1041	Compliance Officers
<b>Institutional Research and Assessment Professionals</b>				

<b>427200</b>	Institutional Review Board (IRB) Coordinator	Responsible for support of the Institutional Review Board (IRB) in managing protocols, applications, approvals, and records. May be responsible for scheduling IRB meetings, helping to select board members, contacting board members, and communicating with researchers about the IRB process. The IRB reviews applications involving research with human subjects to ensure that the rights of human participants are protected.	43-9199	Misc. Office and Administrative Support Workers, All Other
<b>428100</b>	Deputy Head, Institutional Research	Conducts research and studies on the institution under the supervision of the IR Director. Responsibilities typically include the design of studies, data collection, analyses, and reporting.	13-1111	Management Analysts
<b>428200</b>	Institutional Research Analyst	Organizes and performs research projects related to strategic planning, including preparing statistical reports, analyzing quantitative measurements, developing assessment tools, and administering and processing survey results. Additional duties include analyzing data utilizing standard statistical methods; reporting for external agencies and guidebook publishers; and preparing other reports and surveys as necessary.	13-1111	Management Analysts
<b>429000</b>	Institutional or Academic Assessment Professional	Develops and conducts research in areas that may include student retention and attrition; student goal attainment; financial optimization analysis; enrollment management modeling and forecasting; resource utilization, institutional costs, and productivity; access and equity studies; and functional benchmarking specific to higher education. Responsible for identification and analysis of patterns in institutional data, making critical observations of policy impact, and recommending strategies and actions. May select and adapt quantitative methods, practices, and theories to perform forecasting and analysis, interpret results, document findings, and organize and implement research projects, identifying ways to improve research design and data validity.	13-1111	Management Analysts
<b>429100</b>	Head, Institutional or Academic Assessment	Oversees academic or institutional assessment. Collaborates with faculty, staff, and administrators in establishing and refining an academic or institutional assessment framework directed at improving student learning and achievement or institutional quality. Shares best assessment practices and serves as a resource to faculty and staff. Works with accreditation staff and administrators to ensure alignment of assessment with accreditation efforts. May supervise staff who work in improving learning outcomes, retention, or institutional quality.	13-1111	Management Analysts
<b>Materials Management and Business Operations Professionals</b>				
<b>434100</b>	Deputy Head, Purchasing or Materials Management	Responsible for one or several areas of purchasing or materials management. Reports to the head of purchasing or materials management.	13-1023	Purchasing Agents, Except Wholesale, Retail, & Farm
<b>434110</b>	Materials Management Buyer	Responsible for the procurement of supplies, materials, equipment, and services for campus departments. Reviews and processes requisitions. Determines vendor sources and product availability. Maintains contact with vendors and ensures compliance with contracts. Requires a bachelor's degree or equivalent plus 2-3 years' experience. This is not an entry-level position.	13-1023	Purchasing Agents, Except Wholesale, Retail, & Farm
<b>434120</b>	Materials Management Buyer, Senior	Prepares complex bid investigations, evaluates bid proposals, and issues purchase orders. Confers with university departments regarding requirements, specifications, and deliveries. Advises departments on purchasing policies and procedures and provides vendor sources. May supervise technical and clerical support staff or provide lead supervision to lower-level buyers. Requires a bachelor's degree or equivalent plus 4-5 years' experience. Most senior level should be matched here.	13-1023	Purchasing Agents, Except Wholesale, Retail, & Farm

<b>434140</b>	Print Shop Supervisor	Supervises the institution's more difficult offset printing operations. Printing materials are produced by state-of-the-art multicolor printing presses. Schedules work to meet specified deadlines. Requires 5-8 years' experience, including supervision or management of a print shop. Excludes directors of hard cover text printing operations, university presses, and book binderies.	13-1199	Business Operations Specialists, All Other
<b>434150</b>	Inventory Manager	Responsible for the inventory records of all moveable university property, and operation of the university warehouse. Work is both administrative and managerial, with some degree of physical labor involved.	13-1023	Purchasing Agents, Except Wholesale, Retail, & Farm
<b>435100</b>	Deputy Head, Bookstore	Responsible for one or several areas of bookstore operations. Reports to the Director.	13-1199	Business Operations Specialists, All Other
<b>435110</b>	Department Business Manager (Small Unit)	Administers the business affairs of a small department. Develops and evaluates operating policies and procedures. Develops budgetary controls and prepares financial reports. Establishes priorities for major purchases. Requires a bachelor's degree in business administration or related field or equivalent plus 5-8 years' experience.	13-1199	Business Operations Specialists, All Other
<b>435120</b>	Department Business Manager (Large Unit)	Administers the business affairs of a large division. Develops and evaluates operating policies and procedures. Prepares operating and project budget drafts. Directs control of board-approved budget, including collection, custody, disbursement, accounting, and auditing of all college funds. Monitors division or departmental budgets and reports any significant deviations from approved budgets. Responsible for supervising business support personnel. Requires a bachelor's degree in business administration or equivalent plus 5-8 years' related experience.	13-1199	Business Operations Specialists, All Other
<b>435140</b>	Ticket Manager	Manages special event ticket operations and provides ticket services to those sponsoring and attending activities. Responsibilities include hiring and training personnel, conferring with event sponsors concerning ticket needs, preparing and supervising the mailing of ticket information, solving problems, maintaining control of money and tickets, and preparing audit statements. Typical requires: Bachelor's degree in business or equivalent; 3 - 5 years of related experience.	13-1199	Business Operations Specialists, All Other
<b>Supervisors of Office and Clerical, Skilled Craft, and Service and Maintenance Personnel</b>				
<b>500000</b>	Office, Administrative Support, or Clerical Manager	Manages office operations and supervises support staff. Prepares, processes and monitors budgets, project proposals, records and invoices. Researches and compiles information for reports and presentations. Leads meetings addressing specific operational issues and develops recommendations and action plans towards their resolution. Supervises and schedules clerical and secretarial staff, processes employee transactions, and may assist in investigating employee issues or concerns and in determining an appropriate course of action. Oversees ordering of equipment and supplies. Typically requires Associate's or Bachelor's degree, three to six years of experience in office administration, and one to two years of supervisory experience, as well as experience with various computer software applications.	43-1011	First-Line Supervisors of Office and Administrative Support Workers

<b>700000</b>	Skilled Craft or Trades Supervisor	Supervises unskilled to highly skilled trades work including but not limited to HVAC, electrical, plumbing, carpentry, masonry, and painting. May also perform skilled trades work. Supervisory tasks range from single trades to the supervision of multiple trades. Generally responsible for hiring, training, disciplining, and conducting performance management and competency assessments for employees. May be required to possess and maintain certification, licensure, educational level, and experience criteria as applicable to the tasks being performed or supervised and follow applicable building codes. Must possess journey level knowledge of one or more trades or advanced knowledge in one trade applicable to area supervised. At a minimum, requires a high school degree and two years of experience in the performance of the full range of journeyman level tasks associated with the trade(s) areas related to the position's role or an equivalent combination of education and experience.	49-1011	First-Line Supervisors of Mechanics, Installers, & Repairers
<b>800000</b>	Service or Maintenance Supervisor	Supervises a crew of mechanics and trades employees in the repair, maintenance and daily operations of facilities and equipment. Provides full, direct supervision of employees in managing complex building maintenance, operation and repair activities by providing technical expertise and planning, layout, assignment, scheduling and monitoring of work. May also direct the work of contract service providers. Coordinates procurement of parts, tools and equipment for the work team. Understands and utilizes multiple building control systems and trains staff on building control systems and use of the computerized maintenance management system (CMMS). Five years relevant experience in complex building mechanical maintenance and operations work, including at least two years leading maintenance and operations work. OR Two years technical training in building mechanical maintenance and three years' experience leading work teams.	49-1011	First-Line Supervisors of Mechanics, Installers, & Repairers
<b>801000</b>	Police or Public Safety Supervisor	Provides first-line supervisory or managerial law enforcement work at a college or university campus. With full powers of arrest, enforces the laws of the State and the United States Government. Has law enforcement authority ranging from traffic control to criminal investigations within a limited geographic jurisdiction. Work involves supervision and management of a unit of officers or other departmental personnel. A college degree is desirable, as well as certification as a law enforcement officer in accordance with the state, and two to four years of law enforcement experience.	33-1012	First-Line Supervisors of Police & Detectives
<b>805000</b>	Fire Safety or Prevention Supervisor	Under general supervision from a designated administrator, develops, implements, and manages fire and safety inspection and education programs within various areas of the institution (including on-campus, contractor work places, satellite campuses, and residential areas). Provides direct supervision to exempt and non-exempt staff (i.e., hiring and firing, performance evaluations, disciplinary action, time off approval, etc.). Characteristic duties include the following: Conducts fire and safety inspections of facilities, public assemblies, and satellite campuses to ensure compliance with applicable codes (national, state, local building, fire and safety codes and standards). Oversees the testing, maintenance, documentation, and inspection of all protection and detection systems for code requirements. Serves as liaison between the campus, city, county, and state fire officials (i.e., provides local fire departments with pre-planning information and assists with coordination of emergency responses to campuses and tenant activities). Serves as member on various committees (internal and external) and acts as departmental consultant; attends pre-construction conferences. At a minimum, requires an Associate's degree with 3 or more years of experience. Degree should be in Fire Science with experience in fire and life safety and inspection. Experience must include at least one year of supervisory responsibilities.	33-1021	First-Line Supervisors of Firefighting and Prevention Workers

<b>807000</b>	Fire Safety or Prevention Professional	Typically, conducts inspections to assure compliance with applicable national, state and local building, fire and safety codes, and standards. Applies regulations, standards, and sound fire prevention practices to detect hazardous operations and conditions, recommends proper first prevention measures to eliminate or minimize the possibility of injury to personnel and damage to property. Conducts fire and safety education programs. Conducts inspections of fire protection and detection systems to assure code required testing and maintenance is being performed. Reviews building plans and specifications to evaluate fire resistance, means of egress, segregation of hazardous areas and occupancy. Assists with investigations of fires and hazardous conditions, analyzing precipitating factors and fire cause data. At a minimum, requires an associate's degree in a related field or an equivalent combination of education and experience. Usually requires at least one year of experience in conducting, documenting, and reporting fire and life safety inspections. Must have Fire Safety Inspector or Fire Prevention Specialist certification or complete it within a specified period of time.	33-2021	Fire Inspectors and Investigators
<b>808000</b>	Client Care Supervisor	Client care staff include patient care assistants (e.g. wheelchair assistants), child care workers, teacher aides, eldercare assistants, and similar. It does not include certified, degreed teaching or nursing professionals or skilled technical paraprofessionals.	39-1022	First-Line Supervisors of Personal Service Workers

## FISCAL AFFAIRS

### Accounting Professionals

<b>430100</b>	Deputy Controller	Responsible for one or several areas of accounting, payroll, cashiering, and related functions. Typically reports to the Chief Accounting Officer/Controller.	13-2011	Accountants and Auditors
<b>430110</b>	Deputy Bursar	Responsible for one or several areas of institutional funds. Reports to the Bursar.	13-2011	Accountants and Auditors
<b>430120</b>	Accountant	Applies generally accepted accounting principles and procedures in working with specialized accounting records and reports. Assembles and analyzes data and transactions, prepares statements and reports relating to an assigned area of responsibility. Requires a bachelor's degree or equivalent plus 2-3 years' experience in accounting procedures.	13-2011	Accountants and Auditors
<b>430130</b>	Accountant, Senior	Performs professional accounting work of a complex nature. Thoroughly understands institutional, state, and federal policies, procedures, and restrictions. Ensures compliance with generally accepted accounting principles in executing, analyzing, verifying, and reporting transactions of a fiscal nature. Advises management regarding the effective use of resources and methods to maximize earnings. Monitors records of past and present operations. May serve as a project leader on special projects. Requires a bachelor's degree in accounting, finance, or related field or equivalent plus 4-5 years' accounting experience.	13-2011	Accountants and Auditors
<b>430135</b>	Head, Accounting	Report only if there is no Chief Accounting Officer. Responsible for the daily operation of institution's budgetary accounting system. Report the Chief Accounting Officer or Controller in 161000 of the Administrators' Survey.	13-2011	Accountants and Auditors
<b>430150</b>	Student Account Receivables Manager	Supervises and coordinates activities of workers engaged in collection of overdue loan payments from students. Reviews delinquent accounts to determine which individuals should be contacted. Discusses and consults with students regarding loan repayment schedules. Typically requires a bachelor's degree in business or related field or equivalent plus 2-3 years' related experience. Former title: Collections Supervisor.	13-2011	Accountants and Auditors

<b>430160</b>	Accounting Unit Supervisor	Supervises accounting and clerical staff performing specialized or general accounting, statistical, or finance-oriented functions. Provides training and development of newly assigned or less experienced personnel. Provides for the accumulation of data and the preparation of financial reports, special projects, and analyses as needed. Advises management regarding the effective use of resources and methods to maximize earnings. Requires a bachelor's degree in accounting, finance, or related field or equivalent plus 5-8 years' experience in an accounting function. Supervisory experience preferred. Excludes controllers.	13-2011	Accountants and Auditors
<b>430170</b>	Head Cashier	May supervise and coordinate activities of subordinates engaged in receiving and paying out of money. Keeps detailed records of these transactions. Prepares financial reports. Safeguards funds and arranges transfer of funds to and from the bank. Typically requires a bachelor's degree in accounting or related field or equivalent plus 2-3 years' related experience. Exclude cash register operators.	13-2011	Accountants and Auditors
<b>Audit and Finance and Budget Professionals</b>				
<b>431100</b>	Auditor	Performs financial, operational, and compliance audits of institutional risk, governance, and control processes in accordance with internal auditing policies and standards. May also perform work to accomplish investigative and advisory services. Tasks are varied. Analyzes records, systems, and processes. Prepares written documentation of work performed and develops reports. Interviews and advises personnel and lower to upper-level management concerning the work and to convey results. Possesses and applies knowledge of auditing concepts, practices, and procedures, as well as experience and judgment to plan and accomplish goals. Able to handle a degree of work complexity and granted a similar degree of creativity and latitude. Competent verbal and written communication skills are expected. Requires a bachelor degree in business or related field or equivalent. Audit-related certification or commitment to obtain may be required.	13-2011	Accountants and Auditors
<b>432000</b>	Investment Analyst or Officer	Performs regular reviews of the institution's investment portfolio, including analysis of the portfolio's performance and risk characteristics. Monitors, updates, and creates reports on investment performance, exposures, and holdings. Maintains knowledge of markets and industry trends. Sources and conducts due diligence on prospective money managers; monitors and analyzes current money managers. Prepares quarterly and annual reports to Board and Investment Committee.	13-2051	Financial Analysts
<b>432100</b>	Budget Analyst	Provides analytical support for routine budget projects. Advises administration and staff regarding available options and budgetary implications. Assists in preparation of operational budgets for departments; reviews expenditures to ensure conformance with budgetary provisions. Compiles data and prepares reports. Requires a bachelor's degree in accounting or finance or equivalent plus 2-3 years' financial or budgetary experience.	13-2031	Budget Analysts
<b>432110</b>	Budget Analyst, Senior	Provides analytical support for more complex budget projects. Prepares operational budgets for departments. Recommends changes to systems and procedures to ensure conformance with budgetary provisions. Requires a bachelor's degree in accounting or finance or equivalent plus 4-5 years' financial or budgetary experience.	13-2031	Budget Analysts
<b>432120</b>	Budget Unit Supervisor or Manager	Supervises day-to-day budget unit activities. Oversees and participates in the most complex budget projects and deals directly with major department managers. Provides training and development of newly assigned or less experienced personnel. Provides for the preparation of budgetary reports, special projects, and analyses as needed. Requires a bachelor's degree in accounting or finance or equivalent plus 5-8 years' experience in an accounting function. Supervisory experience preferred.	13-2031	Budget Analysts
<b>432130</b>	Deputy Head, Budget	Responsible for one or several areas of current budgetary operations.	13-2031	Budget Analysts

<b>433110</b>	Contract and Grants Specialist	Responsible for the coordination of pre-award and post-award activities relating to grant and contract proposals. Pre-award activities include assisting departmental faculty in the development, preparation, and submission of grant and contract proposals. Also ensures that all applications meet agency and university guidelines and published time tables and deadlines. Post-award activities include establishment of accounts in the financial accounting system, re-budgeting of funds, and making of changes to the award or expenditures. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.	13-2031	Budget Analysts
<b>433120</b>	Restricted Funds Accountant, Sponsored Contracts	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.	13-2031	Budget Analysts
<b>433130</b>	Grant Writer, Sponsored Contracts or Grants Administration	Assists the Principal Investigator (PI) with the development or completion of non-technical aspects of grant proposals. Typically responsible for editing, formatting, and the submission of grant proposals. May also research sources for grant opportunities for the principle investigators. Can assist with fundamental budget preparation for grant proposals.	13-2031	Budget Analysts

## EXTERNAL AFFAIRS

### Development and Fundraising Professionals

<b>437100</b>	Head of Development, College or Division	Responsible for fund-raising efforts within schools, colleges and units of the institution. Also referred to as constituency-based giving.	13-1131	Fundraisers
<b>437110</b>	Annual Giving Officer, Entry	Under supervision, assists in the administration and implementation of annual giving programs. Develops, oversees, and evaluates assigned area of the campaign; researches, visits, cultivates, solicits, and thanks prospective donors to annual fund; monitors content and substance of mailings to constituents and analyzes past responses; coordinates staff reunion development committees. Requires a bachelor's degree.	13-1131	Fundraisers
<b>437115</b>	Annual Giving Officer, Senior	Under supervision of the head of annual giving, assists in the administration and implementation of annual giving programs. Develops, oversees, and evaluates assigned area of the campaign; researches, visits, cultivates, solicits, and thanks prospective donors to annual fund; monitors content and substance of mailings to constituents and analyzes past responses; coordinates staff reunion development committees. May supervise support staff or a group of volunteers. Requires a bachelor's degree and typically 2-3 years' of fundraising experience.	13-1131	Fundraisers
<b>437120</b>	Major Gift Officer, Entry	Under supervision, assists in identifying, cultivating and soliciting of alumnae, parents, and friends of the institution capable of making gifts of \$50,000 or more. Requires a bachelor's degree.	13-1131	Fundraisers
<b>437125</b>	Major Gift Officer, Senior	Responsible for the identification, cultivation and solicitation of alumnae, parents, and friends of the institution capable of making gifts of \$50,000 or more. Requires a bachelor's degree and typically 2-3 year's of related experience.	13-1131	Fundraisers
<b>437130</b>	Principal Gifts Officer	Responsible for nurturing top donor prospects and securing the institution's largest gifts (typically in the \$2M-\$5M range). Works closely with the chief development or advancement officer, institutional executive officers, and academic deans to solicit principal top gift prospects and to secure and maintain top donor relations.	13-1131	Fundraisers
<b>437135</b>	Planned Giving Officer, Entry	Under supervision, assists in identifying, cultivating and motivating donors to make significant gifts. Also assist donors with gift planning strategies, financial and estate planning, tax law, and real estate. Collaborates with all divisions or schools in the institution. Requires a bachelor's degree.	13-1131	Fundraisers

<b>437140</b>	Planned Giving Officer, Senior	Identifies, cultivates, and motivates donors to make significant gifts assisting them with gift planning strategies, financial and estate planning, tax law and real estate. Collaborates with all divisions or schools in the institution. Requires a bachelor's degree and typically 2–3 years of experience in planned giving, development, or a related field.	13-1131	Fundraisers
<b>437160</b>	Donor Relations or Stewardship Professional	Implements and coordinates a broad-based strategy of donor recognition, stewardship, and donor communications. Publishes and distributes stewardship reports on endowed funds. Manages donor gift acknowledgements and proactively identifies opportunities to communicate with donors and alumni. Plans and executes cultivation and stewardship events on campus and around the country. Manages communication between development staff and academic departments, interdisciplinary programs, and research centers.	13-1131	Fundraisers
<b>442120</b>	Advancement Services, Prospect Researcher	Organizes and oversees the institution's records relating to current and prospective donors, conducts research to discover prospects for gifts, and documents the association of these prospects with the college or university.	13-1131	Fundraisers
<b>Alumni Relations, Community Relations, and Public Policy Professionals</b>				
<b>438100</b>	Alumni Relations Officer, Entry Level	Under supervision, assists in cultivating and broadening alumni interest in and financial support of the university, in developing, strengthening and implementing both campus and regional alumni programs and in planning and implementing major homecoming and reunion events. Requires a bachelor's degree.	27-3031	Public Relations Specialists
<b>438110</b>	Alumni Relations Officer, Senior Level	Under supervision of the head of alumni relations, assists in cultivating and broadening alumni interest in and financial support of the university. Develops, strengthens, and implements both campus and regional alumni programs; plans and implements major homecoming and reunion events. May supervise support staff or a group of volunteers. Requires a bachelor's degree and typically 2-3 years of related experience.	27-3031	Public Relations Specialists
<b>439100</b>	Head, Church Relations	Senior administrative official responsible for relationships between the institution and the ministers and laypersons of support church(es). Does not include Chaplain.	27-3031	Public Relations Specialists
<b>439200</b> <b>NEW in 2025</b>	Head, K-12 Partnerships	Provides leadership and direction of programs that strengthen relations and partnerships with local elementary and high schools. Oversees and implements quality practices for concurrent or dual enrollment programs, including face-to-face classes at high schools, virtual classes taught from campus, and hybrid classes.	27-3031	Public Relations Specialists
<b>441010</b>	Head, Community Relations	Facilitates university relationships and advances university priorities at the local or regional level of government.	27-3031	Public Relations Specialists
<b>441150</b>	Public Policy Analyst, <del>Entry</del>	Conducts research, analyzes proposed policies, evaluates the effects of existing policies, and reports findings. Research methods may include collecting and analyzing data to identify underlying social and economic problems and evaluating the effects of existing policies and government programs.	19-3094	Political Scientists
<b>Communications and Marketing Professionals</b>				
<b>443100</b>	Public Information Specialist	Writes brochures and articles for publication. Prepares and disseminates information to the internal college and university community as well as to local and state media. Promotes and publicizes institutional activities and programs. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes sports information positions.	13-1161	Market Research Analysts & Marketing Specialists

<b>443110</b>	Communications and Marketing Professional, Editor	Edits the production of a variety of printed material or electronic media. Prepare, rewrite and edit copy to improve readability to detect and correct errors in spelling, punctuation, and syntax. Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements. Verify facts, dates, and statistics, using standard reference sources. May assign and supervise the work of others.	27-3041	Editors
<b>443115</b>	Communications or Marketing Specialist	Responsible for developing, designing, and carrying out marketing strategies. Provides creative direction through production and directorial efforts involving all collateral that supports enrollment, advancement, and marketing initiatives. Responsible for integrating the college community into a cohesive brand through media and technologies.	13-1161	Market Research Analysts & Marketing Specialists
<b>443120</b>	Head, Communications or Marketing for College or School	Manages a designated college's or school's communications function that is distinct from the institution's central communications function. Engages in media relations, public information, public affairs, and publications. Develops communication strategies consistent with university or school goals, objectives, and priorities, in consultation with university leadership and other appropriate individuals and groups.	13-1161	Market Research Analysts & Marketing Specialists
<b>443125</b>	Head, College or University Press	Directs the activities of the college or university press including editorial, production, marketing, sales, order fulfillment, warehousing, and accounting operations.	27-3023	News Analysts, Reporters, & Journalists
<b>443130</b>	Deputy Head, Campus Publications	Second senior administrative official responsible for institutional publications.	27-3041	Editors
<b>443140</b>	Head, Campus News or Information Office	Responsible for providing 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.	27-3023	News Analysts, Reporters, & Journalists
<b>443145</b>	Social Media Specialist	Manages institutional social media accounts to support enrollment, constituent engagement, and reputation management goals. Responsible for developing, executing, and evaluating overall social media strategy. Produces or oversees production of relevant content for publication.	13-1161	Market Research Analysts & Marketing Specialists
<b>443150</b>	Trademark Licensing Specialist	Ensures that institution's brand identity is properly represented on goods and services. Protects and controls the use of institution's name and marks on merchandise. Distributes and approves logo artwork; promotes products and designs consistent with the goals and image of the institution. Approves licenses, establishes and maintains cooperative relationships, and oversees royalty revenues. Manages market share of products in retail venues.	13-1161	Market Research Analysts & Marketing Specialists
<b>443170</b>	Graphic Designer	Performs a range of visual and graphic arts functions. May use graphics design software to produce graphic art and visual materials for promotion, advertisement, packaging, and informative and instructional materials through a variety of media outlets.	15-1254	Web Developers
<b>Media Heads and Managers</b>				
<b>444110</b>	Head, Campus News Bureau or Service	Prepares and writes news and publicity releases and writes feature stories about institutional events and programs.	27-3023	News Analysts, Reporters, & Journalists

<b>444120</b>	Television Producer or Director	Plans and develops programs and specials for broadcast presentation. Determines format, researches information, and prepares scripts. Directs the preparation of sets and equipment; schedules and contacts talent and special guests. Directs filming or broadcast sessions. Requires a bachelor's degree in broadcasting or equivalent plus 5-8 years' experience as a junior producer or director. Excludes general station managers.	27-2012	Producers & Directors
<b>444130</b>	Television Program Manager	Supervises the selection of on-air programming consistent with audience, station, and educational objectives. Organizes the station program schedule. Researches and analyzes audience ratings. Approves the selection and purchase of regular and special programs for on-air broadcasting. Requires a bachelor's degree in radio and television communication or equivalent plus 4-5 years' experience in broadcasting.	27-2012	Producers & Directors
<b>444140</b>	Television Engineer, Senior	Designs, modifies, repairs, and installs a variety of broadcasting equipment to ensure the quality of on-air operations. Ensures broadcasting equipment functions within FCC regulations. Requires an associate's degree in radio and television or electronics and FCC First Class license plus 4-5 years' experience in the maintenance and repair of broadcast equipment.	27-4012	Broadcast Technicians
<b>444150</b>	FM Radio Station Manager	Manages FM radio station operations, including programming, on-air functions, program production, broadcast negotiations, and studio equipment supervision. Requires a bachelor's degree and 5-8 years' related experience.	27-3000	Media and Communication Worker
<b>444160</b>	TV Station Manager	Manages TV station operations, including programming, on-air functions, program production, broadcast negotiations, and studio equipment supervision. Requires a bachelor's degree and 5-8 years' related experience.	27-3000	Media and Communication Worker
<b>Event Professionals</b>				
<b>449010</b>	Head, Campus Events	Responsible for planning and oversight of operations for public events held by the campus. Oversight may include management of athletic or performing arts facilities.	13-1121	Meeting, Convention, and Event Planners
<b>449100</b>	Head, Campus Conferences	Responsible for development, promotion, and implementation of institutional (on- and off-campus) noncredit conferences and seminars.	13-1121	Meeting, Convention, and Event Planners
<b>449110</b>	Event Coordinator	Responsible for planning, coordinating, publicizing, and implementing special events, including social events, employee recognition celebrations, conferences, and meetings. Facilitates production of events by coordinating with performing groups, arranging publicity, etc. Responsibilities include coordinating electrical, air conditioning, custodial, stage set-up, lighting, sound equipment, concessions, safety, security, medical, and personnel needs for each event. Approves expenditures. Requires a bachelor's degree plus 2-3 years' related experience.	13-1121	Meeting, Convention, and Event Planners
<b>Extension Program/Community Services Professionals</b>				
<b>472020</b>	Extension or Engagement or Public Service Professional	Provides the direct delivery of scholarship and research to public audiences, clients, and staff or programs in the development and administration of such programs, which focus or extend the academic resources or research products of the institution in addressing community and regional issues and incorporate community needs in the institution's academic and research programs. Responsible for planning, executing, and evaluating effective and comprehensive industrial-based programs or services that will meet the needs of industry stakeholders or clients. Determines need and impact by assessing and evaluating the programs and services on a regular basis. May market programs and services to the community using various media.	21-1099	Community & Social Service Specialists, All Other

<b>472030</b>	Head, Extension or Engagement	Oversees extension or engagement programs. Makes strategic connections with industry, providing them easy access to the research, talent, and assets of the institution. Identifies additional relationships to unlock new opportunities, including infrastructure and research initiatives. Connects industry leaders with visionary faculty. Supervises other extension or engagement staff.	21-1099	Community & Social Service Specialists, All Other
<b>472100</b>	Head, Community Services	Directs or coordinates special (usually noncredit) educational, cultural, and recreational services to the community.	21-1099	Community & Social Service Specialists, All Other

## FACILITIES

### Heads of Printing or Mailing Services, Maintenance, and Construction

<b>301010</b>	Head, Campus Printing Services	Responsible for operation of campus printing services, including offset printing and bulk xerographic reproduction or copying.	13-1199	Business Operations Specialists, All Other
<b>301020</b>	Head, Campus Mail Services	Responsible for ensuring the timely and accurate handling, distribution and processing of messenger and U.S. Mail throughout the institution, and for keeping faculty and staff informed regarding changes in mailing rates, requirements and regulations.	11-9131	Postmasters and Mail Superintendents
<b>315020</b>	Head, Campus Landscape & Groundskeeping	Responsible for administration of the institution's landscape and grounds programs. Reevaluates and redesigns existing landscaping.	11-1021	General and Operations Managers
<b>315040</b>	Head, Campus Construction	Responsible for the planning, coordination, and control of building and renovation construction projects from inception to completion. Ensures that client's needs for project functionality and standards are met. Manages project timeline and adjusts for construction delays and emergencies. Supervises hiring and work of employees and trade contractors. Oversees materials, construction tools, and equipment; obtains necessary permits, etc.	11-9021	Construction Managers
<b>315050</b>	Head, Campus Skilled Trades	Manages operation of the technical trade areas, which usually include plumbing, heating, electrical, refrigeration, and air conditioning, preventative maintenance, and water plant functions.	11-1021	General and Operations Managers
<b>315060</b>	Head, Campus Custodial Services	Responsible for the management of institutional custodial services. Report managerial-level position.	11-1021	General and Operations Managers
<b>450100</b>	Head, Campus Power Plant	Directs operation and maintenance of high-pressure steam and electrical generating plants and central refrigeration plants and all utility distribution systems.	11-1021	General and Operations Managers
<b>450105</b>	Head, Campus Energy or Utilities	Responsible for directing and overseeing campus energy and utility commodity purchasing and delivery strategies, production, utilization, and conservation activities.	11-1021	General and Operations Managers
<b>450110</b>	Head, Building Maintenance Trades	Manages operation of building craft areas, which usually include carpentry, locksmith, painting, sheet metal, welding, masonry, and roof and road functions.	11-9021	Construction Managers

### Facilities Planners and Architects

<b>450120</b>	Facilities Manager, College or Division	Oversees facilities management and maintenance for an individual college, division, or other major campus facility. Areas of responsibility may include infrastructure maintenance and repair, building safety, and groundskeeping.	11-1021	General and Operations Manager
<b>451100</b>	Facilities Utilization Planner	Assists in planning and coordinating campus-wide use of space and physical facilities. Maintains current floor plans and data on campus facilities. Receives and analyzes requests for space. Develops plans to maximize facility use. Makes space allocation recommendations to administration. May develop analytical studies in support of space or physical facility changes. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.	13-1199	Business Operations Specialists, All Other
<b>452000</b>	Architect	Performs architectural design, development, and management duties for a variety of construction renovation projects. Plans layout of project and integrates related engineering elements for the development of construction documents. Develops specifications, conducts materials research, and selects materials required for renovations and alterations. Reviews drawings and documents to ensure compliance with specifications and standards. Requires bachelor's degree in architectural engineering or equivalent plus 4-5 years' experience and appropriate certification or licensure.	17-1011	Architects, Except Landscape & Naval
<b>452100</b>	Landscape Architect	Licensed professional who plans and designs landscape layouts, develops site models, performs cost estimates, oversees construction of site and landscaping within the natural environment.	17-1012	Landscape Architects
<b>Engineers</b>				
<b>453100</b>	Engineer, Construction Projects Coordinator	Coordinates projects involving major renovations and alterations to campus buildings. Serves as liaison among physical plant shops, campus departments, and external contractors for coordinating and scheduling construction projects (excludes new construction). Visits work site to determine necessary resources. Inspects projects to ensure compliance with specifications and standards. Typically requires a bachelor's degree in engineering or construction or equivalent plus 4-5 years' experience.	17-2199	Engineers, All Other
<b>453110</b>	Engineer, Facilities Mechanical Systems	Assists in the design and retrofit of mechanical systems for campus buildings. Advises on mechanical problems and recommends solutions. May design new mechanical systems. Develops specifications and prepares cost estimates for the selection, application, and installation of mechanical equipment. Reviews mechanical plans submitted by outside consultants or architects. Ensures that mechanical systems comply with building codes, insurance stipulations, and OSHA requirements. Coordinates with contractors or installers of mechanical systems. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Responsible for buildings' mechanical systems; not a custodial position.	17-2141	Mechanical Engineers
<b>453120</b>	Engineer, Electrical or Electronic	Conducts research and development activities related to the design, development, manufacture, modification, installation, and testing of electrical or electronic parts, components, equipment, and systems and the application of equipment and systems to new uses. Determines design approaches and parameters, conducts tests, and evaluates results. Requires a bachelor's degree in electrical engineering plus 2-3 years' related experience.	17-2070	Electrical and Electronics Engineers
<b>453130</b>	Engineer, Mechanical	Designs, modifies, tests, evaluates, manufactures, and installs mechanical parts, components, and equipment. Identifies operating and installation problems and recommends solutions. Prepares cost estimates and develops specifications for the selection, application, and installation of mechanical equipment. Requires a bachelor's degree in mechanical engineering plus 2-3 years' professional engineering experience.	17-2141	Mechanical Engineers
<b>453140</b>	Engineer, Research Projects Instrumentation	With direction from a designated supervisor, designs, develops, and maintains scientific research and teaching instrumentation. Builds sophisticated scientific equipment, provides technical advice, administers related budgets, and prepares protocols and reports. Requires a bachelor's degree in electrical or mechanical engineering or related field and 3 years' related experience.	17-2199	Engineers, All Other

<b>453150</b>	Engineer, Electrical or Electronic, Senior	Conducts research and development activities related to the design, development, manufacture, modification, installation, and testing of state-of-the-art electrical or electronic parts, components, equipment, and systems involved in cutting-edge scientific research and acts as a project leader in the engineering phase of a project, providing professional direction to and coordination of other engineers and technicians. Requires a bachelor's or master's degree in electrical engineering plus 4-5 years' professional engineering experience.	17-2070	Electrical and Electronics Engineers
<b>453160</b>	Engineer, Mechanical, Senior	Provides professional direction to and coordination of other engineers, technicians, and skilled trade employees in the design, testing, manufacture, installation, and repair of mechanical parts, components, and equipment. Identifies complex operating and installation problems and recommends and implements solutions. Requires a bachelor's or master's degree in mechanical engineering plus 4-5 years' professional engineering experience.	17-2141	Mechanical Engineers
<b>453170</b>	Engineer, Utilities	Designs and consults on utility systems with engineering, project management, and architects. Primary focus is utility infrastructure design, energy use, maintenance of utilities equipment, and construction associated with projects undertaken.	17-2199	Engineers, All Other
<b>Environmental Safety and Risk Management, Facility Operations, and Retail Operations Professionals</b>				
<b>455100</b>	Environmental Health and Safety Specialist	Coordinates comprehensive program of disposal of hazardous chemical waste materials or radiation safety. Conducts inspections of laboratories and facilities to ensure compliance with regulations and procedures. Provides training concerning hazardous materials and chemicals to faculty, staff, and students. Provides for the collection, storage, transportation, and shipping of hazardous waste. Requires a bachelor's degree in an appropriate scientific or engineering field or equivalent plus 4-5 years' related experience. Excludes health and safety or industrial hygienist positions.	19-5011	Occupational Health & Safety Specialists
<b>455110</b>	Safety Officer	Coordinates functions of a health and safety program, which may include workers' compensation and fire prevention. Activities include safety education, promotion of safety and health concerns, purchase and design of safety equipment, safety engineering, and accident reporting. Performs technical investigations and evaluations and provides regulations and technical consultation regarding health and safety issues to faculty and staff. Requires a bachelor's degree in appropriate scientific, engineering, or public health field or equivalent plus 4-5 years' experience.	19-5011	Occupational Health & Safety Specialists
<b>455120</b>	Risk Management Claims Specialist	Coordinates, prepares, and processes payment of insurance claims for the institution. Obtains claims information and verifies that applications are complete and accurate; maintains files on claims and prepares related reports. May investigate claims, determine compensability, and negotiate and settle claims.	13-1031	Claims Adjusters, Appraisers, Examiners, and Investigators
<b>457120</b>	Head, Campus Child Care Site	Responsible for the direction and supervision of child or day care center activities. Performs a variety of professional and administrative duties, including program administration and management of budgets, facilities, personnel, and special projects for a single site. Coordinates the child care support services program with day care center teachers and other staff. Must meet state license requirements. May require a master's degree in early childhood education or related field. Requires 5-8 years' experience with child development programs.	39-1020	First-Line Supervisors of Personal Service Workers
<b>457125</b>	Child Care Center Teacher	Degreed, professional teacher. Plans and implements a developmentally appropriate curricula and activities for children and families enrolled at a campus child care center or early childhood development program. Using observation and developmental profiles and checklists, maintains appropriate records of children's progress. Supervises personnel assigned to assist with classroom activities (including students, assistants, and volunteers).	25-3099	Teachers and Instructors, All Other

<b>457130</b>	Farm Manager	Directs and coordinates all activities required for successful operation of the institution's farm; supervises professional farm staff and student workers. Responsible for livestock and crops; oversees crop production, planting, harvesting, marketing, and maintaining compliance with local, state and federal regulations where applicable. Responsible for selecting, purchasing and maintaining all farm equipment, and for training and assuring its safe operation. Responsible for maintaining all farm property and buildings, and for the farm's overall appearance. Assists in carrying out faculty plans for teaching, research and service on the farm. Maintains a farm enterprise accounting system; runs the farm as a business while operating within the institution's budget. Position may also involve maintaining close relations with the local agricultural community. Minimum requirements are a B.S. in Agriculture or a related field and 5 years experience.	11-9013	Farmers, Ranchers, & Other Agricultural Managers
<b>458100</b>	Textbook Manager	Manages and coordinates activities of the textbook section of the bookstore. Buys textbooks required for academic classes and displays them for purchase by students. Assists in the formulation of policies and develops procedures regarding pricing, inventory, and sale of textbook and trade book items. Supervises the preparation and return of overstock and defective books and the valuation and repurchase of used books. Requires a bachelor's degree or equivalent plus 5-8 years' related experience.	13-1199	Business Operations Specialists, All Other
<b>458200</b>	Deputy Chief Campus Food and Dining Services Administrator	For operations managed in-house, rather than outsourced: Generally second-in-command to the chief campus food and dining services administrator. Responsible for one or several areas of institutional food and dining services or facilities. Administers all institutional food and dining services, whether directly managed and operated or catered.	35-1010	Supervisors of Food Prep and Serving Workers
<b>458205</b>	Executive Chef	Responsible for overseeing all back-of-house operations of a dining hall or food service unit, including management and training of all culinary and food preparation teams, menu planning, and inventory management. Assists in budgeting, develops/maintains relationships with vendors/suppliers, and provides strategic input to the overall food service operations on campus.	35-1011	Chefs and Head Cooks
<b>458210</b>	Chef	Responsible for all or some of the following: ordering food; preparing food; planning menus; checking freshness of food and ingredients; developing recipes; inspecting supplies, equipment, and work areas. May hire or supervise other food preparation workers.	35-1011	Chefs and Head Cooks
<b>458220</b>	Food Service Unit Manager	General manager of an individual food service unit on campus.	35-1010	Supervisors of Food Prep and Serving Workers

## INFORMATION TECHNOLOGY

### Information Technology Heads

<b>460120</b>	Deputy Head, Academic Computing	Assists the director in managing the institution's academic or research computing activities and labs for faculty, staff, and students.	11-3021	Computer & Information Systems Managers
<b>460130</b>	Deputy Head, Administrative Computing	Assists the director in managing the institution's administrative computing activities.	11-3021	Computer & Information Systems Managers
<b>460140</b>	Head, Enterprise Data Center	Directs the strategic and day-to-day operations of the institution's data center, including hardware acquisition, server operating system management, server configurations, tuning and performance, and center power and environment management. Often responsible for server standards for the enterprise.	11-3021	Computer & Information Systems Managers

460150	Head, IT User Services	Directs IT training and help desk services.	11-3021	Computer & Information Systems Managers
460160	Head, Information Management	Responsible for enterprise data warehousing, information management, corporate reporting, authority control (taxonomy, search engines), workflow, and data management.	11-3021	Computer & Information Systems Managers
460170	Head, IT Service Delivery	Responsible for satisfactory IT services from the users' perspective. Manages projects, fixes reliability issues, tracks service metrics, manages budgets, and supervises the professionals responsible for IT service delivery.	11-3021	Computer & Information Systems Managers
460180	Principal Systems Analyst	Senior person responsible for designing and structuring the appropriate flow of complex computer systems requiring considerable independent judgment. Position involves no programming responsibility.	15-1244	Network & Computer Systems Administrators
460190	IT Architect	Administers the integration of the IT department's various computer applications and provides direction of the IT architecture. Based on overall enterprise plans, proposes the architecture and integration for all infrastructure, including storage, servers, networking, data center, and various software based systems.	15-1243	Database Architects
<b>Information Technology Analysts, Web Professionals, and Other End User Specialists</b>				
461110	Application Programmer Analyst	Develops, supports, maintains, and tests software applications for business units. Designs, develops, and implements various business-related applications. Conducts case studies to determine required functionalities.	15-1211	Computer Systems Analysts
461115	Database Programmer Analyst	Consults with end users to identify needs and develops databases from project specifications. Modifies database programs applying knowledge of programming techniques and computer systems. Coordinates, tests, and implements changes to databases. Plans, coordinates, and implements security measures to safeguard computer databases.	15-1211	Computer Systems Analysts
461120	Systems Programmer Analyst	Analyzes, designs, tests, and implements information systems. Assesses the suitability of information systems in line with their intended outcomes, and serves as a liaison between end users, vendors, and programmers to achieve outcomes. May be responsible for developing cost analysis and implementation timelines. Requires minimum of a bachelor's degree in computer science or equivalent.	15-1211	Computer Systems Analysts
461140	Programmer Analyst, Supervisor	Supervises a unit of programmer analysts in the design of applications, databases, or systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new applications, databases, or systems. Requires a bachelor's degree in computer science or equivalent plus 5-8 years' direct programming and 1-2 years' supervisory experience.	15-1211	Computer Systems Analysts
461150	Campus Web Master	Responsible for development and maintenance of the institution's Web site and creation and management of the site's content. Also responsible for selection and implementation of Web tools and resolution of performance issues such as speed of access. Monitors Web site use and trends.	15-1254	Web Developers

<b>461162</b>	Web Designer	Responsible for designing the user interface and overall customer experience for websites and applications. This includes overall navigation flow, layout of specific pages, and creation of individual graphic elements. Ensures that all design elements, templates, and finished solutions work within a variety of browser types and screen settings along with the constraints set by development and design. Provides design maintenance of all websites and other electronic publications and applications. May assign and supervise the work of others.	15-1254	Web Developers
<b>461164</b>	Web Developer	Responsible for the design, layout, and coding of a website to meet the needs of functional users. Involved with the technical and graphical aspects of a website - how the site works and how it looks - based on relevant website coding scripts. Can also be involved with the maintenance and update of an existing site, such as modifying existing applications to improve functionality and process flow. Generally requires a bachelor's Degree in Computer Science or advanced degree in Information Sciences and 3-5 years web technology work experience.	15-1254	Web Developers
<b>461170</b>	IT Project Manager	Works with user departments, programmers, and programmer analysts to develop, monitor, and manage large-scale IT projects.	15-1232	Computer User Support Specialists
<b>461175</b>	IT Consultant	Provides support to project team(s), which may include gathering user requirements, facilitating meetings between customers and technical staff, conducting research and data analysis, testing, and supporting project managers. May focus skills in a specific area of IT.	15-1232	Computer User Support Specialists
<b>461180</b>	IT Quality Assurance Analyst	Reviews customer requirements, creates test cases, executes testing plan using testing tools and automation, and tests applications, databases, or systems developed against the test cases to ensure there are no bugs and requirements are met.	15-1231	Computer Network Support Specialists
<b>Information Technology Database, Client Support, and Network Support Professionals</b>				
<b>462100</b>	Database Administrator	Maintains effective and efficient operation of a computer database. Ensures database runs properly, keeps database current, makes access readily available and timely, and formulates and designs new database applications. Makes decisions regarding procedures for set up of, access to, and operation of database. Refers decisions relating to major policy changes or the purchase of new software to supervisor. Requires a bachelor's degree in computer science or equivalent plus 2-3 years' related experience.	15-1242	Database Administrators
<b>462110</b>	Data Administrator	Establishes the data administration function, including designing data models, data definitions, and policies governing administrative data systems. Participates in and oversees data integration strategy, including planning, development and implementation. Identifies common data and associated relationships, resolves data definition and ownership issues, and ensures data integrity. Coordinates process to develop data standards policy to improve data accuracy, integration, access, and integrity.	15-1242	Database Administrators
<b>462120</b>	Principal Database Administrator	Senior person responsible for developing and implementing standards, procedures, and controls that ensures the security, reliability, and availability of databases.	15-1242	Database Administrators
<b>463110</b>	IT Client Support Specialist	Specific title will vary. Responsible for supporting, maintaining, monitoring, updating, troubleshooting, and repairing one or more of the following – computer systems (including servers and workstations), network components, software, and applications. Requires a bachelor's degree in computer science or equivalent related experience.	15-1232	Computer User Support Specialists
<b>463120</b>	IT Help Desk Specialist or Technologist	Responsible for front line support of institutional users of enterprise applications, desktops, networks, and information resources.	15-1232	Computer User Support Specialists

<b>463130</b>	IT Help Desk Manager	Responsible for development and implementation of technical support processes and procedures, evaluation and recommendation of Help Desk tools, development of Help Desk scripts, creation and publication of Help Desk materials and documentation, and design and implementation of reports to measure performance of Help Desk staff.	15-1232	Computer User Support Specialists
<b>463140</b>	Email Administrator	Responsible for setup, configuration, administration, and security of email server(s) and software. Also responsible for setting appropriate email policy within the organization.	15-1232	Computer User Support Specialists
<b>463150</b>	Business Technology Analyst	Analyzes business and user needs to develop and design technology or technical architecture. Interacts with end users and provides analytical solutions to resolve technical issues. Manages new enhancement requests; maintains records and test results. Prepares test cases and business use cases, and participates in the testing process to evaluate technology solutions.	15-1232	Computer User Support Specialists
<b>463160</b>	IT Relationship Manager	Oversees customer portfolio of application requests and acts as liaison between technicians and customer. Calls on customer leaders regularly to report on work status and listen for upcoming needs. Serves as point of escalation for customer issues and funnel for all work that doesn't fit into standard operating processes. Works with customers to shepherd projects through governance processes.	15-1232	Computer User Support Specialists
<b>463170</b>	Systems Manager or Reporter	Manages systems and related procedures, documentation, security, and reports. Configures or modifies business processes and develops appropriate documentation for process and integration design, implementation, and test activities. Pulls recurring and ad hoc reports.	15-1244	Network and Computer Systems Administrators
<b>463180</b>	Business Intelligence Specialist	Strategically designs and implements BI software, systems, and analytics, including integration with databases and data warehouses. Selects, blueprints, gathers requirements, designs, and rolls out BI solutions to end users. Maintains existing BI capability through support functions and in-depth testing.	15-1241	Computer Network Architects
<b>464100</b>	IT Network Engineer	Responsible for deploying physical and logical networks, including cable plant and electronics, and for monitoring and managing their performance.	15-1241	Computer Network Architects
<b>464110</b>	IT Network Administrator	Responsible for network connectivity, setup, and maintenance; remote VPN connections; network security (firewall protection); and WI-FI connectivity.	15-1244	Network and Computer Systems Administrators
<b>464120</b>	Online Instruction Operations Manager	Manages staff and operations of online or distance education networks. Manages support and services for instructional activities such as classroom instruction, capture and delivery of instruction, supporting interactivity (web, phone, and other audio-visual conferencing), and delivery of e-learning systems. Plans, designs, analyzes, and installs instructional systems in classrooms based on department instructional needs. Provides specific technical expertise to faculty, staff, and students in areas such as instructional operations and e-learning services. Minimum requirements typically include Bachelor's degree; knowledge of distance or online learning instructional systems, operations and technologies; and 3 or more years of relevant experience.	15-1244	Network and Computer Systems Administrators
<b>Information Technology Systems Support, Security, and Telecommunications Professionals</b>				
<b>465130</b>	Systems Programmer	Analyzes, documents, installs, develops, and maintains operating system software. Provides technical support to users concerning system software and utilities. See Systems Programmer Analyst (461120) for reporting more advanced professionals who have primary interaction with end users.	15-1211	Computer Systems Analysts

465160	Systems Administrator	Installs, configures, monitors, upgrades, and maintains systems, including email, web servers, operating systems, and security tools. Monitors data integrity and system security.	15-1244	Network and Computer Systems Administrators
465170	Storage Administrator	Implements and manages storage systems and infrastructure components for computing environments. Provides support for storage administration, performance tuning, monitoring, and capacity planning. Builds storage infrastructure to support the business environment. Recommends, develops, and enforces policies and procedures for maintaining the security and integrity of data.	15-1242	Database Administrators
465200	Research Computing Specialist	With general supervision from faculty members, provides high-level consultation for and expertise with computer applications to scientific research problems. Consults with researchers to determine needs; performs computerized data processing operations and statistical analyses of research data; performs computing programming, debugging, and documentation; assists in interpretation and reporting of results. May supervise students. Requires a bachelor's degree in computer science or related field and 2-3 years' research computing experience.	15-1232	Computer User Support Specialists
466100	IT Security Analyst	Responsible for day-to-day monitoring of institutional systems for intrusion, identification, and management of day-to-day IT security vulnerabilities and threats; implementation of tools for managing spam; patching software; and enforcing day-to-day information security policy.	15-1212	Information Security Analysts
466120 NEW in 2025	Identity Access Management Professional	Responsible for designing, developing, and managing the implementation of identity and access management protocols and information security systems. Leads the management of the university's single-sign-on and authentication systems. Defines reliable computing environments, oversees security audits, and assists with policy creation around information security best practices.	15-1212	Information Security Analysts
467100	IT Telecommunications Manager	Responsible for overseeing the implementation and administration of the institution's telecommunications system.	11-3021	Computer & Information Systems Managers

## PROFESSIONALS, STATISTICIANS AND DATA SCIENTISTS, AND HEALTH SCIENCE AND ENVIRONMENTAL SUSTAINABILITY PRO

		Report only those research professionals without faculty status in this survey. Researchers with faculty status should be reported in the faculty survey under their specific discipline. Research and lab technician positions that are generally non-exempt and do not require a college degree are reported in the <i>Staff Survey</i> .		
<b>Research Professionals: All Fields</b>				
470010	Research Assistant	Supports the execution of certain aspects of a research project (after the research design is established), with minimal supervision. Requires a minimum of a bachelor's degree with preference for a master's degree (or equivalent degree or experience).	19-0000	Life, Physical, & Social Science Occupations
470020	Research Associate	Independently performs components of a research program as directed by a senior member of the research team. May be involved in designing certain aspects of research projects and independently conducts work complementary to the overall research objectives. Requires a minimum of a master's (or equivalent) degree, or bachelor's (or equivalent) degree plus at least 2 years of post-bachelor's work experience in a role that is demonstrably similar to that of a research assistant.	19-0000	Life, Physical, & Social Science Occupations

<b>470030</b>	Research Scholar	Serves as an independent researcher or a collaborator on a multi-scholar research initiative. May have lead responsibility for discrete components of a larger project under the general direction of a senior or principal researcher. Requires a minimum of a doctoral degree (or equivalent terminal degree in a relevant discipline), or a master's (or equivalent ) degree plus at least 5 years of relevant post-master's professional work experience. In general, postdoctoral researchers will be reported at this level.	19-0000	Life, Physical, & Social Science Occupations
<b>470040</b>	Senior Research Scholar	Accomplished and experienced professional researcher who conducts significant original research or serves as a senior collaborator on a multi-scholar research initiative, typically leading substantive aspects of the overall project under the general guidance of a principal researcher. May serve as a co-investigator on a funded research project. Requires a minimum of a doctoral degree (or equivalent terminal degree in a relevant discipline), plus at least 5 years of formal "post doc" training or post-degree professional work experience with a demonstrated record of research achievement. In some instances, a master's (or equivalent) degree in a relevant discipline plus at least 8 years of exceptional relevant professional work experience and a record of research achievement will suffice.	19-0000	Life, Physical, & Social Science Occupations
<b>470050</b>	Principal Research Scholar	Leads a highly specialized or multifaceted research program and directs the work of other researchers. Individuals at this level may lead the submission of proposals for external sponsored funding and may serve as principal investigators on sponsored projects. Requires a minimum of a doctoral degree (or equivalent terminal degree in a relevant discipline), with at least 3 years of experience similar to that of a senior research scholar. In rare instances, an individual with comparable professional experience but less than a doctoral degree will be considered.	19-0000	Life, Physical, & Social Science Occupations
<b>Laboratory Coordinators</b>		<b>Coordinate operational activities in a research laboratory, providing support services to researchers and technicians. Develop and implement policies, procedures, and standards for lab operations to ensure the efficiency, effectiveness, and quality control of the laboratory and compliance with federal, state, and university regulations and standards. Coordinate the ordering, inventory, storage, and maintenance of supplies, lab ware, and instruments essential to the operation of the lab. Coordinate activities in a research lab. Requires a bachelor's degree in a physical science discipline or equivalent plus 2-3 years' technical or administrative experience in laboratory operations. Report lab technicians that are generally non-exempt and do not require a college degree in the <i>Staff Survey</i> . Report instructional lab coordinators under Research Support Professionals.</b>		
<b>471450</b>	Lab Coordinator - Physical Sciences		19-4099	Life, Physical, & Social Science Technicians, All Other
<b>471460</b>	Lab Coordinator - Life Sciences		19-4099	Life, Physical, & Social Science Technicians, All Other
<b>471470</b>	Lab Coordinator - Medical Sciences		19-4099	Life, Physical, & Social Science Technicians, All Other

471480	Lab Coordinator - Engineering		19-4099	Life, Physical, & Social Science Technicians, All Other
<b>Research Support Professionals</b>				
433110	Contract and Grants Specialist	Responsible for the coordination of pre-award and post-award activities relating to grant and contract proposals. Pre-award activities include assisting departmental faculty in the development, preparation, and submission of grant and contract proposals. Also ensures that all applications meet agency and university guidelines and published time tables and deadlines. Post-award activities include establishment of accounts in the financial accounting system, re-budgeting of funds, and making of changes to the award or expenditures. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.	13-2031	Budget Analysts
433120	Restricted Funds Accountant, Sponsored Contracts	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.	13-2031	Budget Analysts
433130	Grant Writer, Sponsored Contracts or Grants Administration	Assists principal investigators with the development or completion of grant proposals. Typically responsible for editing, formatting, and the submission of grant proposals. May also research sources for grant opportunities for the principle investigators. Can assist with fundamental budget preparation for grant proposals.	27-3042	Technical Writers
470600	Clinical Research Coordinator, Non-R.N.	Coordinates routine activities of clinical studies, including data maintenance, grant expenditure adherence, project evaluation, meeting scheduling, and research subject interfacing.	11-9121	Clinical Research Coordinators
470610 NEW in 2025	Clinical Research Leader, Non-R.N.	Provides high level of operational leadership and coordination of assigned clinical research staff members in the initiation, monitoring, completion, and reporting of clinical studies. Responsible for budgetary and fiscal management, quality assurance, data management, proper documentation and reporting, and compliance with various policies and regulations. Serves as a liaison between the research staff and the sponsors, collaborators, and regulatory agencies.	11-9121	Clinical Research Coordinators
470990 NEW in 2025	Survey Researcher	Develops, designs, and implements research involving surveys and opinion polls. Responsible for sampling and questionnaire design through dataset preparation and analysis for research projects. Develops data collection instruments and works with programmers and testing staff to ensure that questionnaires meet specifications. Analyzes ongoing research data collection and data processing activities using statistical analysis techniques; designs and implements interventions based on analysis of process and survey data; prepares or oversees preparation of analyses and reports.	19-3022	Survey Researchers
471100 NEW in 2025	Head, Research Machining	Provides operational management for research machining and oversight to research machinist staff; identifies operational issues and/or areas of improvement and implements solutions to improve processes and/or operational efficiency; reviews projects proposed by faculty, staff, or outside collaborators; suggests changes to submitted work as needed; analyzes, monitors, and evaluates performance of assigned staff; establishes work priorities.	11-9190	Miscellaneous Managers

<b>471700</b>	Research Coordinator, Non-Clinical	Coordinate routine activities of research studies including data maintenance, project evaluation, meeting scheduling, and research subject interfacing. Adhere to study protocols and applicable regulations. Track and review reports and regulatory documents to generate reports. May serve as project liaisons to other departments, outside organizations, and government agencies.	19-4099	Life, Physical, & Social Science Technicians, All Other
<b>471710</b>	Instructional Lab Manager	Responsible for all non-faculty related aspects of science laboratory activities. Responsibilities include maintenance of all teaching laboratories; preparation and distribution of all laboratory materials, chemicals, or other supplies and equipment; ordering of all materials for teaching laboratories; maintenance of the stock room; overseeing maintenance of laboratory equipment; assuring compliance with federal, state and local regulations in the handling and disposal of laboratory materials and chemicals; and development and updating of risk assessment and management plans for all science protocols, proposals, observations, and experiments. May assist faculty in administering laboratory sessions. Enforces safety standards in all laboratories.	19-4099	Life, Physical, & Social Science Technicians, All Other
<b>471800 NEW in 2025</b>	Scientific Writer	Provides expert science-based and current usage-based editorial services to faculty and staff to increase the quality and acceptance of research manuscripts, abstracts, posters, and chapter books. Must be knowledgeable about the exact publishing requirements for a broad range of scientific journals and skilled at integrating these requirements into scholarly works to help prepare them for submission and dissemination.	27-3042	Technical Writers
<b>475010 NEW in 2025</b>	Head, Research Development	Responsible for a broad spectrum of strategic, proactive, and capacity building activities designed to enable and enhance the competitiveness of research programs and proposals for extramural support. Activities may include: funding opportunity identification; grant and contract proposal development; research team building; interaction with funding agencies, institutional research, and leadership; interaction with institutional federal relations; and outreach activities and training. Accountable for the strategic and operational direction of a large or complex research program or functional area. Directs the execution of strategies established by college or department leadership. Manages budgets for the area of responsibility. Master's degree required with a minimum of 6 years of related work experience. Experience leading a team, project, program or function is typically required.	11-9190	Miscellaneous Managers
<b>475100 NEW in 2025</b>	Research Development Specialist	Coordinates research initiatives to prepare proposals, connect collaborators, and help faculty develop new skills to achieve their research agendas. Facilitates the success of both individual faculty and faculty teams, focusing on early career professionals, often connecting them with resources. Provides input and guidance to leadership, and develops and leads activities that contribute to the success of the research enterprise. Bachelor's degree and 4 years of experience is typically required.	13-1082	Project Management Specialists
<b>476110</b>	Senior Technology Licensing Officer	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.	13-1199	Business Operations Specialists, All Other
<b>481120</b>	Clinical Research Nurse	With general supervision from a research or clinical leader, administers and monitors treatment or research protocols. Instructs and counsels patients in research procedures, administers treatment procedures, monitors patients during procedures and records and analyzes data. Requires an RN license and 3 years' nursing experience in the designated study area.	29-1141	Registered Nurses

<b>481130</b> <b>NEW in 2025</b>	Clinical Research Nurse Leader	Provides high level of operational leadership and coordination of assigned clinical research staff members in the initiation, monitoring, completion, and reporting of clinical studies. Responsible for personell, budgetary and fiscal management, quality assurance, data management, proper documentation and reporting, and compliance with various policies and regulations. Serves as liaison between the research staff and sponsors, collaborators, and regulatory agencies. Requires an RN license and at least 5 years' nursing experience in the designated study area.	29-1141	Registered Nurses
<b>Statisticians and Data Scientists</b>				
<b>477100</b>	Biostatistician	Collaborates with clinical investigators to determine study design, contributes to protocol development, writes statistical analysis plans, performs statistical analysis and inference and writes and presents reports summarizing findings including publications in peer-reviewed journals. Develops systems for monitoring the quality of clinical data. Ensures high-quality statistical support is provided for clinical trials, registries and basic research through the use of advanced statistical skills and knowledge of clinical research. Maintains expertise in state-of-the-art data manipulation and statistical methodology. Graduate degree in biostatistics or statistics with clinical research experience Demonstrated proficiency with statistical methods and applications in clinical research. Competent in SAS programming language.	15-2041	Statisticians
<b>477110</b>	Statistician	Uses statistical methods to collect, summarize, analyze, and interpret data. Applies statistical theories to solve problems for the unit or institution. May be involved in various forms of reporting or publication of results.	15-2041	Statisticians
<b>477150</b>	Data Scientist	Responsible for analyzing complex data and providing data-driven advice for their unit. Manages statistical data and creates predictive models based on unit's needs. Possesses advanced analytical skills, as well as oral and written communication abilities. Processes research information for easier consumption and transforms it into actionable plans. Provides value to unit through findings and thoughtful insights. Typically requires a graduate degree and many years of experience.	15-2051	Data Scientists
<b>477160</b>	Data Analyst	Performs analytical and reporting responsibilities for unit, cross-functional, or institutional data. Projects may include building dashboards or reporting systems for end users, performing ad-hoc analyses and reporting to inform decision-making, and designing predictive modeling or other data mining capabilities. Less advanced than Data Scientist.	15-2051	Data Scientists
<b>Health Science &amp; Environmental Sustainability Professionals</b>				
<b>479100</b>	Staff Physician	With direction from a supervising physician, delivers health care, including direct patient care, consultation, and research. Assists with administrative activities; may participate in clinical research; may serve as athletic team physician. Supervises physician assistants, health profession students, and support staff. Requires an MD or DO degree, eligibility for state licensure, residency training, and 1-2 years' college health or private practice experience. Provides direct patient care.	29-1210	Physicians
<b>480100</b>	Physician Assistant	Responsible for providing healthcare services under the supervision of a physician. Responsible for conducting complete physicals, providing treatment, and counseling patients.	29-1071	Physician Assistants
<b>481100</b>	Nurse Practitioner	Provides primary health care and nursing services in a student health center. Assesses, diagnoses, and treats minor illnesses and manages chronic health problems. Demonstrates evaluation and observation skills relied on by physicians in development and modification of treatment. Evaluates concepts, procedures, and program effectiveness. Requires a bachelor's degree, 4-5 years' related experience, and current state certification. (Senior Specialist) Provides primary care in student health center.	29-1171	Nurse Practitioners

<b>481110</b>	Staff Nurse	With supervision from a nursing supervisor, provides out-patient general medical or surgical nursing care to students and personnel. Interviews and evaluates patients, makes judgments regarding patient assessment, provides for comprehensive patient education when treating patients, and participates in outreach programs. Requires a bachelor's degree in nursing and a current state RN license. Provides outpatient care to students and personnel.	29-1141	Registered Nurses
<b>484100</b>	Pharmacist, Student Health	Manages the on-campus pharmacy located in a student health center. Organizes dispensing and internal control procedures for all medications and drugs. Maintains full inventory. Orders, dispenses, and maintains control and security of narcotic drugs. Ensures compliance with government regulations concerning records, dispensing, and compounding. Provides drug information to physicians; tests drugs and advises on drug use. Approves financial transactions and sets prices. Requires a degree in pharmacy, 4-5 years' related experience, and current state license. Manages on-campus pharmacy located in student health center.	29-1051	Pharmacists
<b>491000</b>	Veterinarian	Provides professional veterinary services in support of researchers in the health, care, and breeding of animals and the administration of surgical procedures and methods to animals. Prescribes medications, establishes treatment modalities, and performs complex surgeries on animals. Reviews and approves animal care and experimentation protocols to ensure compliance with veterinary standards and statutory requirements. Requires doctorate in veterinary sciences plus 5-8 years' experience in providing veterinary services to a variety of animals. Provides veterinary services in support of researchers; requires DVM degree.	29-1131	Veterinarians
<b>492100</b>	Animal Care Manager	Responsible for directing the activities of the animal care unit. Assists in surgery and performs pre- and post-operative care as directed. Ensures maintenance of and adherence to standard operating procedures and protocols. Trains employees in proper lab techniques. Maintains quality checks on cleanliness of labs and animal rooms. Ensures care and maintenance of animals in the facility according to GLPs. Supervises animal technicians and support personnel. Requires bachelor's degree in animal science or veterinary sciences plus 5-8 years' experience with animal care and surgical techniques. Directs the activities of the animal care unit.	29-2056	Veterinary Tech, Technicians
<b>493000</b>	Dietetic or Nutrition Professional	Dietitians or nutrition specialists who consult on proper nutritional and dietary standards, design diets for populations of patients, students, or other client groups; may analyze food content, develop specialized diets, ensure food safety, and related.	29-1031	Dietitians and Nutritionists
<b>495100</b>	Head, Environmental Sustainability	Provide leadership and coordination to the many distinct sustainability efforts on campus. In this role, develops a coherent, campus-wide sustainability program by coordinating academic, research, operations, and student sustainability activities. Fosters a culture of sustainability among students, faculty, and staff; identifies and prioritizes areas for institutional sustainability efforts; plans and develops long- and short-range programs; and engages with institutional leaders to foster sustainability broadly across campus units. Coordinates with the academic community to integrate sustainability into the curriculum. Serves as a point-person for all sustainability activities on campus.	19-2041	Environmental Scientists & Specialists, Including Health
<b>ATHLETICS</b>				
<b>Athletics Professionals and Trainers</b>				
<b>400170</b>	Head, Athletics Academic Affairs	Responsible for developing, implementing, supervising and evaluating the overall academic services offered to student athletes to insure they strive to achieve their full academic potential. Also responsible for monitoring institutional compliance with NCAA or conference academic eligibility regulations for student-athletes in all sports. Typically requires: Bachelors degree and 3-5 years of related administrative experience.	25-9030	Instructional Coordinators

<b>427100</b>	Head, Athletics Compliance	Responsible for developing, administering and monitoring the compliance system for maintaining institutional control for the school's athletics program. Responsible for the comprehensive administration of all athletic compliance functions of the institution to ensure compliance with NCAA and other league rules and regulations, as well as pertinent governmental regulations. Responsibilities include, but are not limited to, monitoring recruiting activities, initial eligibility certification, continuing eligibility certification, financial aid administration, self reporting and rules education. Typically requires: Bachelors degree and 2 - 4 years of NCAA Compliance experience at an institution of higher learning.	13-1041	Compliance Officers
<b>432150</b>	Head, Athletics Finance & Business	Responsible for management and administration of all aspects of the business office for the Athletic Department. Oversees the finance and business activities of the department. Responsibilities include for day-to-day operations, budget planning and reporting, contracts, human resources and information technology. Typically requires: Bachelors degree, preferably in accounting; 5 years of administrative experience in a collegiate athletics programs, including three years of supervisory experience.	13-2051	Financial and Investment Analysts
<b>437150</b>	Head, Athletics Development	Responsible for all fund raising for athletic programs, including major gift cultivation and solicitation, capital campaigns, athletic club, premium seating programs, private suites, etc. Typically requires: Bachelors degree, 3- 5 or more years of college or university athletic fund-raising experience.	13-1131	Fundraisers
<b>457110</b>	Head, Athletics Operations	Directs use, operation, and maintenance of all Institution athletic facilities and fields including stadiums, arenas, gymnasiums, pools, rinks and boathouses. Oversees administration of all events and establishes facilities revenue goals. Establishes long-range planning for facilities, identifies, assesses and addresses short- and long-term program needs in conjunction with staff members and coaches, and plans for and recommends technology improvements. Typically requires: Bachelor degree, with Master degree preferred; 8 or more years experience in facility and operation management; preferably athletic facility administration and operations experience desired.	13-1199	Business Operations Specialists, All Other
<b>468100</b>	Head, Athletics External Affairs	Responsible for advising the Athletic Director on all external affairs and overseeing the external relations program which includes advertising, promotions, marketing, communications, ticketing and public affairs for the entire department. Oversees all marketing and promotions fulfillment as well as game day operations and all media resources (television, radio, internet, etc.). Serves as liaison with sponsors and negotiate contracts between various marketing, promotion and advertising entities. Typically requires: Bachelors degree in related field; 5 years of management experience in a college or university athletic department; experience in developing and implementing strategies related to external affairs preferred.	27-3031	Public Relations Specialists
<b>468110</b>	Head, Sports Information or Athletics Communications	Institutional representative to the media for all athletic activities. Manages preparation and dissemination of news releases, articles, videos, WEB updates and other communications about the institutions sports programs, including games and other events. Typically requires: Bachelors in journalism, public relations, marketing, or related field; 3- 5 years of experience in sports journalism.	27-3031	Public Relations Specialists
<b>468115</b>	Sports Information Communications Specialist	Responsible for distributing press releases for the athletic department. Manages and updates social media platforms; maintains athletic websites. Assists head with media-related tasks.	27-3031	Public Relations Specialists
<b>468120</b>	Head, Men's Athletics Programs	Directs intercollegiate and intramural athletic programs for men only. Responsible for scheduling and contracting for athletic events, employment and direction of athletic coaches, publicity, ticket sales, and equipment and facilities maintenance. Typically requires: Bachelor's degree and 3-5 years of management experience in intercollegiate athletics.	13-1199	Business Operations Specialists, All Other

<b>468130</b>	Head, Women's Athletics Programs	Oversees all aspects of women's athletic programs. Responsibilities typically include budget planning, resource allocation, scheduling and contracting for athletic events, coordination and administrative support for coaches of all women's sports. Also provides academic support to all women student-athletes, to include monitoring of academic performance and attendance, tutoring, advising or referring to appropriate resources. In charge of gender equity within the Athletic Department and advises the director on all matters concerning Women's Athletics and gender related issues. Typically requires: Bachelor's degree and 4-7 years of experience in athletic department administration, coaching, counseling or related field.	13-1199	Business Operations Specialists, All Other
<b>468140</b>	Athletics Team Operations Professional	Coordinates and executes tasks for assigned sports team following departmental, university, conference and NCAA policies. Responsibilities typically include business operations, team travel, video coordination, player recruitment, player development, and administrative support. May supervise students. Typically requires Bachelor's degree and work or player experience on an intercollegiate sports team.	13-1199	Business Operations Specialists, All Other
<b>468150</b>	Sports Statistician	Supports coaches' decision-making by organizing, analyzing, and presenting information. Attends sporting events and records data in real time. Audits and compiles official statistics and prepares reports for media. May be involved in resolution of disputed calls. Analyzes player performance and team strategy. Requires a bachelor's degree in mathematics, statistical analysis, or computer science.	15-2041	Statisticians
<b>469100</b>	Head Athletics Training Programs	Directs the athletic training program for intercollegiate athletics and supervises the training room. Collaborates with coaching staff in developing conditioning, weight training and nutrition programs for athletes. Coordinates medical coverage for athletic events. Supervises Assistant Athletic Trainers and Physical Therapists in the prevention, care, and rehabilitation of athletic injuries. Determines, with advice from a doctor, when and at what level an athlete can return to participation in a sport. Typically requires: Bachelors degree in physical therapy, athletic training or related field; 5 - 8 years of related experience and certification as an athletic trainer.	29-9091	Athletic Trainers
<b>469110</b>	Athletics Trainer or Physical Therapist	Under the general supervision of the Head Athletic Trainer, provides physical therapy and assists in the prevention, care, and rehabilitation of athletic injuries. Provides trainer coverage of athletic activities, organizes orthopedic clinics, advises on prevention and care of athletic injuries, and team-teaches athletic training classes. Supervises student trainers. Typically requires: Bachelor's degree, preferably in physical therapy or health science, and 1 - 3 years of related experience at the collegiate level. Certification as an athletic trainer desirable.	29-9091	Athletic Trainers
<b>Head Coaches</b>				
<b>498260</b>	Head Coach - Football		27-2022	Coaches and Scouts
<b>498300</b>	Head Coach - Baseball		27-2022	Coaches and Scouts
<b>498320</b>	Head Coach - Men's Basketball		27-2022	Coaches and Scouts
<b>498340</b>	Head Coach - Women's Basketball		27-2022	Coaches and Scouts
<b>498500</b>	Head Coach - Cross Country		27-2022	Coaches and Scouts
<b>498510</b>	Head Coach - Track and Field		27-2022	Coaches and Scouts

<b>498520</b>	Head Coach - Cross Country Track & Field		27-2022	Coaches and Scouts
<b>498530</b>	Head Coach - Skiing (Alpine & Nordic)		27-2022	Coaches and Scouts
<b>498540</b>	Head Coach - Swimming & Diving		27-2022	Coaches and Scouts
<b>498550</b>	Head Coach - Men's Golf		27-2022	Coaches and Scouts
<b>498560</b>	Head Coach - Men's Gymnastics		27-2022	Coaches and Scouts
<b>498570</b>	Head Coach - Men's Ice Hockey		27-2022	Coaches and Scouts
<b>498580</b>	Head Coach - Men's Lacrosse		27-2022	Coaches and Scouts
<b>498590</b>	Head Coach - Men's Rowing		27-2022	Coaches and Scouts
<b>498600</b>	Head Coach - Men's Soccer		27-2022	Coaches and Scouts
<b>498610</b>	Head Coach - Men's Tennis		27-2022	Coaches and Scouts
<b>498620</b>	Head Coach - Men's Volleyball		27-2022	Coaches and Scouts
<b>498630</b>	Head Coach - Men's Wrestling		27-2022	Coaches and Scouts
<b>498640</b>	Head Coach - Women's Field Hockey		27-2022	Coaches and Scouts
<b>498650</b>	Head Coach - Women's Golf		27-2022	Coaches and Scouts
<b>498660</b>	Head Coach - Women's Gymnastics		27-2022	Coaches and Scouts
<b>498670</b>	Head Coach - Women's Ice Hockey		27-2022	Coaches and Scouts
<b>498680</b>	Head Coach - Women's Lacrosse		27-2022	Coaches and Scouts
<b>498690</b>	Head Coach - Women's Rowing		27-2022	Coaches and Scouts

498700	Head Coach - Women's Soccer		27-2022	Coaches and Scouts
498710	Head Coach - Women's Softball		27-2022	Coaches and Scouts
498720	Head Coach - Women's Tennis		27-2022	Coaches and Scouts
498730	Head Coach - Women's Volleyball		27-2022	Coaches and Scouts
498735	Head Coach - Women's Wrestling		27-2022	Coaches and Scouts
498740	Head Coach - Bowling		27-2022	Coaches and Scouts
498750	Head Coach - Rugby		27-2022	Coaches and Scouts
498760	Head Coach - Equestrian Sports		27-2022	Coaches and Scouts
498770	Head Coach - eSports		27-2022	Coaches and Scouts
498780	Head Coach - Beach Volleyball		27-2022	Coaches and Scouts
498800	Head Coach - Cheerleading		27-2022	Coaches and Scouts
498810	Head Coach - Strength & Conditioning	Responsible for the overall success, performance and management for the strength and conditioning program for all student athletes. Supervises, plans and coordinates the strength and conditioning program for all sports teams on a year-round basis, including developing speed, strength and conditioning schedules, fundamental instruction and all team work outs. Works closely with all head coaches to plan, organize and facilitate the strength and conditioning needs of each team. Maintains proper strength and conditioning equipment and makes recommendations for the purchase of new equipment. Monitors all department weight training facilities for condition and safety of equipment. Typically requires: Bachelors degree and 1 - 2 years of experience as a weight or strength coach at the college level. Certified Strength and Conditioning Specialist.	27-2022	Coaches and Scouts
498820 NEW in 2025	Head Coach - Water Polo		27-2022	Coaches and Scouts
<b>Specialty Coaches</b>				
499270	Offensive Coordinator - Football	Coordinates all aspects of team offense, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, and coaches or directs coaches to instruct players in techniques of game. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.	27-2022	Coaches and Scouts

<b>499280</b>	Defensive Coordinator - Football	Coordinates all aspects of team defense, assesses players' skills and assigns positions, evaluates own and opposition team capabilities to determine game strategy, instructs players in techniques of game, and assists with recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.	27-2022	Coaches and Scouts
<b>Assistant Coaches</b>				
<b>499290</b>	Assistant Coach - Football		27-2022	Coaches and Scouts
<b>499310</b>	Assistant Coach - Baseball		27-2022	Coaches and Scouts
<b>499330</b>	Assistant Coach - Men's Basketball		27-2022	Coaches and Scouts
<b>499350</b>	Assistant Coach - Women's Basketball		27-2022	Coaches and Scouts
<b>499360</b>	Assistant Coach - Cross Country		27-2022	Coaches and Scouts
<b>499370</b>	Assistant Coach - Track and Field		27-2022	Coaches and Scouts
<b>499380</b>	Assistant Coach - Cross Country Track & Field		27-2022	Coaches and Scouts
<b>499390</b>	Assistant Coach - Skiing (Alpine & Nordic)		27-2022	Coaches and Scouts
<b>499400</b>	Assistant Coach - Swimming & Diving		27-2022	Coaches and Scouts
<b>499410</b>	Assistant Coach - Men's Golf		27-2022	Coaches and Scouts
<b>499420</b>	Assistant Coach, Men's Gymnastics		27-2022	Coaches and Scouts
<b>499430</b>	Assistant Coach, Men's Ice Hockey		27-2022	Coaches and Scouts
<b>499440</b>	Assistant Coach - Men's Lacrosse		27-2022	Coaches and Scouts
<b>499450</b>	Assistant Coach - Men's Rowing		27-2022	Coaches and Scouts
<b>499460</b>	Assistant Coach - Men's Soccer		27-2022	Coaches and Scouts
<b>499470</b>	Assistant Coach - Men's Tennis		27-2022	Coaches and Scouts

<b>499480</b>	Assistant Coach - Men's Volleyball		27-2022	Coaches and Scouts
<b>499490</b>	Assistant Coach - Men's Wrestling		27-2022	Coaches and Scouts
<b>499500</b>	Assistant Coach - Women's Field Hockey		27-2022	Coaches and Scouts
<b>499510</b>	Assistant Coach - Women's Golf		27-2022	Coaches and Scouts
<b>499520</b>	Assistant Coach - Women's Gymnastics		27-2022	Coaches and Scouts
<b>499530</b>	Assistant Coach - Women's Ice Hockey		27-2022	Coaches and Scouts
<b>499540</b>	Assistant Coach - Women's Lacrosse		27-2022	Coaches and Scouts
<b>499550</b>	Assistant Coach - Women's Rowing		27-2022	Coaches and Scouts
<b>499560</b>	Assistant Coach - Women's Soccer		27-2022	Coaches and Scouts
<b>499570</b>	Assistant Coach - Women's Softball		27-2022	Coaches and Scouts
<b>499580</b>	Assistant Coach - Women's Tennis		27-2022	Coaches and Scouts
<b>499590</b>	Assistant Coach - Women's Volleyball		27-2022	Coaches and Scouts
<b>499595</b>	Assistant Coach - Women's Wrestling		27-2022	Coaches and Scouts
<b>499600</b>	Assistant Coach - Cheerleading		27-2022	Coaches and Scouts
<b>499610</b>	Assistant Coach - Strength & Conditioning		27-2022	Coaches and Scouts
<b>499620</b>	Assistant Coach - Bowling		27-2022	Coaches and Scouts
<b>499630</b>	Assistant Coach - Rugby		27-2022	Coaches and Scouts
<b>499640</b>	Assistant Coach - Equestrian Sports		27-2022	Coaches and Scouts

499650	Assistant Coach - eSports		27-2022	Coaches and Scouts
499660	Assistant Coach - Beach Volleyball		27-2022	Coaches and Scouts
499670 NEW in 2025	Assistant Coach - Water Polo		27-2022	Coaches and Scouts

### CUPA-HR STAFF SURVEY POSITION DESCRIPTIONS 2024-25

The Staff Survey collects annual (12-month) pay data for 153 staff positions that are generally non-exempt and do not require a college degree. The annual pay for these individuals is the compensation they would receive for working 2080 hours in 12 months without overtime. SOC Crosswalks are provided to facilitate completion of IPEDS and other reporting, but these codes are not used in this survey. **HOW TO MATCH POSITIONS:** Match to the appropriate code based on the position description, not the title. Position titles can vary greatly across institutions. To search for a match, use the Find & Select function to search for appropriate keywords that relate to a position's function. Depending on the level of the position, you may find a better match in either the Professionals Survey.

**CHANGES TO THIS YEAR'S POSITIONS:** *Position changes:* Removed the word "assistant" from "Research Assistant or Technician" titles to avoid overlap with positions in the Professionals Survey. *Positions changed:* The title and description for Instrument Maker (719000) has been changed to Research Machinist to reflect updated functions for this position. *Positions deleted:* Research Technician, Humanities (620060); Research Technician, Animal Science (620080 -- report instead under 660020).

Position Number	Title/Role	Position Description	2018 BLS SOC #	BLS Standard Occupational Code (SOC) Category Name
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#### Office and Clerical Staff; 506000 - 545000

506000	Administrative or Office or Clerical Lead	Performs a variety of administrative tasks, including answering telephones, typing or word processing, making copies of documents, and maintaining records. May also involve more technical work, but the general function is administrative in nature. These positions are functionally knowledgeable and often serve as the lead for a group of administrative support workers, assigning tasks, prioritizing, and coordinating activities as a backup to the supervisor. Report supervisors under 500000 in the Professionals Survey.	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
511000	Executive Assistant	Provides administrative support to management and upper-level administrators by compiling information and preparing reports, handling information requests, and performing relevant administrative support functions. May also oversee lower-level office support staff. <i>Report here positions that do not meet the FLSA administrative exemption criteria.</i>	43-6011	Executive Secretaries and Administrative Assistants
512000	Accounting Assistant or Financial Clerk	Matches invoices to purchase orders or vouchers; performs data entry, recordkeeping, and customer service; and processes financial transactions in support of the accounts payable or accounts receivable function.	43-3031	Bookkeeping, Accounting, and Auditing Clerks
512010	Accounting Unit Lead	Assigns tasks, prioritizes, and coordinates the work of accounting assistants. Report supervisors under 430160 in the Professionals Survey.	43-3000	Financial Clerks

<b>514000</b>	Administrative Assistant	Performs administrative and office support activities; may support faculty, professionals, or a team; performs word processing; creates spreadsheets and presentations; files, and handles basic correspondence. Titles may include administrative associate, administrative support coordinator, and similar.	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
<b>516000</b>	Cashier	Handles payments from customers purchasing goods and services, typically in a retail setting such as a dining facility, bookstore, or market. Report accounts payable cashiers, such as those receiving payments in student accounts payable functions, under 512000.	41-2011	Cashiers
<b>520000</b>	Clerk, Materials	Serves to provide office and clerical support in a stockroom, warehousing, or shipping and receiving environment. Records stock and shipment data; completes shipping and receiving reports; reports damages and discrepancies for accounting, reimbursement, and recordkeeping.	43-5071	Shipping, Receiving, and Inventory Clerks
<b>522000</b>	Clerk, Records	Serves as a dedicated resource for recordkeeping (e.g. student records, medical records, personnel records, etc.), data collection, and responding to customers as requested for related information. May have title of file clerk, records clerk, or records assistant. Typically ensures compliance with applicable policies and regulations.	43-4000	Information and Record Clerks
<b>523000</b>	Mailing Coordinator	Coordinates bulk mailing and other mailings for on and off-campus clients; may oversee campus mail distribution, and may supervise student workers.	43-9050	Mail Clerks and Mail Machine Operators, Except Postal Service
<b>524000</b>	Communications or Switchboard Operator	Receives and transmits routine and emergency telephone and radio traffic; dispatches and coordinates police, fire, animal control, and other municipal services; maintains and processes a variety of communications paperwork, records, and logs. Titles may include switchboard operator, telecommunicator, or dispatcher.	43-2011	Switchboard Operators, Including Answering Service
<b>528000</b>	Customer Service Assistant	Interacts with customers to provide information in response to inquiries about processes, products, or services; handle and resolve complaints; or refer complex matters to professional or managerial staff.	43-4051	Customer Service Representatives
<b>530000</b>	Department Assistant	Provides a variety of administrative support to assigned administrator and department; establishes, maintains, and ensures compliance of department records; assists with budgetary matters; tracks department funds and purchasing; compiles reports; and monitors assigned projects and program components. May handle a variety of clerical, student support, and facility coordination duties.	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
<b>532000</b>	Library Assistant	Assists patrons and organizes library materials and information. Compiles records, sorts and shelves books or other media; removes or repairs damaged books or other media; checks materials in and out of circulation. Replaces materials in shelving area (stacks) or files.	25-4031	Library Technicians
<b>534000</b>	Receptionist	Greets visitors and performs general administrative duties. Handles incoming calls and may operate a multi-line telephone system. May assist other administrative staff with overflow work, including word processing and data entry.	43-4171	Receptionists and Information Clerks

<b>536000</b>	Secretary	Performs routine clerical and administrative functions such as drafting correspondence, scheduling appointments and meetings, organizing and maintaining paper and electronic files, or providing information to callers.	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
<b>538000</b>	Transcriptionist	Transcribes reports using various electronic devices. Transcribes dictated reports and translates abbreviations into fully understandable form. Edits as necessary and returns reports in either printed or electronic form for review, signature, or correction. Title may include Medical Transcriptionist.	43-4000	Information and Record Clerks
<b>541000</b>	Event Planning Assistant	Assists in the coordination of events, conferences, and meetings. Duties include assisting with planning; handling logistics and participant registration; producing event collateral materials; and providing onsite event assistance.	43-9199	Office and Administrative Support Workers, All Other
<b>542010</b>	Transport Coordinator	Coordinates daily transportation activities that include arranging transportation vehicles for passengers. Ensures the availability of vehicles, and coordinates the repairing process of vehicles.	53-6099	Transportation Workers, All Other
<b>542020</b>	Campus Recycling Coordinator	Coordinate and oversee daily campus recycling activities including the collection, sorting and disposal of recyclable materials.	53-7080	Refuse and Recyclable Material Collectors
<b>542030</b>	Work Control Assistant	Performs a variety of duties in the operation of the institution's facilities management work control system, such as estimating, scheduling, planning, and documenting work; procurement of supplies and materials to facilitate work; and inspection of work originating from a facilities management work control center.	43-9199	Office and Administrative Support Workers, All Other
<b>543000</b>	Student Services Coordinator	Applies knowledge of programs, procedures, and policies to provide administrative support and assistance in a student services function (e.g., registrar, student records, admissions, residence life, financial aid). Assists current and prospective students and parents with a variety of inquiries and topics.	43-4199	Office and Administrative Support Workers, All Other
<b>543010</b>	ID Card Security Access Specialist	Responsible for issuing identification cards to approved individuals and affiliates, provisions specialized attributes or access for the card user, answers questions, secures deactivation and disposal, and processes lost-and-found ID cards, including notification.	43-4199	Office and Administrative Support Workers, All Other
<b>544000</b>	Grant Proposal Coordinator	Assists faculty members and researchers in preparing for sponsored-project submissions by compiling grant proposal content from multiple contributors, compiling budget information, coordinating required approvals authorizations, and ensuring timely submission of proposals to funding agencies.	43-9199	Office and Administrative Support Workers, All Other
<b>545000</b>	Data Reporting Specialist	Enters and collects data, maintains databases, and produces reports for various purposes. Manipulates and organizes data for reporting purposes.	43-9021	Data Entry Keyers

**Technical and Paraprofessional Staff; 600000 - 668000**

<b>600000</b>	Paralegal	Performs a variety of tasks to support lawyers by conducting legal research and drafting documents. Provides research and support activity to attorneys. Prepares documents, agreements, and pleadings related to litigation and non-litigation matters. Resolves routine legal questions under the direction of an attorney. Certified Legal Assistant (CLA) accreditation required.	23-2010	Paralegals and Legal Assistants
<b>602020</b>	HR Coordinator	Provides technical support in one or several human resources functions. Duties may include: screening applications, preparing onboarding presentations, managing benefits enrollment, compiling human resources data, and maintaining data in human resources information systems. Completes special assignments and projects as required.	43-4161	Human Resource Assistants, Except Payroll and Timekeeping
<b>602040</b>	Training Coordinator	Coordinates training logistics and maintains records of training activities, employee progress, and program effectiveness. May support the work of professional trainers. May deliver standardized training and educational programs for employees to improve their skills and knowledge.	43-9199	Office and Administrative Support Workers, All Other
<b>602090</b>	Recruitment Coordinator	Coordinates the flow of candidates through the recruitment process, from scheduling interviews to bringing new employees on board. May work with job candidates, external recruiters and agencies, and other human resource professionals in support of department's hiring needs.	13-1071	Human Resources Specialists
<b>604010</b>	Purchasing Specialist	Participates in bidding and procurement functions. Responsible for reviewing and researching purchasing requests. May be involve in contacting vendors or suppliers for purchasing proposals.	43-3061	Procurement Clerks
<b>604020</b>	Payroll Associate or Coordinator	Processes payroll for staff; examines employees' time cards, determines gross earnings, audits calculated wages to ensure accuracy of payroll, and makes certain taxes are deducted from each check.	43-3051	Payroll and Timekeeping Clerks
<b>605000</b>	Medical Billing Specialist	Follows patient accounts through the entire billing process from eligibility to completion of payment process. Provides medical billing and collection processes by verifying eligibility and benefits, obtaining pre-authorizations, entering medical codes, requesting payments, and resolving account issues.	43-3021	Billing and Posting Clerks
<b>606000</b>	Communications Specialist	Performs a range of communications or marketing related work which may include print, social media, web content, or multi-media. Creates and disseminates content for internal or external audiences through a variety of media. Final products may be subject to approval by a higher level professional.	27-3031	Public Relations Specialists
<b>606010</b>	Interpreter	Interprets for deaf and hard-of-hearing students, faculty, and staff in a variety of settings, including classrooms, campus activities, events, and other situations when needed.	27-3091	Interpreters and Translators
<b>607000</b>	Teaching Technician or Paraprofessional	Staff position that provides teaching support to faculty in a classroom or laboratory setting. May run small-group labs. May assist faculty member in student assessment and test grading. May instruct students in the proper use of laboratory equipment. Staff position rather than grad or undergrad student teaching assistant.	25-9044	Teaching Assistants, Postsecondary
<b>607010</b>	Tutor	Provides tutoring and assistance for one or more subjects. Regular staff position that is not a student teaching assistant.	25-9044	Teaching Assistants, Postsecondary
<b>608000</b>	Library Paraprofessional	Provides technical library support as it relates to library catalogs, databases, and indexes and answers questions that require basic library science knowledge and consultation.	43-4121	Library Assistants, Clerical
<b>609010</b>	Advancement Specialist	Researches and identifies donor prospects to raise money and donations for an organization. Assists with cultivating a donor base, may plan or coordinate events promoting their organization's work. May develop a biography of the prospective donor for the gift officer.	13-1131	Fundraisers

<b>609020</b>	Environment, Health, & Safety Technician	Performs tests to monitor the environment and investigate conditions that affect public health. Ensures compliance to state and federal regulations to facilitate risk management and avoid hazardous incidents.	19-4042	Environmental Science & Protection Technicians, Including Health
<b>610000</b>	Media Services Audiovisual Technician	Responsible for the proper selection, setup, testing, and operation of lights, mics, and other audiovisual equipment.	27-4011	Audio and Video Technicians
<b>610010</b>	Videographer	Operates film or video camera equipment to film or videotape special events. May also operate standard editing software. May post on video-sharing websites for clients.	27-4031	Camera Operators, Television, Video, and Film
<b>610020</b>	Videographer - Athletics	Operates film or video camera equipment to film or videotape athletic events. Use standard editing software to create highlight reels, recruiting content, and other materials for coaching analysis.	27-4031	Camera Operators, Television, Video, and Film
<b>610030</b>	Photographer	Provides still photography. May collaborate with other media professionals in creative efforts.	27-4021	Photographers
<b>611000</b>	Theater Arts Technician or Assistant	Costumers, lighting assistants, production assistants, stage hands, set builders, and other types of theater art technicians and assistants.	39-3090	Miscellaneous Entertainment Attendants and Related Workers
<b>611010</b>	Studio Arts Technician	Provides technical support for one or more studio arts, e.g. photo lab, wood shop, metals, prints, ceramics.	27-1019	Artists and Related Workers, All Other
<b>611020</b>	Music Accompanist	Provides musical accompaniment for rehearsals, performances, and special events. Collaborates regularly with students and faculty.	27-2042	Musicians and Singers
<b>612000</b>	Engineering Technician or Paraprofessional	Provides assistance to professional engineers by preparing specifications and drafting design plans with an understanding of general engineering principles. Work may also focus in a particular branch of engineering or research & development engineering. May include use of CAD or GIS systems.	17-3020	Engineering Technologists and Technicians, Except Drafters
<b>614000</b>	IT Technical Support Paraprofessional	Provides technical support, troubleshoots and resolves urgent technical issues, and responds to help address requests. Identifies and escalates complex issues to a higher level position. Installs computer hardware, repairs software, and runs diagnostic programs. Documents service repairs and trains staff as needed.	15-1232	Computer User Support Specialists
<b>614010</b>	Computer Network Support Specialist or Technician	Tests, troubleshoots, and configures existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Performs network maintenance to ensure networks operate correctly with minimal interruption.	15-1231	Computer Network Support Specialists

<b>614020</b>	IT Systems Specialist	Provides technical support for software systems; performs troubleshooting techniques to identify systems problems; may initiate and complete corrective tasks as required in restoring service and assuring system integrity.	15-1211	Computer Systems Analysts
<b>614030</b>	Computer Operations Technician	Monitors computer and peripheral equipment and responds to error messages. May enter commands at a computer terminal, set controls, assist with server installation, or monitor data center activity and conditions.	15-1299	Computer Occupations, All Other
<b>616000</b>	Telecommunications Technician or Paraprofessional	Installs and repairs telecommunications cable, including fiber optics and logging lines.	49-9052	Telecommunications Line Installers & Repairers
<b>619000</b>	Museum Preparator	Performs semi-skilled duties in the preparation, installation, and care of museum exhibits and works of art.	25-4013	Museum Technicians and Conservators
<b>620010</b>	Research Technician, Life Science	Assists researchers in fields such as botany, horticulture, or biology by performing routine tests, processing samples, collecting data, setting up and operating equipment, and maintaining laboratory stock.	19-4000	Life, Physical, & Social Science Technicians
<b>620020</b>	Research Technician, Social Science	Assists social scientists in research efforts including subject observation, surveys, data or questionnaire response collection, and coordinating participant consent.	19-4000	Life, Physical, & Social Science Technicians
<b>620030</b>	Research Technician, Physical Science	Assists researchers in fields such as physics, chemistry, or astronomy by performing routine tests, processing samples, collecting data, setting up and operating equipment, and maintaining laboratory stock.	19-4000	Life, Physical, & Social Science Technicians
<b>620050</b>	Research Technician, Health and Medicine	Assists medical, clinical, or human pathology research efforts by performing routine tests or cultures, processing samples, collecting data, setting up and operating equipment, and maintaining laboratory stock or cell lines.	29-2010	Clinical Laboratory Technologists & Technicians
<b>621000</b>	Statistical Data Assistant	Collects, compiles, edits, and analyzes data according to standardized methods and procedures for statistical studies and presents results for final interpretation by others.	43-9111	Statistical Assistants
<b>622010</b>	Lab Assistant or Technician, Life Science	Performs a variety of support tasks in a life science laboratory including maintenance, cleaning and sterilization of equipment and the laboratory, maintenance and ordering of inventory, and various recordkeeping functions. May pick up and deliver equipment, prepare solutions and media, and dispose of contaminated materials from the area.	19-4000	Life, Physical, & Social Science Technicians
<b>622020</b>	Lab Assistant or Technician, Social Science	Assists social scientists in a laboratory, survey, or practicum setting. May help prepare findings for publication and assist in laboratory analysis, quality control, or data management.	19-4000	Life, Physical, & Social Science Technicians
<b>622030</b>	Lab Assistant or Technician, Physical Science	Performs a variety of support tasks in a physical science laboratory, including maintenance, cleaning and sterilization of equipment and the laboratory, maintenance and ordering of inventory, and various recordkeeping functions. May pick up and deliver equipment, prepare solutions and media, and dispose of contaminated materials from the area.	19-4000	Life, Physical, & Social Science Technicians

<b>622040</b>	Lab Assistant or Technician, Engineering	Performs a variety of support tasks in an engineering laboratory, including maintenance, cleaning and sterilization of equipment and the laboratory, maintenance and ordering of inventory, and various recordkeeping functions. May pick up and deliver equipment, prepare solutions and media, and dispose of contaminated materials from the area.	17-3029	Engineering Technologists and Technicians, Except Drafters
<b>622050</b>	Lab Assistant or Technician, Health and Medicine	Conducts laboratory testing on cells, tissues, fluids, and methods used to discover, diagnose, and remedy illness and disease. Typically works under the guidance and supervision of a laboratory manager.	29-2010	Clinical Laboratory Technologists & Technicians
<b>640000</b>	Allied Health Technician or Paraprofessional	Specially trained in clinical aspects of patient care, anatomy, and physiology (e.g., radiation technician, ultrasound technician, emergency medical technician, etc.). Operates high-level equipment, transports patients, or provides emergency care.	29-0000	Healthcare Practitioners and Technical Occupations
<b>642000</b>	Dental Technician or Paraprofessional	Assists dentist, sets up equipment, prepares patient for treatment, and keeps records. Includes trained and certified dental assistants.	31-9091	Dental Assistants
<b>644000</b>	Medical Technician or Paraprofessional	Clinical or medical duties may include recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Operates medical equipment such as x-ray, dialysis, ultrasound, etc. Typically ensures compliance with applicable policies and regulations.	31-9092	Medical Assistants
<b>644010</b>	Medical Assistant	Schedules appointments and maintains medical records, billing, and coding information for insurance purposes. Clinical duties may include recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Typically ensures compliance with applicable policies and regulations. Certified Medical Assistant (CMA) required.	31-9092	Medical Assistants
<b>646010</b>	Licensed Practical Nurse	Provides routine practical nursing work in the care and treatment of patients, under nursing supervision. Participates in nursing assessments, monitors intake and output, collects specimens, engages in catheter and colostomy care, and assists the Registered Nurse and Physician as needed. Licensure required.	29-2060	Licensed Practical & Licensed Vocational Nurses
<b>646020</b>	Nursing Assistant	Provides basic patient care under direction of nursing staff. May perform duties such as feeding, bathing, dressing, grooming, or moving patients or changing linens. Includes nursing care attendants, nursing aides, and nursing attendants. Certified Nursing Assistant (CNA) required.	31-1131	Nursing Assistants
<b>648000</b>	Pharmacy Technician or Paraprofessional	Prepares medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.	31-9095	Pharmacy Aides
<b>649000</b>	Optometric Technician	Designs, measures, fits, and adapts lenses and frames for client according to written optical prescription or specification. Assists client with inserting, removing, and caring for contact lenses.	29-2081	Opticians, Dispensing
<b>650000</b>	Physical or Occupational Therapy Technician	Assists physical or occupational therapists in providing therapy treatments and procedures. May assist in the development of treatment plans, carrying out routine functions, documenting the progress of treatment, or directing activity programs.	31-2021	Physical Therapist Assistants

<b>654000</b>	Social or Human Service Paraprofessional	Assists in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.	31-9099	Healthcare Support Workers, All Other
<b>656000</b>	Dietetic or Nutrition Technician or Paraprofessional	Assists in the provision of food service and nutritional programs under the supervision of a dietitian. May plan and produce meals based on established guidelines, may teach and advise on principles of food and nutrition.	29-1031	Dietitians and Nutritionists
<b>660000</b>	Animal Care Technician	Feeds, waters, grooms, bathes, exercises, or otherwise cares for animals, such as mice colonies, fish, birds, cats, dogs, cattle, horses, or zoo animals. May keep records of feedings, treatments, and animals received or discharged. May clean, disinfect, and repair cages or pens. <i>Excludes Veterinary Technicians.</i>	39-2021	Animal Caretakers
<b>660010</b>	Veterinary Technician	Conducts a variety of clinical and laboratory procedures, including postoperative care, dental care, and specialized nursing care. Performs medical tests under the supervision of a licensed veterinarian to assist with diagnosing the illnesses and injuries of animals. Typically, technicians must be registered, licensed, or certified.	29-2056	Veterinary Technologists and Technicians
<b>660020</b>	Animal Science Research Technician	Performs standard veterinary technical procedures independently and ensures appropriate accountability for data and specimen collection for various research projects. Works closely with Clinical Veterinarian(s) and Research Support Specialist(s) to perform daily health assessments, perform experimental manipulations, and provide animal treatments as instructed.	29-2056	Veterinary Technologists and Technicians
<b>662000</b>	Forestry Technician or Paraprofessional	Provides technical assistance regarding the conservation of soil, water, forests, or related natural resources. May compile data pertaining to characteristics of forest tracts. May assist in managing, improving, and protecting rangelands and wildlife habitats.	19-4071	Forest and Conservation Technicians
<b>662010</b>	Agricultural Technician or Paraprofessional	Performs duties related to agricultural production to ensure successful crop yield or other agricultural product. Prevents spoilage and disease, applies chemical treatments, harvests and cultivates fields, measures and analyzes quality standards.	45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse
<b>662020</b>	Horticultural Technician	Applies technical horticultural knowledge of different species, pests, and diseases to influence decisions regarding cultivation, landscaping, and plant species selection. Observes and diagnoses horticultural issues.	37-3011	Landscaping and Groundskeeping Workers
<b>664000</b>	Marine Technician or Paraprofessional	May work closely with oceanographers conducting fieldwork; often in charge of installing, maintaining, and repairing onboard research equipment. May also maintain and repair the body, mechanical, and electrical equipment found on marine vessels.	19-4020	Biological Technicians
<b>668000</b>	Aeronautics Technician or Paraprofessional	May run computer simulations that test new designs and help in quality assurance, testing, and operation of advanced technologies used in producing aircraft and aircraft systems. May also operate and maintain equipment used in testing new aircraft and spacecraft.	53-6099	Transportation Workers, All Other

**Skilled Craft Staff; 705010 - 750000**

<b>705010</b>	Painter Lead	Assigns tasks, prioritizes, and coordinates the activities of workers engaged in interior or exterior painting. May help train new workers. Serves as a mentor for less-experienced team members. Inspects work in progress and completed work to determine conformance to specifications. Report supervisors under 700000 in the Professionals Survey, whether exempt or non-exempt.	47-2141	Painters, Construction and Maintenance
<b>705020</b>	Carpenter Lead	Assigns tasks, prioritizes, and coordinates the activities of workers and helpers engaged in carpentry. May help train new workers. Serves as a mentor for less-experienced team members. Inspects work in progress and completed work to determine conformance to specifications. Report supervisors under 700000 in the Professionals Survey, whether exempt or non-exempt.	47-2031	Carpenters
<b>705030</b>	HVAC Lead	Assigns tasks, prioritizes, and coordinates the activities of workers engaged in the operations, maintenance and service repairs on heating, ventilating, and air conditioning systems. May help train new workers. Serves as a mentor for less-experienced team members. Inspects work in progress and completed work to determine conformance to specifications. Report supervisors under 700000 in the Professionals Survey, whether exempt or non-exempt.	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
<b>705040</b>	Electrician Lead	Assigns task, prioritizes, and coordinates the activities of workers engaged in the installation and maintenance of electrical systems. Informs work crews of changing codes. May help train new workers. Serves as a mentor for less-experienced team members. Inspects work in progress and completed work to determine conformance to specifications. Report supervisors under 700000 in the Professionals Survey, whether exempt or non-exempt.	47-2111	Electricians
<b>705050</b>	Plumber Lead	Assigns tasks, prioritizes, and coordinates activities of workers engaged in the installation and maintenance of plumbing systems. May help train new workers. Serves as a mentor for less-experienced team members. Inspects work in progress and completed work to determine conformance to specifications. Report supervisors under 700000 in the Professionals Survey, whether exempt or non-exempt.	47-2152	Plumbers, Pipefitters, and Steamfitters
<b>705060</b>	Locksmith Lead	Assigns tasks, prioritizes, and coordinates the activities of workers engaged in repairing and opening locks, making keys, changing locks and safe combinations, and installing and repairing safes. May help train new workers. Serves as a mentor for less-experienced team members. Report supervisors under 700000 in the Professionals Survey, whether exempt or non-exempt.	49-9094	Locksmiths and Safe Repairers
<b>710010</b>	Sign Painter	Responsible for signage for the purpose of announcing or advertising products, services and events.	51-9123	Painting, Coating, and Decorating Workers
<b>710020</b>	Plasterer	Works with plaster, such as forming a layer of plaster on an interior wall or plaster decorative moldings on ceilings or walls to create a finished look to an interior space.	47-2161	Plasterers and Stucco Masons
<b>710030</b>	Upholsterer	Make, replace, and repair upholstery (e.g. furniture and in vehicles).	51-6093	Upholsterers
<b>710040</b>	Lab Mechanic	Maintain, repair, and order equipment for laboratories. May work in optical, dental, medical, and engineering or laboratory settings. May require specialized knowledge of environment or equipment.	49-9099	Installation, Maintenance, and Repair Workers, All Others
<b>711000</b>	Electrician (Journeyman)	Installs, maintains, and troubleshoots a variety of electrical equipment and electrical systems, including high voltage.	47-2111	Electricians

<b>713000</b>	Electronic Equipment Mechanic	Test, install, diagnose, maintain, and repair electronic systems and equipment, and control circuits.	49-2090	Miscellaneous Electrical and Electronic Equipment Mechanics, Installers, and Repairers
<b>713010</b>	Security and Fire Alarm Technician	Install, program, maintain, or repair security or fire alarm wiring and equipment. Ensure that work is in accordance with relevant codes.	49-2098	Security and Fire Alarm Systems Installers
<b>715000</b>	Carpenter (Journeyman)	Cut, shape, and assemble wooden articles or set up and operate a variety of woodworking machines, such as power saws, jointers, and mortisers to surface, cut, or shape lumber or to fabricate parts for wood products.	47-2031	Carpenters
<b>717000</b>	HVAC Mechanic (Journeyman)	Install, repair, and maintain HVAC systems. Conducts work in compliance with local regulation. May diagnose system malfunctions and replace failing mechanical components. Positions will also evaluate ventilation efficiency.	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
<b>718000</b>	Building Control Systems Technician	Installs, calibrates, adjusts, and repairs controls for building systems (e.g., lighting, electricity, temperature). May balance air flow and certify laboratory ventilation systems.	49-9012	Control and Valve Installers and Repairers, Except Mechanical Door
<b>719000</b>	Research Machinist	Under supervision, designs, fabricates, installs, maintains, and repairs new or unique scientific lab devices, equipment, components, and precision instruments for research and teaching purposes; consults with equipment end-users regarding design material selection and application; reads and interprets blueprints and hand-drawn sketches and oral instructions; measures to desired degree of accuracy; sets up and operates precision tools to produce components.	51-4041	Machinists
<b>721000</b>	Locksmith (Journeyman)	Repair and open locks; make keys; change locks and safe combinations; and install and repair safes.	49-9094	Locksmiths and Safe Repairers
<b>723000</b>	Machinist	Set up and operate a variety of machine tools to produce precision parts and instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines.	51-4041	Machinists
<b>725000</b>	Mason (Journeyman)	Lay and bind a variety of building materials for the purpose of constructing or repairing a variety of structures.	47-2020	Brickmasons, Blockmasons, and Stonemakers
<b>727000</b>	Metalworker	Fabricate, assemble, install, and repair sheet metal products and equipment. May set up and operate fabricating machines to cut, bend, and straighten sheet metal.	47-2211	Sheet Metal Workers
<b>729000</b>	Boilermaker	Construct, assemble, maintain, and repair stationary steam boilers and boiler house auxiliaries. Assist in testing assembled vessels. Direct cleaning of boilers and boiler furnaces. Inspect and repair boiler fittings, such as safety valves, regulators, automatic-control mechanisms, water columns, and auxiliary. Control, operate, or maintain machinery to generate electric power.	47-2011	Boilermakers

<b>730000</b>	Power Plant Operator	Control, operate, and maintain machinery to generate electricity. Use control boards to distribute power among generators and regulate the output from several generators. Monitor instruments to maintain voltage and electricity flows from the plant to meet consumer demand for electricity.	51-8013	Power Plant Operators
<b>731000</b>	Painter (Journeyman)	Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency.	47-2141	Painters, Construction and Maintenance
<b>733000</b>	Plumber (Journeyman)	Assemble, install, or repair pipes, fittings, or fixtures of heating, water, or drainage systems, according to specifications or plumbing codes. Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinklerfitters.	47-2152	Plumbers, Pipefitters, and Steamfitters
<b>735000</b>	Printer or Bookbinder	Bind books and other publications or finish printed products by machine. May set up and operate binding and finishing machines.	51-5113	Print Binding and Finishing Workers
<b>737000</b>	Rofer (Journeyman)	Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, or related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.	47-2181	Roofers
<b>739000</b>	Welder (Journeyman)	Use hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.	51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders
<b>741000</b>	Textile Skilled Worker	Operate a variety of machines and involved in multiple processes to produce fabrics, yarn and other textiles.	51-6060	Textile Machine Setters, Operators, and Tenders
<b>742000</b>	Vehicle Mechanic	Inspect, maintain, and repair vehicles.	49-3000	Vehicle and Mobile Equipment Mechanics, Installers, and Repairers
<b>750000</b>	Arborist	Maintains trees and woody plants to ensure their healthy, safe, and attractive condition, including chemical applications; repairing, cabling, fertilizing, watering, and pruning; and removal of any dead, diseased or declining trees, or other woody plants.	37-3013	Tree Trimmers and Pruners
<b>Service and Maintenance Staff; 810000 - 855000</b>				
<b>810000</b>	General Maintenance Lead	Assigns tasks, prioritizes, and coordinates maintenance and repair work in buildings or large complexes. May help train new workers. Serves as a mentor for less-experienced team members. Report supervisors under 800000 in Professionals Survey, whether exempt or non-exempt.	49-9071	Maintenance and Repair Workers, General

<b>810010</b>	Housekeeping Lead	Assigns tasks, prioritizes, and coordinate work activities of cleaning personnel in buildings, offices, and other establishments. May help train new workers. Serves as a mentor for less-experienced team members. Report supervisors under 800000 in Professionals Survey, whether exempt or non-exempt.	37-2010	Building Cleaning Workers
<b>810020</b>	Groundskeeping Lead	Assigns tasks, prioritizes, and coordinates groundskeepers in the maintenance of grounds, athletic fields, and surrounding external areas. May help train new workers. Serves as a mentor for less-experienced team members. Report supervisors under 800000 in Professionals Survey, whether exempt or non-exempt.	37-3010	Grounds Maintenance Workers
<b>810030</b>	Food Service Lead	Assigns tasks, prioritizes, and coordinates the activities of staff members who are engaged in serving meals to customers according to written cyclic menus (or may include special events or catering menus). May help train new workers. Serves as a mentor for less-experienced team members. Report supervisors in Professionals Survey, whether exempt or non-exempt.	35-3000	Food and Beverage Serving Workers
<b>811000</b>	General Maintenance Worker	Performs general preventative maintenance using a variety of equipment and handles tasks that are not complex enough to need the specialized training of a licensed tradesperson, such as a plumber or electrician. Performs a variety of duties in and around buildings and grounds.	49-9098	Helpers-Installation, Maintenance, and Repair Workers
<b>812000</b>	Construction Laborer	Performs a variety of tasks as a laborer in support of construction activities.	47-2061	Construction Laborers
<b>813000</b>	Custodian or Housekeeper	Performs housekeeping and janitorial duties to maintain offices, patient or guest rooms, restrooms, and public areas in clean and orderly condition. Mixes own cleaning solutions to appropriate strength. Removes trash from offices and other work areas. May assist other service personnel with minor repairs. Follows established routine.	37-2010	Building Cleaning Workers
<b>813010</b>	Custodian or Housekeeper, Floor Maintenance	Scrapes and sands wooden floors to smooth surfaces. Uses tools such as a floor scraper and floor sanding machine. Applies coats of finish for a polished appearance.	37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
<b>814000</b>	Equipment Operator - Heavy	Operates large equipment, such as trash compactors, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders.	47-2073	Operating Engineers & Other Construction Equipment Operators
<b>814010</b>	Equipment Operator-Light	Operates a variety of light motor equipment, machinery, and tools on projects including the construction, maintenance, and repair of streets, commercial, or residential grounds.	47-2073	Operating Engineers & Other Construction Equipment Operators
<b>815000</b>	Equipment Repairer	Repairs and maintains machinery and mechanical equipment (e.g. pneumatic tools, motors, conveyor systems, production machines, and equipment using testing instruments, hand and power tools, and precision measuring instruments).	49-9071	Maintenance and Repair Workers, General

<b>816000</b>	Farm or Agricultural Worker	Maintains the quality of farms, crops, and livestock by operating machinery and doing physical labor under the supervision of farmers, ranchers, and other agricultural managers.	45-2090	Miscellaneous Agricultural Workers
<b>817000</b>	Food Prep Worker	Performs many routine tasks in the preparation of food.	35-2021	Food Preparation Workers
<b>817010</b>	Baker	Mixes and bakes ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.	51-3011	Bakers
<b>817020</b>	Line Cook	Cooks entrée items for a variety of meals.	35-2012	Cooks, Institution and Cafeteria
<b>817030</b>	Dishwasher	Washes dishes, glassware, flatware, pots, or pans, using dishwashers or by hand. Maintains kitchen work areas, equipment, or utensils in clean and orderly condition.	35-9021	Dishwashers
<b>818000</b>	Food Server	Serves food to individuals in a dining environment such as in residence halls or a campus dining facility.	35-3000	Food and Beverage Serving Workers
<b>819000</b>	Grounds or Landscape Worker	Performs a variety of landscaping duties (e.g. sod laying, mowing, trimming and pruning trees and shrubs, planting, watering, fertilizing).	37-3010	Grounds Maintenance Workers
<b>819010</b>	Irrigation Technician	Responsible for the installation and maintenance of irrigation systems.	49-9099	Installation, Maintenance, and Repair Workers, All Other
<b>820000</b>	Installer or Finisher	Performs duties related to drywall, lighting, and tiling.	47-2081	Drywall and Ceiling Tile Installers
<b>821000</b>	Mail Carrier	Sorts mail for delivery. Delivers mail on established route by vehicle or on foot.	43-5052	Postal Service Mail Carriers
<b>822000</b>	Motor Vehicle Operator	Responsible for operating vehicles (e.g. trucks, buses, and vans). Delivers and transports people, supplies, records, and materials.	53-3000	Motor Vehicle Operators
<b>824000</b>	Mover or Delivery Worker	Manually moves freight, stock, or other materials, or performs other general labor.	53-7062	Laborers and Freight, Stock, and Material Movers, Hand
<b>825000</b>	Parking or Traffic Attendant	Parks vehicles or issues tickets for customers in a parking lot or garage. May collect fee.	53-6021	Parking Attendants
<b>826000</b>	Pest Control Worker	Applies or releases chemical solutions or toxic gases and set traps to kill or remove pests and vermin that infest buildings and surrounding areas.	37-2021	Pest Control Workers
<b>827000</b>	Trades Helper	Semi-skilled work assisting skilled workers in the performance of duties related to electrical, plumbing, air conditioning, heating, and other building trades work.	47-3010	Helpers, Construction Trades
<b>828000</b>	Sales Workers	Performs sales duties and tasks in a merchandise environment.	41-2031	Retail Salespersons

<b>828010</b>	Museum Shop Manager	Manages museum shop operations to include retail marketing, working with vendors, and overseeing staff.	11-9199	Managers, All Other
<b>828020</b>	Retail Operations Lead	Oversees the daily operations of a retail facility, such as a student bookstores, gift, and clothing stores, etc. May help train new workers. Serves as a mentor for less-experienced team members. Performs administrative tasks related to these operations. Report supervisors in Professionals Survey, whether exempt or non-exempt.	41-2031	Retail Salespersons
<b>830010</b>	Fire Inspector	Examines buildings to detect fire hazards and ensure that federal, state, and local fire codes are met.	33-2021	Fire Inspectors and Investigators
<b>841000</b>	Police Officer	Detects and apprehends individuals who break the law by patrolling in an assigned area. Responds to emergency calls. Investigates complaints and works to resolve conflict. Makes arrests, issues citations, and serves warrants and subpoenas. <i>Refers to Sworn Officers.</i>	33-3051	Police and Sheriff's Patrol Officers
<b>842000</b>	Security Guard	Guards, patrols, or monitors premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment.	33-9032	Security Guards
<b>842010</b>	Security Guard Lead	Assigns tasks, prioritizes, and coordinates the activities of security guards (e.g., scheduling shifts). May help train new workers. Serves as a mentor for less-experienced team members. Ensures that all the daily security operations run smoothly and effectively. Report supervisors in Professionals Survey, whether exempt or non-exempt.	33-9032	Security Guards
<b>850000</b>	Client Care Lead	Assigns tasks, prioritizes, and coordinates the activities of client care staff including patient care assistants, child care workers, teacher aides, eldercare assistants and similar. May help train new workers. Serves as a mentor for less-experienced team members. Do not include certified, degreed teaching or nursing professionals or skilled technicians or paraprofessionals. Report supervisors under 808000 in Professionals Survey, whether exempt or non-exempt.	39-9000	Other Personal Care and Service Workers
<b>851000</b>	Client Care Assistant	Performs client care duties for children, the elderly, recovering patients, or persons with disabilities, such as serving as a daycare or eldercare assistant, providing wheelchair assistance, deliveries to patient rooms, and similar. Do not include certified, degreed teaching or nursing professionals or skilled technicians or paraprofessionals.	39-9000	Other Personal Care and Service Workers
<b>851010</b>	Teacher Assistant, Preschool or Toddler	Helps the lead teacher in classroom activities of children who have not yet entered kindergarten.	25-9042	Teaching Assistants, Preschool, Elementary, Middle, & Secondary School, Except Special Education
<b>852010</b>	Equipment Manager, Athletics	In charge of a sport team's equipment; tasks include transportation, laundering, repairs, and regular service of athletic equipment.	39-3091	Amusement and Recreation Attendants
<b>852020</b>	Equipment Assistant, Athletics	Assists the Equipment Manager with the procurement, distribution, inventory, and maintenance of personal athletic equipment for assigned teams. Tasks typically include travel, laundering, basic repairs, distribution, and fitting.	39-3091	Amusement and Recreation Attendants
<b>853000</b>	Club Coach	Manages individual club, intramural sports, or extramural sports offered for students.	27-2022	Coaches and Scouts

<b>854000</b>	Greenhouse Worker	Plants, cultivates, and harvests flowers, plants, trees, and shrubs in a greenhouse environment.	45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse
<b>855000</b>	Materials Handler	Handles and maintains flow of materials and products in manufacturing, stockroom, or warehouse environments. May operate motorized and non-motorized material handling equipment.	43-5071	Shipping, Receiving, and Inventory Clerks