The Administrators Survey collects salary data for 200 positions with primary assignments requiring management of the institution or a customarily recognized division within it. Crosswalks are provided to facilitate completion of IPEDS and other reporting, but these codes are not used in this survey. All SOCs have been updated to 2018 codes, with changes indicated in red.

**CHANGES TO THIS YEAR’S POSITIONS:** All changes are designated in red. No positions were discontinued from last year’s survey. Positions added: Chief Academic Assessment Officer (134000); Chief Graduate Medical Education Officer (190010); Chief Business/Financial Affairs Officer, Medical School (195010).

### Top Executive Officers: 100000 - 102000

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Title/Role</th>
<th>Position Description</th>
<th>BLS SOC #</th>
<th>BLS Standard Occupational Code (SOC) Category Name</th>
<th>US Census Code #</th>
<th>VETS-4212 Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000</td>
<td>Chief Executive Officer, System</td>
<td>President. Directs all affairs and operations of a higher education system or district. Each subordinate campus has its own President, Provost, or Chancellor, administrative offices and independent campuses.</td>
<td>11-1011</td>
<td>Chief Executives</td>
<td>0010</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>101000</td>
<td>Chief Executive Officer, Single Institution or Campus within a System</td>
<td>President or Provost. Directs all affairs and operations of a higher education institution or of a campus within a system.</td>
<td>11-1011</td>
<td>Chief Executives</td>
<td>0010</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>102000</td>
<td>Executive Vice President/ Vice Chancellor</td>
<td>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/Provost, report in 105000 and not here.</td>
<td>11-9033</td>
<td>Education Administrators, Postsecondary</td>
<td>0230</td>
<td>Exec/Sr Level Officials</td>
</tr>
</tbody>
</table>

### Senior Institutional Officers: 105000 - 145000

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Title/Role</th>
<th>Position Description</th>
<th>BLS SOC #</th>
<th>BLS Standard Occupational Code (SOC) Category Name</th>
<th>US Census Code #</th>
<th>VETS-4212 Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>105000</td>
<td>Chief Academic Affairs Officer/ Provost</td>
<td>Directs the academic program of the institution. Overall responsibilities typically include academic planning, teaching, research, extension, and coordination of interdepartmental activities (e.g., Admissions, Registrar, and Library).</td>
<td>11-9033</td>
<td>Education Administrators, Postsecondary</td>
<td>0230</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>106000</td>
<td>Chief Administrator, Campus or Site</td>
<td>Responsible for the functions and operations of a satellite campus or site. Does not hold the title of a top executive officer.</td>
<td>11-9033</td>
<td>Education Administrators, Postsecondary</td>
<td>0230</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>107000</td>
<td>Chief Business Officer</td>
<td>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.</td>
<td>11-9033</td>
<td>Education Administrators, Postsecondary</td>
<td>0230</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>109000</td>
<td>Chief Athletics Administrator</td>
<td>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 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/supervisory experience in intercollegiate or professional athletics.</td>
<td>11-9033</td>
<td>Education Administrators, Postsecondary</td>
<td>0230</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>111000</td>
<td>Chief Audit Officer</td>
<td>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. Conducts, 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 and/or to executive management. Positions may be associated with titles such as vp/assoc/associate provost/vice president, director, etc.</td>
<td>11-1021</td>
<td>General and Operations Managers</td>
<td>0800</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>113000</td>
<td>Chief Development/ Advancement Officer</td>
<td>Responsible for institutional development programs. Overall responsibilities typically include institutional fundraising, public relations, and alumni relations.</td>
<td>11-2033</td>
<td>Fundraising Managers</td>
<td>0060</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>115000</td>
<td>Chief Enrollment Management Officer</td>
<td>Responsible for development of marketing plans for recruitment and retention of students. Also coordinates institutional efforts in admissions, financial aid, records and registration activities.</td>
<td>11-9033</td>
<td>Education Administrators, Postsecondary</td>
<td>0230</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>117000</td>
<td>Chief Extension/ Engagement Officer</td>
<td>Focused 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,</td>
<td>11-9033</td>
<td>Education Administrators, Postsecondary</td>
<td>0230</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>119000</td>
<td>Chief External Affairs Officer</td>
<td>Responsible for such functions as communications, public relations, alumni relations and government affairs.</td>
<td>11-9033</td>
<td>Education Administrators, Postsecondary</td>
<td>0230</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>121000</td>
<td>Chief Facilities Officer</td>
<td>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/ Facilities Officer.</td>
<td>11-9141</td>
<td>Property, RE, Comm Assoc Mgrs</td>
<td>0410</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>123000</td>
<td>Chief Financial Officer</td>
<td>Responsible for the direction of financial affairs. Overall responsibilities typically include investments, accounting and budgeting. Report Controller in 161000, not here.</td>
<td>11-3031</td>
<td>Financial Managers</td>
<td>0120</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>125000</td>
<td>Chief Health Affairs Officer</td>
<td>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. Generally reports to the Director of Student Health Services in Student Affairs.</td>
<td>11-9111</td>
<td>Med and Health Services Mgrs</td>
<td>0350</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>127000</td>
<td>Chief Human Resources Officer</td>
<td>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.</td>
<td>11-3121</td>
<td>Human Resources Managers</td>
<td>0136</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>129000</td>
<td>Chief Information/ IT Officer</td>
<td>Directs the institution’s major academic and administrative computing activities, as well as voice and data communications. May also be called the Chief Technology Officer.</td>
<td>11-3021</td>
<td>Computer and Info Systems Mgrs</td>
<td>0110</td>
<td>Exec/Sr Level Officials</td>
</tr>
<tr>
<td>131000</td>
<td>Chief Institutional Planning Officer</td>
<td>Responsible for the direction of long-range planning and resource allocation. Overall responsibilities typically include strategic resource allocation/budgeting, institutional research and facilities planning. May also be responsible for planning and budgeting and for compliance with state and federal regulations.</td>
<td>11-9033</td>
<td>Education Administrators, Postsecondary</td>
<td>0230</td>
<td>Exec/Sr Level Officials</td>
</tr>
</tbody>
</table>

**CUPA-HR ADMINISTRATORS SURVEY POSITION DESCRIPTIONS 2018-19**
133000 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 0230 Exec/Sr Level Officials

134000 NEW for 2019 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 0230 Exec/Sr Level Officials

135000 Chief Investment Officer
Responsible for the direction and management of the institution's investment activities. 11-9033 Education Administrators, Postsecondary 0230 Exec/Sr Level Officials

137000 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/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 2100 Exec/Sr Level Officials

139000 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 College/University; serves as primary advocate for the library. At some institutions, position may be referred to as Chief Librarian. Basic requirement: ALA Accredited Masters Degree requirement: Master’s in Library Science. 11-9033 Education Administrators, Postsecondary 0230 Exec/Sr Level Officials

141000 Chief Public Relations/Communications Officer
Responsible for communications/public relations programs. Overall responsibilities typically include public relations, news media relations, and information office services. 11-2032 Public Relations Managers 0060 Exec/Sr Level Officials

143000 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 0230 Exec/Sr Level Officials

145000 Chief Student Affairs/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/student activity, minority student support program, residence life and related functions. 11-9033 Education Administrators, Postsecondary 0230 Exec/Sr Level Officials

153010 Dean, Agriculture
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153020 Dean, Architecture/Design
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153030 Dean, Liberal Arts
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153040 Dean, Arts and Sciences
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153050 Dean, Biological and Life Sciences
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153060 Dean, Business
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153070 Dean, Computer and Information Sciences
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153080 Dean, Continuing Education
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153090 Dean, Cooperative Extension
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153100 Dean, Dentistry
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153110 Dean, Divinity/Religion
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153120 Dean, Education
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153130 Dean, Engineering
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153140 Dean, External Degree Programs
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153150 Dean, Family and Consumer Sciences
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153160 Dean, Fine Arts
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153170 Dean, Forestry and Environmental Studies
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153175 Dean, Global/International Studies
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153180 Dean, Government/Public Affairs/Public Policy
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153190 Dean, Graduate School
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153200 Dean, Health-Related Professions
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153210 Dean, Honors Program
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153220 Dean, Humanities
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153230 Dean, Instruction
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153240 Dean, Journalism/Communications/Media
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153250 Dean, Law
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

153260 Dean, Library Science
11-9033 Education Admin, Postsec 0230 Exec/Sr Level Officials

Personnel included here represent the principal administrator/ 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 status. Dean of Students is an exception – incumbent can be with or without faculty status.
Institutional Administrators: 161000 - 187020
Persons in these positions direct a major functional area with institution-wide scope/impact 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.

|-------------|-----------------------------------------------|----------|-----------------|-------------------|

**Chief Accounting Officer/Controller**
Directs accounting, payroll, cashing and related functions. May also be responsible for office services, such as mail and telephone services.
11-3031 Financial Managers
0120 First/Mid Level Officials

**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
0100 First/Mid Level Officials

**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
1300 First/Mid Level Officials

**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
0100 First/Mid Level Officials

**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
0120 First/Mid Level Officials

**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
0150 First/Mid Level Officials

**Chief Equal Opportunity/ 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
0565 Prof

**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.
11-3033 Education Administrators, Postsecondary
0230 First/Mid Level Officials

**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 Professions Officer. Report the Director of Student Health Services in Student Affairs.
11-9111 Med and Health Services Mgrs
0350 First/Mid Level Officials

**Chief Veterinary Medicine Administrator**
Immediate administrative head of institution’s veterinary hospital or medical center. Typically reports to the Dean of Veterinary Medicine or to the Chief Health Professions Officer.
11-9111 Med and Health Services Mgrs
0350 First/Mid Level Officials

**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
0230 First/Mid Level Officials

**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
0230 First/Mid Level Officials

**Chief Student Registration/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
0230 First/Mid Level Officials

**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
0230 First/Mid Level Officials

**Chief Sponsored Research/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
0230 First/Mid Level Officials

**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; for insuring that the business interests of the institution are protected; for monitoring compliance with all provisions of contracts, grants, and agreements; and for maintaining audible records of charges to contracts and grants.
11-3031 Financial Managers
0120 First/Mid Level Officials
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 0120 First/Mid Level Officials

Deputy Provost

Responsible for one or several broad-based areas within Academic Affairs under the direction of the CAO. 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 0230 First/Mid Level Officials

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 0230 First/Mid Level Officials

Assoc Provost

Responsible for one or several broad-based areas within Academic Affairs under the direction of the CAO or another Provost.

11-9033 Education Administrators, Postsecondary 0230 First/Mid Level Officials

Chief of Staff to System or institution CEO

Advises the CEO on policy, procedural and operational issues of the system or district, and may be charged with leading the operationalization of strategic initiatives for the CEO. Represents the CEO to senior vice presidents, campus officials, and critical external constituents. Serves a visible top-level leadership role for the institution on behalf of the CEO; the position is considered a peer of the institution’s other senior/ executive officers. See Professionals Survey position descriptions for Executive Assistant to CEO (position 320010).

11-9033 Education Administrators, Postsecondary 0230 First/Mid Level Officials

Heads of Divisions, Departments, & Centers: 190010 - 196500; 301030 - 301055

Persons in these positions direct 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.

BLS SOC #  BLS Standard Occupational Code (SOC) Category Name  US Census Code #  VETS-4212 Category

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 0230 First/Mid Level Officials

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.

11-9033 Financial Managers 0120 First/Mid Level Officials

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 Plans/Facilities Officer.

11-9141 Property, RE, Comm Assoc Mgrs 0410 First/Mid Level Officials

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 CROH.

11-3121 Human Resources Managers 0136 First/Mid Level Officials

Deputy Chief Information/IT Officer

Generally second-in-command to the information/IT officer, often with responsibilities for day-to-day management of technical operations (e.g., COD).

11-3021 Computer and Info Systems Mgrs 0110 First/Mid Level Officials

Deputy Chief Athletics Officer

Supervises operations of selected sports programs and special projects as assigned by the Athletic Director (AD). 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 0230 First/Mid Level Officials

Deputy Chief Advancement/ Development Officer

Generally second-in-command to the chief advancement/development 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 0060 First/Mid Level Officials

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 0120 First/Mid Level Officials

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 Librarian. Common job titles include: Associate or Assistant Dean, Assistant or Associate Director, Assistant or Associate Chair Librarian, Assistant or Associate University Librarian. Degree requirement: ALA Accredited Masters

11-9033 Education Administrators, Postsecondary 0230 Exec/Sr Level Officials

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 0230 Exec/Sr Level Officials

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 0230 First/Mid Level Officials

Chief Business/Financial Affairs Officer, Medical School 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/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/college. May also provide leadership for ambulatory clinic or partner with the senior person responsible for the ambulatory clinic as it relates to faculty clinical effort.

11-3031 Financial Managers 0120 First/Mid Level Officials

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 0120 First/Mid Level Officials

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 0120 First/Mid Level Officials

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 Managers 0020 First/Mid Level Officials

Chief Campus Continuing Education Administrator

Directs all activities of the institution’s continuing education operation, including both on- and off-campus programs. Reports to Dean Continuing Education (113080).

11-9033 Education Administrators, Postsecondary 0230 First/Mid Level Officials

Chief Online Education Administrator

Develops and promotes online learning initiatives. Plans, schedules, and coordinates video presentations. Plans and develops Internet courses, and provides training for faculty and staff on online teaching.

11-9033 Education Administrators, Postsecondary 0230 First/Mid Level Officials
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Location</th>
<th>Code</th>
<th>Pay Grade</th>
<th>Pay Band</th>
<th>Salary Range</th>
<th>Experience Level</th>
<th>Employment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Campus International Education Administrator</td>
<td></td>
<td>11-9033</td>
<td>Education Administrators, Postsecondary</td>
<td>0230</td>
<td>First/Mid Level Officials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Campus International Studies Education Administrator</td>
<td></td>
<td>11-9033</td>
<td>Education Administrators, Postsecondary</td>
<td>0230</td>
<td>First/Mid Level Officials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Environmental Health and Safety Administrator</td>
<td></td>
<td>11-1021</td>
<td>General and Operations Manager</td>
<td>0020</td>
<td>First/Mid Level Officials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Campus Risk Management &amp; Insurance Administrator</td>
<td></td>
<td>11-1021</td>
<td>General and Operations Manager</td>
<td>0020</td>
<td>First/Mid Level Officials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Campus Security Administrator/ Policies Chief</td>
<td></td>
<td>11-9161</td>
<td>Emergency Management Directors</td>
<td>0020</td>
<td>First/Mid Level Officials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Chief Campus Security Administrator/ Assistant Police Chief</td>
<td></td>
<td>11-9161</td>
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</table>
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.

Role Code: 11-9033

BLS Occupation: Education Administrators, Postsecondary

Salary: $0230 First/Mid Level Officials

Chief Campus Student Counseling Center Administrator

Oversees the provision of brief counseling/therapy services for students with troubles ranging from development issues to problems with family and friends to serious psychological concerns. Staff typically includes psychologists, clinical social workers, and psychiatrists experienced in working with college-age adults.

Role Code: 11-9111

BLS Occupation: Med and Health Services Mgrs

Salary: $0350 First/Mid Level Officials

Chief Campus Student Health Center - Non-Medical Administrator

Senior administrator (who is neither a physician nor a nurse) with overall responsibility for medical/counseling unit of an institution.

Role Code: 11-9111

BLS Occupation: Med and Health Services Mgrs

Salary: $0350 First/Mid Level Officials

Chief Campus Student Health Center - Physician Administrator

Senior administrator (who is a physician) with overall responsibility for medical/counseling unit of an institution.

Role Code: 11-9111

BLS Occupation: Med and Health Services Mgrs

Salary: $0350 First/Mid Level Officials

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.

Role Code: 11-1021

BLS Occupation: General and Operations Managers

Salary: $0220 First/Mid Level Officials

Chief Campus Annual Giving Administrator

Plans and executes the institution's campaign for annual gift support from all constituents, including alumni.

Role Code: 11-2033

BLS Occupation: Fundraising Managers

Salary: $0060 First/Mid Level Officials

Chief Campus Corporate/ Foundation Relations Administrator

Plans and carries out the institution's program of soliciting gifts and grants from corporations and foundations.

Role Code: 11-2033

BLS Occupation: Fundraising Managers

Salary: $0060 First/Mid Level Officials

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.

Role Code: 11-2033

BLS Occupation: Fundraising Managers

Salary: $0060 First/Mid Level Officials

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.

Role Code: 11-2032

BLS Occupation: Public Relations Managers

Salary: $0060 First/Mid Level Officials

Chief Campus Major Gifts Services Administrator

Directs institutional fundraising in the areas of special and deferred gifts.

Role Code: 11-2033

BLS Occupation: Fundraising Managers

Salary: $0060 First/Mid Level Officials

Chief Campus Donor Relations Administrator

Responsible for "stewarding" the institution's philanthropic constituencies. Selected responsibilities include preparation of special gift acknowledgments and memory/in honor of condolences, preparation of pledge reminders and endowment reports, etc.

Role Code: 11-2033

BLS Occupation: Fundraising Managers

Salary: $0060 First/Mid Level Officials

Chief Campus Planning 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/facilitate relationships with those funding sources.

Role Code: 11-2033

BLS Occupation: Fundraising Managers

Salary: $0060 First/Mid Level Officials

Chief Campus Federal Government/Legislative Relations Administrator

Responsible for developing and maintaining effective relations with the federal government and for coordinating the organization's federal level communications/policy-influencing/lobbying efforts.

Role Code: 11-2032

BLS Occupation: Public Relations Managers

Salary: $0060 First/Mid Level Officials

Chief Campus State & Local Government/Legislative Relations Administrator

Responsible for developing and maintaining effective relations with state and local government and for coordinating the organization's state/local level communications/policy-influencing/lobbying efforts.

Role Code: 11-2032

BLS Occupation: Public Relations Managers

Salary: $0060 First/Mid Level Officials

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.

Role Code: 11-2021

BLS Occupation: Marketing Managers

Salary: $0050 First/Mid Level Officials

Chief Campus Publications Administrator

Directs the planning, budgeting, writing, design, production, and distribution of institutional publications.

Role Code: 11-2021

BLS Occupation: Marketing Managers

Salary: $0050 First/Mid Level Officials

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 ensure the academic quality of programs.

Role Code: 11-9033

BLS Occupation: Education Administrators, Postsecondary

Salary: $0230 First/Mid Level Officials

Chief Campus Workforce/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, fund 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 for the success of the position and the development of an engaged workforce.

Role Code: 13-1150

BLS Occupation: Training & Development Specialists

Salary: $0650 First/Mid Level Officials

Chief Business Affairs Officer, College/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 at the university level and is part of the college/divisional senior leadership team. Directs and oversees college/division-wide activities related to budgeting and financial management, operations and programs, and personnel administration. Oversees budgetary controls, provides complex budget/financial analysis and planning, and is involved in the strategic plan for the college/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.

Role Code: 11-9033

BLS Occupation: Education Administrators, Postsecondary

Salary: $0230 First/Mid Level Officials

Chief HR Officer, College/Division

Responsible for administering institutional human resource policies and practices for a college or major administrative division of a university.

Role Code: 11-3121

BLS Occupation: Human Resources Managers

Salary: $0230 First/Mid Level Officials

Chief Student Affairs Officer, College/Division

Responsible for the direction of student services and student life programs for a college or major administrative division of a university.

Role Code: 11-9033

BLS Occupation: Education Administrators, Postsecondary

Salary: $0230 First/Mid Level Officials

Chief Diversity Officer, College/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 providing emphasizing the importance of a diverse and inclusive environment.

Role Code: 11-9033

BLS Occupation: Education Administrators, Postsecondary

Salary: $0230 First/Mid Level Officials

VETS-4212 Category

Academic Assoc/Asst Deans: 304010 - 304410

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 fulltime responsibilities. Report whether incumbent has faculty status in the survey.

BLS SOC # Category Name

304010 BLS Standard Occupational Code (SOC) Category Name

304010 Education Administrators, Postsecondary

US Census Code # VETS-4212 Category

4212
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