

CUPA-HR ADMINISTRATORS SURVEY POSITION DESCRIPTIONS 2018-19

The Administrators Survey collects salary data for 200 positions with primary assignments requiring management of the institution or of 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).

Position Number	Title/Role	Position Description	Crosswalks			
			BLS SOC #	BLS Standard Occupational Code (SOC) Category Name	US Census Code #	VETS-4212 Category
		Top Executive Officers: 100000 - 102000				
100000	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.	11-1011	Chief Executives	0010	Exec/Sr Level Officials
101000	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.	11-1011	Chief Executives	0010	Exec/Sr Level Officials
102000	Executive Vice President/ 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/Provost, report in 105000 and not here.	11-9033	Education Administrators, Postsecondary	0230	Exec/Sr Level Officials
		Senior Institutional Officers: 105000 - 145000				
		Persons in these positions direct a major functional area with institution-wide scope/impact and also the work of other professional employees. Report to a top executive officer or to another senior institutional officer.				
105000	Chief Academic Affairs Officer/ 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	0230	Exec/Sr Level Officials
106000	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	0230	Exec/Sr Level Officials
107000	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	0230	Exec/Sr Level Officials
109000	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 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.	11-9033	Education Administrators, Postsecondary	0230	Exec/Sr Level Officials
111000	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 of 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 vp/chancellor, executive director, or director.	11-1021	General and Operations Managers	0800	Exec/Sr Level Officials
113000	Chief Development/ Advancement Officer	Responsible for institutional development programs. Overall responsibilities typically include institutional fundraising, public relations, and alumni relations.	11-2033	Fundraising Managers	0060	Exec/Sr Level Officials
115000	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	0230	Exec/Sr Level Officials
117000	Chief Extension/ 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	0230	Exec/Sr Level Officials
119000	Chief External Affairs Officer	Responsible for such functions as communications, public relations, alumni relations and government affairs.	11-9033	Education Administrators, Postsecondary	0230	Exec/Sr Level Officials
121000	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/ Facilities Officer.	11-9141	Property, RE, Comm Assoc Mgrs	0410	Exec/Sr Level Officials
123000	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	0120	Exec/Sr Level Officials
125000	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. Generally reports to the Director of Student Health Services in Student Affairs.	11-9111	Med and Health Services Mgrs	0350	Exec/Sr Level Officials
127000	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	0136	Exec/Sr Level Officials
129000	Chief Information/ IT Officer	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.	11-3021	Computer and Info Systems Mgrs	0110	Exec/Sr Level Officials
131000	Chief Institutional Planning Officer	Responsible for the direction of long-range planning and resource allocation. Overall responsibilities typically include strategic resources allocation/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	0230	Exec/Sr Level Officials

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. Degree requirement: ALA Accredited Masters.	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
		Academic Deans: 153010 - 155010 Persons with faculty status who serve as 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 rank here. Dean of Students is an exception – incumbent can be with or without faculty status.	BLS SOC #	BLS Standard Occupational Code (SOC) Category Name	US Census Code #	VETS-4212 Category
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/ Communication/ 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

153270	Dean, Mathematics		11-9033	Education Admin, Postsec	0230	Exec/Sr Level Officials
153280	Dean, Medicine		11-9033	Education Admin, Postsec	0230	Exec/Sr Level Officials
153290	Dean, Music		11-9033	Education Admin, Postsec	0230	Exec/Sr Level Officials
153300	Dean, Nursing		11-9033	Education Admin, Postsec	0230	Exec/Sr Level Officials
153310	Dean, Occupational Studies/ Vocational Ed/ Technology		11-9033	Education Admin, Postsec	0230	Exec/Sr Level Officials
153320	Dean, Performing Arts		11-9033	Education Admin, Postsec	0230	Exec/Sr Level Officials
153330	Dean, Pharmacy		11-9033	Education Admin, Postsec	0230	Exec/Sr Level Officials
153350	Dean, Public Health		11-9033	Education Admin, Postsec	0230	Exec/Sr Level Officials
153360	Dean, Sciences		11-9033	Education Admin, Postsec	0230	Exec/Sr Level Officials
153370	Dean, Social Sciences		11-9033	Education Admin, Postsec	0230	Exec/Sr Level Officials
153380	Dean, Social Work		11-9033	Education Admin, Postsec	0230	Exec/Sr Level Officials
153390	Dean, Special Programs		11-9033	Education Admin, Postsec	0230	Exec/Sr Level Officials
153400	Dean, Undergraduate Programs		11-9033	Education Admin, Postsec	0230	Exec/Sr Level Officials
153410	Dean, Veterinary Medicine		11-9033	Education Admin, Postsec	0230	Exec/Sr Level Officials
155010	Dean of Students (with or without faculty status)	Responsible for functions such as student activities, housing, conduct and orientation. Reports to the Chief Student Affairs Officer.	11-9033	Education Administrators, Postsecondary	0230	Exec/Sr Level Officials
		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.	BLS SOC #	BLS Standard Occupational Code (SOC) Category Name	US Census Code #	VETS-4212 Category
161000	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
162000	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
163000	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
164000	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
165000	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
166000	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
167000	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
168000	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	0230	First/Mid Level Officials
169000	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
169010	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 campus administrative/ business officer.	11-9111	Med and Health Services Mgrs	0350	First/Mid Level Officials
171000	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
172000	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
173000	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
175000	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
176000	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
177000	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 auditable records of charges to contracts and grants.	11-3031	Financial Managers	0120	First/Mid Level Officials

178000	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
181000	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
182000	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
183000	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
185000	Asst 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
187020	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
190010 NEW in 2019	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
194010	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	0120	First/Mid Level Officials
194020	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/ Facilities Officer.	11-9141	Property, RE, Comm Assoc Mgrs	0410	First/Mid Level Officials
194030	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	0136	First/Mid Level Officials
194040	Deputy Chief Information/ IT Officer	Generally second-in-command to the chief information/ IT officer, often with responsibilities for day-to-day management of technical operations (e.g., COO).	11-3021	Computer and Info Systems Mgrs	0110	First/Mid Level Officials
194050	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
194060	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
194150	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
194160	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 Chief Librarian, Assistant or Associate University Librarian. Degree requirement: ALA Accredited Masters.	11-9033	Education Administrators, Postsecondary	0230	Exec/Sr Level Officials
194170	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
194180	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
195010 NEW for 2019	Chief Business/Financial Affairs Officer, Medical School	Senior Leader, typically reporting to the Dean of the Medical School or University 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/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 to as it relates to faculty clinical effort.	11-3031	Financial Managers	0120	First/Mid Level Officials
196010	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
196015	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
196020	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	0020	First/Mid Level Officials
196030	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 (153080).	11-9033	Education Administrators, Postsecondary	0230	First/Mid Level Officials
196040	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

196050	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	0230	First/Mid Level Officials
196051	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	0230	First/Mid Level Officials
196060	Chief Environmental Health and Safety Administrator	Responsible for the campus environment and/or occupational health and safety program.	11-1021	General and Operations Manager	0020	First/Mid Level Officials
196070	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	0020	First/Mid Level Officials
196080	Chief Campus Security Administrator/ 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	0020	First/Mid Level Officials
196085	Deputy Chief Campus Security Administrator/ 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	0020	First/Mid Level Officials
196090	Chief Campus Parking/ Transportation Administrator	For operations managed in-house, rather than outsourced: Responsible for campus parking and transportation functions. Must effectively manage daily operations and solve 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	0160	First/Mid Level Officials
196100	Chief Campus Employment Administrator	Responsible for recruiting, interviewing, placement, and other human resources office functions.	11-3121	Human Resources Managers	0136	First/Mid Level Officials
196110	Chief Campus Payroll Administrator	Supervises operation of the institution's payroll system.	11-3031	Financial Managers	0120	First/Mid Level Officials
196120	Chief Campus Benefits Administrator	Responsible for implementing staff and/or faculty benefits, such as medical, dental, long-term disability, retirement, and accidental death benefits.	11-3111	Compensation and Benefits Mgrs	0135	First/Mid Level Officials
196130	Chief Campus Employee Relations Administrator	Advises and assists staff and/or 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	0136	First/Mid Level Officials
196140	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	0135	First/Mid Level Officials
196150	Chief Campus HR Information Systems Administrator	Responsible for developing, implementing and maintaining systems to support key human resources initiatives, for ensuring the integrity of employee demographic and employment data, and for maintaining all personnel, benefits and payroll information.	11-3121	Human Resources Managers	0136	First/Mid Level Officials
196160	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	0137	First/Mid Level Officials
196170	Chief Campus Food/ Dining Services Administrator	For operations managed in-house, rather than outsourced: Administers all institutional food/ dining services, whether directly managed and operated or catered.	11-9051	Food Service Managers	0310	First/Mid Level Officials
196180	Chief Campus Research Park Administrator	Responsible for overseeing a property-based venture which commonly has master-planned property and buildings designed primarily for private/ 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/ 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	0020	First/Mid Level Officials
196190	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	0410	First/Mid Level Officials
196200	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	0020	First/Mid Level Officials
196210	Chief Campus Telecommunications/ Networking Administrator	Administrative official responsible for the institution's telecommunication system and physical cable plant, including planning and coordinating voice and data system modifications, equipment installation, maintenance, monitoring, network management, and operating procedures. Responsible for networking policy.	11-3021	Computer and Info Systems Mgrs	0110	First/Mid Level Officials
196220	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	0110	First/Mid Level Officials
196230	Chief Campus Academic Computing/ Instructional Technology Administrator	Directs the institution's academic/ research computing 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	0110	First/Mid Level Officials
196240	Chief Campus Administrative Computing Administrator	Directs the institution's administrative computing activities.	11-3021	Computer and Info Systems Mgrs	0110	First/Mid Level Officials
196250	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	0110	First/Mid Level Officials
196260	Chief Campus IT Security Administrator	Directs the institution's IT security policy, operations, and frequently oversees compliance with the institution's IT security policies, including IT security training.	11-3021	Computer and Info Systems Mgrs	0110	First/Mid Level Officials
196270	Chief Risk Management/ Compliance Officer	Responsible for leading and maintaining campus-wide risk management and/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	0110	First/Mid Level Officials
196280	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	0110	First/Mid Level Officials
196300	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	0020	First/Mid Level Officials
196310	Chief Campus Greek Life Administrator	Responsible for assisting fraternities and sororities in upholding their founding principles of scholarship, community service, campus involvement and sisterhood/ brotherhood.	11-1021	General and Operations Managers	0020	First/Mid Level Officials
196320	Chief Campus Academic Advising Administrator	Responsible for ensuring that all undergraduate students receive accurate and timely advising services.	11-9033	Education Administrators, Postsecondary	0230	First/Mid Level Officials

196330	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	0230	First/Mid Level Officials
196340	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.	11-9111	Med and Health Services Mgrs	0350	First/Mid Level Officials
196350	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.	11-9111	Med and Health Services Mgrs	0350	First/Mid Level Officials
196354	Chief Campus Student Health Center - Physician Administrator	Senior administrator (who is a physician) with overall responsibility for medical/ counseling unit of an institution.	11-9111	Med and Health Services Mgrs	0350	First/Mid Level Officials
196355	Chief Campus Student Health Center - Nurse/ Nurse Practitioner Administrator	Senior administrator (who is a nurse) with overall responsibility for medical/ counseling unit of an institution.	11-9111	Med and Health Services Mgrs	0350	First/Mid Level Officials
196360	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	0020	First/Mid Level Officials
196370	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	0060	First/Mid Level Officials
196380	Chief Campus Corporate/ Foundation Relations Administrator	Plans and carries out the institution's program of soliciting gifts and grants from corporations and foundations.	11-2033	Fundraising Managers	0060	First/Mid Level Officials
196390	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	0060	First/Mid Level Officials
196400	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	0060	First/Mid Level Officials
196410	Chief Campus Major Gifts Administrator	Directs institutional fundraising in the areas of special and deferred gifts.	11-2033	Fundraising Managers	0060	First/Mid Level Officials
196420	Chief Campus Donor Relations Administrator	Responsible for "stewarding" the institution's philanthropic constituencies. Selected responsibilities include preparation of special gift acknowledgements and memory/in honor of condolences, preparation of pledge reminders and endowment reports, etc.	11-2033	Fundraising Managers	0060	First/Mid Level Officials
196430	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/facilitate relationships with those funding sources.	11-2033	Fundraising Managers	0060	First/Mid Level Officials
196444	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/ lobbying efforts.	11-2032	Public Relations Managers	0060	First/Mid Level Officials
196445	Chief Campus State & Local Government/ Legislative Liaison	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.	11-2032	Public Relations Managers	0060	First/Mid Level Officials
196460	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	0050	First/Mid Level Officials
196470	Chief Campus Publications Administrator	Directs the planning, budgeting, writing, design, production, and distribution of institutional publications.	11-2021	Marketing Managers	0050	First/Mid Level Officials
196490	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	0230	First/Mid Level Officials
196500	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, 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 for the success of the position and the department that it oversees.	13-1150	Training & Development Specialists	0650	First/Mid Level Officials
301030	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- or 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.	11-9033	Education Administrators, Postsecondary	0230	First/Mid Level Officials
301040	Chief HR Officer, College/ 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	0230	First/Mid Level Officials
301050	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.	11-9033	Education Administrators, Postsecondary	0230	First/Mid Level Officials
301055	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.	11-9033	Education Administrators, Postsecondary	0230	First/Mid Level Officials
		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 #	BLS Standard Occupational Code (SOC) Category Name	US Census Code #	VETS-4212 Category

304010	Assoc/Asst Dean, Agriculture		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304020	Assoc/Asst Dean, Architecture/ Design		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304030	Assoc/Asst Dean, Liberal Arts		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304040	Assoc/Asst Dean, Arts and Sciences		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304050	Assoc/Asst Dean, Biological & Life Sciences		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304060	Assoc/Asst Dean, Business		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304070	Assoc/Asst Dean, Computer & Info Sciences		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304080	Assoc/Asst Dean, Continuing Education		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304090	Assoc/Asst Dean, Cooperative Extension		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304100	Assoc/Asst Dean, Dentistry		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304110	Assoc/Asst Dean, Divinity/ Religion		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304120	Assoc/Asst Dean, Education		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304130	Assoc/Asst Dean, Engineering		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304140	Assoc/Asst Dean, External Degree Programs		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304150	Assoc/Asst Dean, Family/ Consumer/ Human Science		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304160	Assoc/Asst Dean, Fine Arts		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304170	Assoc/Asst Dean, Forestry & Environmental Studies		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304175	Assoc/Asst Dean, Global/International Studies		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304180	Assoc/Asst Dean, Govt/ Public Affairs/ Public Policy		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304190	Assoc/Asst Dean, Graduate Programs		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304200	Assoc/Asst Dean, Health-Related Professions		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304210	Assoc/Asst Dean, Honors Program		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304220	Assoc/Asst Dean, Humanities		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304230	Assoc/Asst Dean, Instruction		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304240	Assoc/Asst Dean, Communications/ Journalism/Media		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304250	Assoc/Asst Dean, Law		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304260	Assoc/Asst Dean Library Sciences		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304270	Assoc/Asst Dean, Mathematics		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304280	Assoc/Asst Dean, Medicine		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304290	Assoc/Asst Dean, Music		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304300	Assoc/Asst Dean, Nursing		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304310	Assoc/Asst Dean, Occupational/ Vocational Ed/ Tech		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304320	Assoc/Asst Dean, Performing Arts		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304330	Assoc/Asst Dean, Pharmacy		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304350	Assoc/Asst Dean, Public Health		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304360	Assoc/Asst Dean, Sciences		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304370	Assoc/Asst Dean, Social Sciences		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304380	Assoc/Asst Dean, Social Work		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304390	Assoc/Asst Dean, Special Programs		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304400	Assoc/Asst Dean, Undergraduate Programs		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials
304410	Assoc/Asst Dean, Veterinary Medicine		11-9033	Education Admin, Postsec	0230	First/Mid Level Officials