

2006-07 ADMINISTRATIVE COMPENSATION SURVEY POSITION DESCRIPTIONS

There are 61 new positions in this year's survey. They are described at the end of this document and in SurveysOnline they have been added to the end of the survey. Of particular note are the new Medical School positions and new positions for Athletics and Information Technology. With regard to the IT positions, we want to thank EDUCAUSE for their assistance in helping us update these positions.

2007-08 Number	2006-07 Number	POSITION	POSITION DESCRIPTION
EXECUTIVE			
Positions 100.00-103.00			
1001	[101.00]	Chief Executive Officer of a System or District (President / Chancellor)	Directs all affairs and operations of a higher education system or district. Each subordinate campus has its own President or Provost, administrative offices and independent programs.
1002	[101.10]	Executive Assistant/Chief of Staff for the CEO of a System or District	Senior professional staff assistant to the CEO of a system or district. Manages the administrative, operational, and/or financial affairs of the Office of the CEO. Represents the CEO to senior vice presidents and campus officials. Advises the CEO on policy, procedural and operational issues of the system or district. This is a professional not a secretarial position.
1003	[102.00]	Chief Executive Officer of a Single Institution (President or Chancellor)	Directs all affairs and operations of a higher education institution or of a campus within a system.
1004	[102.10]	Executive Assistant/Chief of Staff for the CEO of a Single Institution	Senior professional staff assistant to the CEO of an institution or of a campus within a system. Manages the administrative, operational, and/or financial affairs of the Office of the CEO. Represents the CEO to senior vice presidents and campus officials. Advises the CEO on policy, procedural and operational issues of the system or district. This is a professional not a secretarial position.
1005	[103.00]	Executive Vice President/Vice Chancellor	Responsible for all or most functions and operations of an institution under the direction of the Chief Executive Officer.
ACADEMIC I			
Positions 201.00-208.00			
1026	[201.00]	Chief Academic Affairs Officer and 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 activities).
2002	[201.10]	Associate Provost	Previously, Associate Chief Academic Affairs Officer. Responsible for one or several broad-based areas within Academic Affairs under the direction of the CAO or another Provost. Only report individuals that do not serve as a Chief Functional Officer.
1041	[202.00]	Chief Health Professions Officer	Provides overall leadership and direction for an institution's academic and affiliated 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. Report the Director of Student Health Services in Student Affairs.
2050	[203.00]	Director, Library Services	Directs all activities of the institution's libraries. Responsibilities typically include personnel, public service, collection development, acquisition, technical service, and special collection functions. May also be referred to as Chief Librarian of the institution.
2051	[203.20]	Head Librarian, Acquisitions	(Previously, Acquisitions Librarian). Responsible for managing the ordering, paying, receiving and processing of library materials in all formats.
2052	[203.30]	Head Librarian, Technical Services	(Previously, Chief Technical Services Librarian). Responsible for planning and management of library services involving acquisitions, processing, bibliographic control, cataloging, and preservation.
2053	[203.40]	Head Librarian, Public/Access Services	(Previously, Chief Public Services Librarian). Responsible for planning and management of library services involving patron interaction (reference, interlibrary loan, circulation, bibliographic instruction). Specific responsibilities typically include ensuring and managing access to instructional and research materials housed at institution's libraries and repositories, management of service desks, borrowing privileges and study carrels, delivery services for faculty and performance of searches.
2004	[204.00]	Director of Institutional Research	Conducts research and studies on the institution, including design of studies, data collection, analysis and reporting.
2005	[204.10]	Associate Director, Institutional Research	Conducts research and studies on the institution under the supervision of the IR Director. Responsibilities typically include the design of studies, data collection, analyses and reporting
2057	[205.00]	Director, Educational Media Services	Responsible for providing audio-visual/media services and equipment in support of the institution's instruction/learning process, research and public service programs.
2058	[206.00]	Director, Learning Resources Center	Directs all activities of the institution's Learning Resources Center for students.
2007	[207.00]	Director, International Education	Directs all activities of the institution's international education programs. Responsibilities typically include international study, English study, international visitors, visa certification, education abroad, and international student admission functions.
2008	[207.10]	Director, International Studies Education	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.
5002	[208.00]	Director, Academic Computing	Directs the institution's academic/research computing activities and labs for faculty, staff and students.
Positions 208.10-222.00			
5003	[208.10]	Associate Director, Academic Computing	Assists the Director in managing the institution's academic/research computing activities and labs for faculty, staff and students.
2009	[209.00]	Director, Sponsored Research and Programs	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.

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2007-08 Number	2006-07 Number	POSITION	POSITION DESCRIPTION
Academic Deans			
Include individuals with faculty rank only if their administrative, non-teaching, non-research responsibilities represent at least 50% of their fulltime responsibilities.			
1202	[210.00]	Dean, Architecture	Previously, Architecture Principal Administrator. Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1201	[211.00]	Dean, Agriculture	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1203	[212.00]	Dean, Arts and Letters	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1204	[213.00]	Dean, Arts and Sciences	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1206	[214.00]	Dean, Business	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1224	[215.00]	Dean, Journalism & Mass Communications	Previously, Communications. Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1208	[216.00]	Dean, Continuing Education	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1210	[217.00]	Dean, Dentistry	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1212	[218.00]	Dean, Education	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1213	[219.00]	Dean, Engineering	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1214	[221.00]	Dean, External Degree Programs	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1216	[222.00]	Dean, Fine Arts	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
Positions 223.00-236.00			
1219	[223.00]	Dean, Graduate Programs	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1220	[224.00]	Dean, Health-Related Professions	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1215	[225.00]	Dean, Family and Consumer Sciences	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1222	[226.00]	Dean, Humanities	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1223	[227.00]	Dean, Instruction	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1225	[228.00]	Dean, Law	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1226	[229.00]	Dean, Library and Information Sciences	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1227	[230.00]	Dean, Mathematics	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1228	[231.00]	Dean, Medicine	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1229	[232.00]	Dean, Music	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1230	[233.00]	Dean, Nursing	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1231	[234.00]	Dean, Occupational Studies/Vocational Education/Technology	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1233	[235.00]	Dean, Pharmacy	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1235	[236.00]	Dean, Public Health	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
Positions 237.00-262.00			

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1236	[237.00]	Dean, Sciences	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1237	[238.00]	Dean, Social Sciences	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1238	[239.00]	Dean, Social Work	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1239	[240.00]	Dean, Special Programs	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1240	[241.00]	Dean, Undergraduate Programs	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1241	[242.00]	Dean, Veterinary Medicine	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
2010	[243.00]	Director, Continuing Education	Directs all activities of the institution's continuing education operation, including both on- and off-campus programs. Report Dean, Continuing Education in [216.00].
1027	[244.00]	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.
1028	[245.00]	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.
2011	[245.10]	Senior Technology Licensing Officer	Responsible for managing licensing projects and cases, including identifying and evaluating technologies with commercial potential and licensees for the technologies. Prepares invention summaries for marketing purposes and develops and implements marketing strategies for each technology. Drafts and negotiates licenses and other types of agreements, including material transfer, collaboration, and nondisclosure agreements.
1221	[250.00]	Dean, Honors Program	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1209	[251.00]	Dean, Cooperative Extension	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
2012	[260.00]	Director, Distance Learning	Develops and promotes distance learning initiatives. Plans, schedules, and coordinates compressed video programs. Plans and develops Internet courses and provides training for faculty and staff on distance teaching.
2013	[261.00]	Director, Teaching Center	Responsible for promoting innovative college teaching, providing a venue for sharing pedagogical strategies across disciplines, introducing advances in teaching and curricular improvement, strengthening graduate students' teaching skills and enhancing and facilitating undergraduate and graduate student learning.
1218	[262.00]	Dean, Government/Public Affairs/Public Policy	Previously, Public Affairs. Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
ACADEMIC II			
Include individuals with faculty rank only if their administrative, non-teaching, non-research responsibilities represent at least 50% of their fulltime responsibilities.			
Positions 210.10-222.10			
1402	[210.10]	Assoc/Asst Dean, Architecture	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1401	[211.10]	Assoc/Asst Dean, Agriculture	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1403	[212.10]	Assoc/Asst Dean, Arts and Letters	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1404	[213.10]	Assoc/Asst Dean, Arts and Sciences	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1406	[214.10]	Assoc/Asst Dean, Business	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1424	[215.10]	Assoc/Asst Dean, Journalism & Mass Communications	Previously, Communications. Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1408	[216.10]	Assoc/Asst Dean, Continuing Education	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1410	[217.10]	Assoc/Asst Dean, Dentistry	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.

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1412	[218.10]	Assoc/Asst Dean, Education	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1413	[219.10]	Assoc/Asst Dean, Engineering	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1414	[221.10]	Assoc/Asst Dean, External Degree Programs	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1416	[222.10]	Assoc/Asst Dean, Fine Arts	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
Positions 223.10-234.10			
1419	[223.10]	Assoc/Asst Dean, Graduate Programs	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1420	[224.10]	Assoc/Asst Dean, Health-Related Professions	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1415	[225.10]	Assoc/Asst Dean, Family and Consumer Sciences	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1422	[226.10]	Assoc/Asst Dean, Humanities	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1423	[227.10]	Assoc/Asst Dean, Instruction	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1425	[228.10]	Assoc/Asst Dean, Law	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1426	[229.10]	Assoc/Asst Dean, Library and Information Sciences	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1427	[230.10]	Assoc/Asst Dean, Mathematics	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
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1429	[232.10]	Assoc/Asst Dean, Music	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1430	[233.10]	Assoc/Asst Dean, Nursing	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1431	[234.10]	Assoc/Asst Dean, Occupational Studies/Vocational Education/Technology	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
Positions 235.10-262.10			
1433	[235.10]	Assoc/Asst Dean, Pharmacy	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1435	[236.10]	Assoc/Asst Dean, Public Health	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1436	[237.10]	Assoc/Asst Dean, Sciences	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1437	[238.10]	Assoc/Asst Dean, Social Sciences	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1438	[239.10]	Assoc/Asst Dean, Social Work	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
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1440	[241.10]	Assoc/Asst Dean, Undergraduate Programs	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1441	[242.10]	Assoc/Asst Dean, Veterinary Medicine	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1421	[250.10]	Assoc/Asst Dean, Honors Program	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1409	[251.10]	Assoc/Asst Dean, Cooperative Extension	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1418	[262.10]	Assoc/Asst Dean, Government/Public Affairs/Public Policy	Previously, Public Affairs. Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.

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ADMINISTRATIVE			
Positions 301.00-306.10			
1029	[301.00]	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.
1030	[301.01]	Chief Administration Officer	Responsible for administrative affairs. Overall responsibilities typically include purchasing, physical plant management, property management, human resources, administrative computing and auxiliary enterprises.
1031	[301.02]	Chief Financial Officer	Responsible for the direction of financial affairs. Overall responsibilities typically include investments, accounting and budgets. Report Comptroller in 313.00, not here.
1032	[301.03]	Chief Investment Officer	Responsible for the direction and management of the institution's investment activities.
3076	[301.10]	Director, Environmental Health and Safety	Responsible for the campus environment and/or occupational health and safety program.
5006	[301.20]	Director, Telecommunications/ Networking	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.
1033	[302.00]	Chief Planning Officer	Responsible for the direction of long-range planning and resource allocation. Overall responsibilities typically including budget planning, institutional research and facilities planning. May also be responsible for planning and budgeting and for compliance with state and federal regulations.
1034	[303.00]	Chief Budget Officer	Responsible for current budgetary operations. May also be responsible for long-range planning in the absence of a planning officer.
3026	[303.10]	Associate Budget Director	Responsible for one or several areas of current budgetary operations. Reports to the Budget Director.
1035	[304.00]	Chief Planning and Budget Officer	Combines the major duties and responsibilities of Chief Planning Officer and Chief Budget Officer.
1036	[305.00]	Chief Legal Affairs Officer (General Counsel)	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.
1037	[306.00]	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.
4001	[306.10]	Associate Director, Human Resources	Responsible for one or several areas of human resources. Reports to the CHRO.
Positions 306.20-309.20			
4002	[306.20]	Director/Manager, Employee Benefits	Responsible for implementing staff and/or faculty benefits, such as medical, dental, long-term disability, retirement, and accidental death benefits.
4003	[306.30]	Director/Manager, Training and Development	Directs and coordinates employee training, which may include in-house training for management and faculty as well as staff.
4004	[306.40]	Director/Manager, Employee Relations	Advises and assists staff and/or faculty with respect to general personnel policies and procedures regarding grievances, employee relations, affirmative action, and equal opportunity in a nonunion setting.
4005	[306.50]	Director/Manager, Labor Relations	Advises management, faculty, and staff on administration of labor union contracts. Negotiates and interprets union contracts, resolves grievances, and recommends policies.
4006	[306.60]	Director/Manager, Employment	Responsible for recruiting, interviewing, placement, and other personnel office functions.
4007	[306.70]	Director/Manager, Compensation and Classification	(Previously, Wage and Salary/ Compensation). Responsible for maintaining classification and pay schedules for the institution. Conducts job audits and salary surveys and monitors the pay plan.
4008	[306.80]	Director/Manager, Human Resources Information Systems (HRIS)	(Previously, Manager Personnel Information Systems). 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.
4009	[307.00]	Director, Affirmative Action/Equal Employment	Responsible for the university-wide programs designed to ensure equality of opportunity on an individual basis without preferential treatment of any group.
4010	[307.10]	Associate Director, Affirmative Action/Equal Employment	Responsible for one or several areas institution-wide programs designed to ensure equality of employment opportunity. Reports to the Director of Affirmative Action/Equal Employment.
4011	[308.00]	Director, Human Resources and Affirmative Action	Position combines the major duties and responsibilities defined in 306.00 and 307.00.
1038	[309.00]	Chief Information Officer (CIO)	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.
5001	[309.10]	Deputy Chief Information Officer	The explicit second-in-command in many large campus IT organizations, often with responsibilities for day-to-day management of technical operations (e.g. COO). Previously called Associate Director, Information Systems.
5014	[309.20]	Principal Database Administrator	Senior person responsible for developing and implementing standards, procedures, and controls that ensures the security, reliability, and availability of databases.
Positions 309.30-313.30			

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5015	[309.30]	Principal Systems Analyst	Senior person responsible for designing and structuring the appropriate flow of complex computer systems requiring considerable independent judgment. Position involves no programming responsibility.
5004	[310.00]	Director, Administrative Computing	Directs the institution's administrative computing activities.
5005	[310.10]	Associate Director, Administrative Computing	Assists the Director in managing the institution's administrative computing activities.
1039	[312.00]	Chief Physical Plant/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.
3103	[312.10]	Associate Director, Physical Plant/Facilities Management	Responsible for one or several areas of facilities maintenance and operation. Reports to the Chief Physical Plant/Facilities Officer.
3105	[312.20]	Manager, Landscape and Grounds	Responsible for administration of the institution's landscape and grounds programs. Reevaluates and redesigns existing landscaping.
3106	[312.30]	Manager, Building Maintenance Trades	Manages operation of building craft areas, which usually include carpentry, locksmith, painting, sheet metal, welding, masonry, and roof and road functions.
3107	[312.40]	Manager, Technical Trades	Manages operation of the technical trade areas, which usually include plumbing, heating, electrical, refrigeration and air conditioning, preventative maintenance, and water plant functions.
3108	[312.50]	Manager, Custodial Services	Responsible for the management of institutional custodial services. Report managerial-level position.
3109	[312.60]	Manager, Power Plant	Directs operation and maintenance of high-pressure steam and electrical generating plants and central refrigeration plants and all utility distribution systems.
1040	[313.00]	Chief Accounting Officer/Comptroller	Directs accounting, payroll, cashiering and related functions. May also be responsible for office services, such as mail and telephone services.
3032	[313.10]	Director/Manager, Payroll	Supervises operation of the institution's payroll system.
3027	[313.20]	Assistant Comptroller	Responsible for one or several areas of accounting, payroll, cashiering and related functions. Reports to the Comptroller.
3028	[313.30]	Restricted Funds Accountant	Coordinates the budget portion of the pre-award cycle and manages the post-award cycle of sponsored projects, grants, contracts, and special funds. Position often reports to the Comptroller.
Positions 314.00-322.20			
3029	[314.00]	Director, Accounting	Responsible for the daily operation of institution's budgetary accounting system.
3030	[315.00]	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.
3031	[315.10]	Associate/Assistant Bursar	Responsible for one or several areas of institutional funds. Reports to the Bursar.
3033	[316.00]	Director, Purchasing/Materials Management	Directs central purchasing operations for the institution. Functions typically include preparation of specifications, contracting, bidding, receiving and stores, and approval of invoices.
3034	[316.10]	Associate Director, Purchasing/Materials Management	Responsible for one or several areas of purchasing/materials management. Reports to the Director of Purchasing/Materials Management.
3053	[317.00]	Director, Bookstore	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.
3054	[317.10]	Associate Director, Bookstore	Responsible for one or several areas of bookstore operations. Reports to the Director.
3035	[318.00]	Director, Internal Audit	Directs the advisory function for internal auditing and systems accounting, which serves as an independent appraisal/review of the physical and administrative operations of the institution's financial areas.
3050	[319.00]	Director, Auxiliary Services	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.
3077	[320.00]	Director, Campus Security/Safety	Manages campus police and patrol units; directs campus vehicle traffic and parking; organizes security programs and training as needed.
3001	[321.00]	Director, Risk Management and Insurance	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.
1042	[322.00]	Chief Administrator, Hospital/Medical Center	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.
3002	[322.10]	Director, Medical Center Public Relations/External Affairs	Responsible for planning and executing the Medical Center's programs for relating to the public and for promoting its relationship with the media.
3003	[322.20]	Director, Medical Center Human Resources	Responsible for administering Medical Center human resource policies and practices for staff. Overall responsibilities typically include personnel records, benefits, staff employment, wage and salary administration and (where applicable) labor relations.
EXTERNAL AFFAIRS			
Positions 401.00-404.00			

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2007-08 Number	2006-07 Number	POSITION	POSITION DESCRIPTION
1047	[401.00]	Chief Development Officer	Responsible for institutional development programs. Overall responsibilities typically include institutional fundraising, public relations and alumni relations.
8002	[401.10]	Director, Annual Giving	Plans and executes the institution's campaign for annual gift support from all constituents, including alumni.
8003	[401.20]	Director, Corporate/Foundation Relations	Plans and carries out the institution's program of soliciting gifts and grants from corporations and foundations.
8004	[401.40]	Director, Planned Giving	Plans, organizes, and conducts a comprehensive estate planning and deferred giving program pursuant to the developmental goals of the college or university.
1048	[402.00]	Chief Public Relations Officer	Responsible for communications/public relations programs. Overall responsibilities typically include public relations, news media relations, legislative relations, alumni relations and information office services.
8026	[402.10]	Director, Governmental/Legislative Relations	Responsible for developing and maintaining effective relations with local, state and federal government and for coordinating college/university lobbying efforts.
1049	[403.00]	Chief Development and Public Relations Officer	Position combines the major duties and responsibilities of both a Chief Development and Chief Public Relations Officer.
8005	[404.00]	Director, Alumni Affairs	Coordinates contacts and services to alumni, develops and maintains alumni mailing lists and mailings, organizes receptions and other special alumni activities.
Positions 405.00-412.00			
8006	[405.00]	Director, Development and Alumni Affairs	Position combines the major duties and responsibilities defined in 403.00 and 404.00.
8007	[406.00]	Director, Major Gifts	Directs institutional fundraising in the areas of special and deferred gifts.
8029	[407.00]	Director, Church Relations	Senior administrative official responsible for relationships between the institution and the ministers and laypersons of support church(es). (Does not include Chaplain.)
8030	[408.00]	Director, Community Services	Directs or coordinates the conduct of special (usually noncredit) educational, cultural, and recreational services to the community.
8050	[409.00]	Director, Publications	Directs the planning, budgeting, writing, design, production, and distribution of institutional publications.
8051	[409.10]	Associate Director, Publications	Second senior administrative official responsible for institutional publications.
3051	[409.20]	Director/Manager, Printing Services	Responsible for operation of campus printing services, including offset printing and bulk xerographic reproduction/copying.
8052	[410.00]	Director, Information Office	Responsible for providing information about the institution to students, faculty, and the public. Functions typically include news media relations; preparation or review of news releases and photographs; and preparation and distribution of newsletters, magazines, and other publications.
8053	[411.00]	Director, News Bureau/Service	Prepares and writes news and publicity releases and writes feature stories about institutional events and programs.
8054	[412.00]	Director of Marketing	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.
STUDENT SERVICES			
Positions 501.00-506.10			
1043	[501.00]	Chief Student Affairs/Life Officer	Responsible for the direction of student services and student life programs. Overall responsibilities typically include student counseling and testing, career development and placement, student housing, student union, campus/student activity, minority student support program, residence life and related functions.
7001	[501.10]	Associate VP for Student Affairs	(Previously, Associate Chief Student Affairs Officer). Responsible for one or several broad-based areas within Student Affairs. Reports to the Chief Student Affairs Officer. Only report individuals that do not serve as a Chief Functional Officer.
7003	[501.50]	Dean of Students	Responsible for functions such as student activities, housing, discipline, and orientation. Reports to the Chief Student Affairs Officer
1044	[502.00]	Chief Admissions Officer	Responsible for the admission of undergraduates. May also be responsible for recruitment and selection and for the admission of graduate and professional students or for scholarship administration or similar functions.
2076	[502.10]	Associate Director, Admissions	Responsible for one or several areas of student admissions. Reports to the Director of Admissions.
7050	[502.15]	Director, Academic Advising	Responsible for ensuring that all undergraduate students receive accurate and timely advising services.
2077	[503.00]	Director, Admissions and Registrar	Combines the major duties and responsibilities of the admissions director and registrar.
2078	[504.00]	Registrar	Responsible for student registrations and records. Specific responsibilities typically include registration, classroom scheduling, maintenance of student records, graduation clearance, and related matters.
2079	[504.10]	Associate Registrar	Responsible for one or several areas of student registration and records. Reports to the Registrar.
2080	[504.20]	Assistant Registrar	Responsible for a specific area of student registration (e.g., military/VA registration or international registration). Reports to the Associate Registrar or Registrar.
2081	[505.00]	Director, Admissions and Financial Aid	Combines the major duties and responsibilities of the admissions director and financial aid director.
2082	[506.00]	Director, Student Financial Aid	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.

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2083	[506.10]	Associate Director, Student Financial Aid	Responsible for one or several areas student financial aid. Reports to the Director of Financial Aid.
Positions 507.00-513.00			
3055	[507.00]	Director, Food/Dining Services	Administers all institutional food/dining services, whether directly managed and operated or catered.
3056	[507.10]	Associate Director, Food /Dining Services	Responsible for one or several areas of institutional food/dining services. Reports to the Director of Food/Dining Services.
7076	[508.00]	Director, Student Housing	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, fulltime equivalent salary.
7077	[508.10]	Associate Director, Student Housing	Responsible for one or several areas of residence hall operations for students. If housing (room and board) is provided and is reported as taxable income, add its value to the reported salary data for this position. Report 12-month, full-time equivalent salary. Reports to the Director of Student Housing.
7078	[508.20]	Housing Officer/Administrative Operations	Responsible for all administrative and fiscal functions in student housing. If housing (room and board) is provided and is reported as taxable income, add its value to the reported salary data for this position. Report 12- month, full-time equivalent salary.
7079	[508.30]	Housing Officer/Residence Life	Responsible for the supervision and direction of residence life, staff, and student housing. If housing (room and board) is provided and is reported as taxable income, add its value to the reported salary data for this position. Report 12-month, full-time equivalent salary.
7030	[509.00]	Director of Union and Student Activities	Directs the total operation of a student union building and student activities program. Functions typically include supervision of food facilities, guest rooms, information desk, and recreational facilities; arrangement of special functions; coordination of student activities; and supervision of student organizations.
7005	[510.00]	Director, Foreign Students	Recruits and advises foreign students and coordinates academic studies for foreign students on campus.
7031	[511.00]	Director, Student Union	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.
7032	[511.10]	Associate/Assistant Director, Student Union	Responsible for one or several areas of relative to the operation of the student union building and related student activities. Reports to the Director of the Student Union.
7026	[512.00]	Director, Student Activities	Responsible for coordinating all campus student activities, including special events, student organizations, publications, and student government activities.
7027	[512.10]	Assistant Director, Student Activities	Responsible for one or several areas of coordinating all campus student activities, including special events, student organizations, publications, and student government activities. Reports to the Director of Student Activities.
7051	[513.00]	Director, Career Development and Placement	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.
Positions 514.00-523.00			
7052	[514.00]	Director, Student Counseling	Directs the provision of counseling and testing services for students. Report to Director, Academic Advising as 502.15.
7053	[514.10]	Associate Director, Student Counseling	Responsible for one or several areas of student counseling services. Reports to the Director of Student Counseling.
7101	[515.00]	Director, Student Health Services (Physician Administrator)	Physician who directs the clinics, medical staff, and programs that provide institutionally based health services for the student body. Administrator only; not a patient care position.
7102	[516.00]	Director, Student Health Services (Nurse Administrator)	Nurse who directs the clinics, medical staff, and programs that provide institutionally based health services for the student body. Administrator only; not a patient care position.
7103	[516.10]	Director, Student Health Services (Non Medical Administrator)	Senior administrator (who is neither a physician nor nurse) with overall responsibility for medical/counseling unit of an institution.
7006	[517.00]	Director, Campus Ministries	Plans, coordinates, and directs the pastoral ministry and religious activities of the campus; advises on policies and issues affecting the well-being of the campus community.
6001	[518.00]	Director of Athletics	Directs intramural and intercollegiate athletic programs for men and women. Functions typically include scheduling of and contracting for athletic events, employment and direction of athletic coaches, publicity, ticket sales, and equipment and facilities maintenance.
6003	[519.00]	Assoc/Asst Athletic Director, Sports Information/Communications	Institutional representative to the media for all athletic activities.
6004	[520.00]	Assoc/Asst Athletic Director, Men's Athletic Programs	Directs intramural and intercollegiate athletic programs for men only. Responsibilities typically include scheduling of and contracting for athletic events, employment and direction of athletic coaches, publicity, ticket sales, and equipment and facilities maintenance.
6005	[521.00]	Assoc/Asst Athletic Director, Women's Athletic Programs	Oversees women's athletic programs. Responsibilities typically include scheduling of and contracting for athletic events, employment and direction of athletic coaches, publicity, ticket sales, and equipment and facilities maintenance. May also have responsibility for intramural athletic programs and other additional management responsibilities.
7028	[522.00]	Director, Campus Recreation/Intramurals	Directs all non-varsity and club sports and has responsibility for some facilities, including recreational facilities.
7029	[522.10]	Assistant Director, Campus Recreation/Intramurals	Assists the Director in the day-to-day administration of all non-varsity and club sports.

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1045	[523.00]	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.
Positions 524.00-526.00			
7007	[524.00]	Director, Minority Affairs	Responsible for direction of counseling programs, cultural affairs, and remedial and support programs. Also invites minority speakers to campus. In addition, may be responsible for minority housing and intercultural centers.
7008	[525.00]	Director, Conferences	Responsible for development, promotion, and implementation of institutional (on- and off-campus) noncredit conferences and seminars.
7009	[526.00]	Director, Woman's Center	Responsible for helping women achieve their full potential in the college and university setting. Facilitates women-focused educational programs, provides resources on women's issues, and a safe environment for discussion of women's concerns. Advocate for women students to other administrators on creating policies and a campus climate responsive to women's needs.
NEW POSITIONS			
SENIOR EXECUTIVE OFFICERS			
Individuals whose primary assignments require management of a higher education system or institution.			
1006	1006	Secretary of the Institution	Coordinate the activities of the Board of Governors/Trustees and acts as a liaison between the Board and the institution; maintains policy, governance and related official records (including custody of the institution's seal) and officiates at ceremonial functions, e.g. commencement. May also regulate use of the institution's name, trademarks and insignia.
CHIEF FUNCTIONAL OFFICERS			
Individuals whose primary assignments require management of a function or subdivision of an institution. These persons typically report to the CEO or to another Chief Functional Officer. Common titles include Senior Vice President, Vice-President, Vice-Chancellor, Vice Provost, Associate/Assistant Vice President or Associate/Assistant Provost. At some (e.g. smaller) institutions, these individuals may also be Directors. The general order of the listed positions is Academic Affairs, Business & Administrative Affairs, Student Affairs and External Affairs.			
1046	1046	Chief External Affairs Officer	Responsible for such functions as development, communications/ public relations, alumni relations and government affairs
ACADEMIC DEANS			
Individuals who serve as the principal administrator/head of an academic program, which may be a school, college or department. Include individuals with faculty rank only if their administrative, non-teaching, non-research responsibilities represent at least 50% of their fulltime responsibilities.			
1205	1205	Dean, Biological & Life Sciences	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1207	1207	Dean, Computer and Information Sciences	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1211	1211	Dean, Divinity / Theology	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1217	1217	Dean, Forestry & Environmental Studies	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1232	1232	Dean, Performing Arts	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
1234	1234	Dean, Public Administration	Individual who serves as the principal administrator/head of an academic program, which may be a school, college or department.
ACADEMIC ASSOCIATE/ASSISTANT DEANS			
Persons who report to and support the Dean in administration of an institutional program, which may be a school, college or department. Include individuals with faculty rank only if their administrative, non-teaching, non-research responsibilities represent at least 50% of their fulltime responsibilities.			
1405	1405	Assoc/Asst Dean, Biological & Life Sciences	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1407	1407	Assoc/Asst Dean, Computer and Information Sciences	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1411	1411	Assoc/Asst Dean, Divinity / Theology	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1417	1417	Assoc/Asst Dean, Forestry & Environmental Studies	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1432	1432	Assoc/Asst Dean, Performing Arts	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
1434	1434	Assoc/Asst Dean, Public Administration	Individual who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department.
SENIOR ADMINISTRATORS			

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Individuals whose primary assignments require management of an area or areas within a function or a customarily recognized department, including directing the work of other professional employees. Common titles include Director or Department Head and in some instances VP-level titles. Positions are organized under five headings: Academic Affairs, Business & Administrative Affairs, Human Resources,			
ACADEMIC AFFAIRS			
Senior Staff, Program Directors			
2001	2001	Vice Provost	Responsible for one or several broad-based areas within Academic Affairs under the direction of the CAO. Only report individuals that do not serve as a Chief Functional Officer.
2003	2003	Assistant Provost	Responsible for one or several broad-based areas within Academic Affairs under the direction of the CAO or another Provost. Only report individuals that do not serve as a Chief Functional Officer.
2006	2006	Director of Institutional Diversity	Responsible for the institution's programs relating to diversity. Typically works with all areas of the university.
Medical School Administrators			
2026	2026	Chief Operating Officer (non-faculty), Medical School	Responsible for the overall management, operation and administration of the Medical School.
2027	2027	Chief Financial Officer, Medical School	Responsible for the financial affairs of the Medical School, typically including budgets, accounting and investments.
2028	2028	Chief Admissions Officer, Medical School	Responsible for admissions to the medical school. May include recruitment and selection.
2029	2029	Chief Financial Aid Officer, Medical School	Responsible for administration of the medical school's financial aid programs.
2030	2030	Chief Student Affairs Officer, Medical School	Responsible for student life/services within the medical school.
2031	2031	Chief Development Officer, Medical School	Responsible for the medical school's development programs/fundraising.
2032	2032	Chief IT Officer, Medical School	Responsible for the medical schools academic and administrative computing activities, including voice and data communications.
2033	2033	Chief Research Officer, Medical School	Oversees the medical school's scientific research.
2034	2034	Chief Librarian, Medical School	Directs all activities of the medical school's libraries.
2035	2035	Chief Human Resources Officer, Medical School	Provides human resource services for the Medical School's faculty and staff.
Library & Media Services			
2054	2054	Head Librarian, Cataloging	Responsible for the cataloging, classification and subject analysis of materials in all formats and languages which the libraries acquire.
2055	2055	Head Librarian, Collection Development	Responsible for administering the institution's collection development program including evaluating the institution's current collections, identifying and selecting research resources, planning for future growth and preserving library resources.
2056	2056	Head Librarian, Archives and Records Management	Responsible for the handling of documents/ records generated by the institution. Specific responsibilities typically include document storage, retrieval of stored document and destruction of confidential materials and advising/training of institutional personnel on document/records retention.
BUSINESS & ADMINISTRATIVE AFFAIRS			
Selected Directors			
3004	3004	Director, University Research Park	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, sciences based companies and support services, 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.
3005	3005	Director, Contracts and Grants	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 interest 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.
3006	3006	Director, College/University Press	Directs the activities of the college/university press including editorial, production, marketing, sales, order fulfillment, warehousing, and accounting operations.
Auxiliary Services			
3052	3052	Director/Manager, Mail Services	Responsible for ensuring the timely and accurate handling, distribution and processing of messenger and U.S. Mail throughout the institution, and for keeping faculty and staff informed regarding changes in mailing rates, requirements and regulations.
3078	3078	Director, Parking and Transportation	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.
Facilities			
3101	3101	Director, Real Estate and Space Management	Oversees all real estate transactions of the institution and manages space allocation decisions on campus.
3102	3102	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.

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3104	3104	Director, Energy and Utilities	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.
INFORMATION TECHNOLOGY			
5007	5007	Director, Enterprise Information Systems	Directs the development and maintenance of the institution's enterprise applications. This would include tradition "administrative" applications like HR-payroll, finance, etc. but also includes academic information systems, notably course management systems.
5008	5008	Director, Research Computing	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.
5009	5009	Director, Enterprise Data Center	Directs the strategic and day-to-day operations of the institution's data center, including hardware acquisition, server operating system management, server configurations, tuning, and performance, and center power and environment management. Often responsible for server standards for the enterprise.
5010	5010	Director, IT Security	Directs the institution's IT security policy, operations, and frequently oversees compliance with the institution's IT security policies, including IT security training.
5011	5011	Director, Instructional Technology	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. (Note: at many institutions, this position (and the director of research computing) exists in lieu of a director of academic computing)
5012	5012	Director, User Services	Directs IT training and help desk services.
5013	5013	Director, Information Management	Responsible for enterprise data warehousing, information management, business analytics/intelligence, corporate reporting, authority control (taxonomy, search engines), workflow, and data management.
ATHLETICS			
6002	6002	Associate Athletic Director	Responsible for one or several areas of the Athletic organization. Reports to the Director of Athletics.
6006	6006	Assoc/Asst Athletic Director for Finance & Business	Serves as chief financial officer for the Athletic Department. Typically responsible for day-to-day operations, budget planning and reporting, contracts, human resources and information technology.
6007	6007	Assoc/Asst Athletic Director for Operations	Responsible for oversight of the facilities and game/event management. May also have additional management responsibilities.
6008	6008	Assoc/Asst Athletic Director for External Affairs	Responsible for marketing and promotions, development and licensing programs, and contract oversight relative to broadcasting, sponsorship and internet partners. May also have additional management responsibilities.
6009	6009	Assoc/Asst Athletic Director for Development	Responsible for all fund raising for athletic programs/association including major gift cultivation and solicitation. Typically includes such things as capital campaigns, major gift programs, athletic club, premium seating programs, private suites, etc.
6010	6010	Assoc/Asst Athletic Director for Academic Affairs	Responsible for supervising the academic counseling unit and monitoring institutional compliance with NCAA/conference eligibility regulations for student-athletes in all sports.
6011	6011	Assoc/Asst Athletic Director for Compliance	Responsible for developing, administering and monitoring the compliance system for maintaining institutional control for the school's athletics program
STUDENT AFFAIRS			
Senior Staff & Selected Directors			
7002	7002	Assistant VP for Student Affairs	Responsible for one or several broad-based areas within Student Affairs. Reports to the Chief Student Affairs Officer or the Associate VP. Only report individuals that do not serve as a Chief Functional Officer.
7004	7004	Director, Greek Life	Responsible for assisting fraternities and sororities in upholding their founding principles of scholarship, community service, campus involvement and sisterhood/brotherhood.
7104	7104	Director, Counseling and Psychological Services	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.

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EXTERNAL AFFAIRS			
Development, Alumni Affairs			
8001	8001	Associate/Assistant Vice President/Chancellor for Development	Responsible for one or several areas of fund raising within Development, which may be defined in the position title. Typically reports to the Chief Development Officer. Only report individuals that do not serve as a Chief Functional Officer.
8008	8008	Director of Development for an Institutional School/College	Responsible for fund-raising efforts within schools, colleges and units of the institution. Also referred to as constituency-based giving.
8009	8009	Director, Donor Relations	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.
8010	8010	Director, Advancement Research/Prospect Management	Responsible for conducting research using public information to identify potential funding sources for projects at the institution. May also coordinate/facilitate relationships with those funding sources.
Government Relations, Community Relations, Communications			
8027	8027	Director, Federal Relations	Responsible for developing and maintaining effective relations with the federal government, including coordinating college/university lobbying efforts.
8028	8028	Director, State Government Relations	Responsible for developing and maintaining effective relations with the state government, including coordinating college/university lobbying efforts.