


THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
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Long Beach, California 90802-4210  
(562) 951-4411

**Date:** March 18, 2002 **Code:** TECHNICAL LETTER  
HR/SA 2002-04

**To:** Human Resources Directors **TIME SENSITIVE:**  
Associate Vice Presidents/Deans of Faculty **Due April 15, 2002**

**From:** Cathy Robinson   
Senior Director  
Human Resources Administration

**Subject:** 2002 MPP Benchmark Salary Survey

The 2002 Management Personnel Plan (MPP) Benchmark Salary Survey is attached. Please have the appropriate person(s) on your campus complete the survey and return it to Human Resources Administration by April 15, 2002. Also, please provide us the name and telephone number of the individual(s) responsible for completing the survey. The 2002 survey has added the following positions:

130 – CMS Project Director  
131 – Student Discipline Officer  
132 – Student Grievance Officer

This technical letter and survey instrument can be downloaded directly from the Human Resources Salary Administration Coded Memoranda web page at: <http://www.calstate.edu/HRAdm/2002pages/2002samemo.shtml>. Please return the survey either on a disk or via e-mail to Arlene Coronel at: [acoronel@calstate.edu](mailto:acoronel@calstate.edu).

If you have any questions regarding this survey, please contact Pamela Chapin at (562) 951-4414 or Arlene Coronel at (562) 951-4419 in Human Resources Administration. Thank you.

CR/ac

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**Distribution:**

CSU Presidents	With Attachments
Vice Chancellor, Human Resources	With Attachments
Vice Presidents, Academic Affairs	Without Attachments
Vice Presidents, Administration	Without Attachments
Vice Presidents, Information Systems	Without Attachments
Vice Presidents, University Advancement	Without Attachments
Vice Presidents/Deans of Students	Without Attachments
Director, SOSS	Without Attachments

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***MPP BENCHMARK SALARY  
SURVEY INSTRUCTIONS***

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The MPP Benchmark Salary Survey includes administrative and supervisory positions commonly found on campuses within the California State University. Brief position summaries are provided for each of the benchmark positions to assist in the matching process. Please note the following:

1. Report annual salary rates effective **April 1, 2002**.
2. Report only salaries of MPP employees on the campus CSU payroll.
3. Report all salaries based on a full time equivalent (12 month) basis.
4. If the campus does not have a comparable position, leave the campus input column blank.
5. If the position is vacant, place a "V" in the number of incumbents column and input the salary rate of the prior incumbent.
6. For positions with multiple incumbents, please average the salary rate and report both the actual low salary rate and the actual high salary rate in the columns provided.
7. Please input the campus working title, job code, name of incumbent, and administrator level in the appropriate columns. Please provide this information for both single and multiple incumbent positions.
8. **Please return the MPP Benchmark Salary Survey to Human Resources Administration by April 15, 2002.**

If you have any questions, please contact Pamela Chapin at (562) 951-4414.

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**Campus** \_\_\_\_\_

**Name of individual(s) completing the survey** \_\_\_\_\_

**Telephone Number(s)** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

Mar-02

**MPP Benchmark Survey**

Campus

Survey Code	MPP Benchmark Title	Number of Inc	Employee Name	Working Title	Job Code	Admin. Level	Annual Salary		
							Average	Low	High
001	Vice President/Provost, Academic Affairs								
002	Vice President, Administrative Services								
003	Vice President, Information Technology								
004	Vice President, Student Affairs								
005	Vice President, University Advancement								
006	Associate Vice President, Administrative Services								
007	Associate Vice President, Finance								
008	Associate Vice President, Information Technology								
009	Associate Vice President, Student Affairs								
010	Associate Vice President, University Advancement								
011	Associate Vice President/Vice Provost, Academic Affairs								
012	Associate Vice President/Dean, Faculty Affairs								
013	Dean, Graduate Programs								
014	Dean, Graduate/Undergraduate Programs								
015	Dean, School of Agriculture								
016	Dean, School of Architecture								
017	Dean, School of Arts, Letters & Humanities								

**MPP Benchmark Survey**

**Campus**

Survey Code	MPP Benchmark Title	Number of Inc	Employee Name	Working Title	Job Code	Admin. Level	Annual Salary		
							Average	Low	High
018	Dean, School of Arts & Letters								
019	Dean, School of Arts & Sciences								
020	Dean, School of Business								
021	Dean, School of Communications								
022	Dean, School of Continuing/Extended Education								
023	Dean, School of Education								
024	Dean, School of Engineering								
025	Dean, School of Fine Arts								
026	Dean, School of Health & Human Services								
027	Dean, School of Science								
028	Dean, School of Science & Mathematics								
029	Dean, School of Social Sciences								
030	Dean, Undergraduate Studies								
031	Director, Admissions								
032	Director, Admissions & Records								
033	Director, Affirmative Action/EEO								
034	Director, Alumni Affairs								

**MPP Benchmark Survey**

**Campus**

Survey Code	MPP Benchmark Title	Number of Inc	Employee Name	Working Title	Job Code	Admin. Level	Annual Salary		
							Average	Low	High
035	Director, Athletics								
036	Director, Budget								
037	Director, Career Development								
038	Director, Counseling & Psychological Services								
039	Director, Development								
040	Director, Disabled Student Services								
041	Director, Enrollment Services								
042	Director, Environmental Health & Safety								
043	Director, Facilities Management								
044	Director, Facilities Planning								
045	Director, Financial Aid								
046	Director, Human Resources								
047	Director, Information Technology								
048	Director, Institutional Studies								
049	Director, International Programs								
050	Director, Learning Resources								
051	Director, Multi-Media Services								

**MPP Benchmark Survey**

**Campus**

Survey Code	MPP Benchmark Title	Number of Inc	Employee Name	Working Title	Job Code	Admin. Level	Annual Salary		
							Average	Low	High
052	Director, Plant Operations								
053	Director, Public Relations								
054	Director, Residence Halls								
055	Director, Sports Information								
056	Director, Student Academic Services								
057	Director, Student Health Center (Medical)								
058	Director, Student Health Services (Non-Physician)								
059	Director, Student Life								
060	Director, University Library								
061	Director, University Union								
062	Associate Dean, Graduate Programs								
063	Associate Dean, School of Agriculture								
064	Associate Dean, School of Architecture								
065	Associate Dean, School of Arts & Letters								
066	Associate Dean, School of Arts, Letters & Humanities								
067	Associate Dean, School of Arts & Sciences								
068	Associate Dean, School of Business								

**MPP Benchmark Survey**

**Campus**

Survey Code	MPP Benchmark Title	Number of Inc	Employee Name	Working Title	Job Code	Admin. Level	Annual Salary		
							Average	Low	High
069	Associate Dean, School of Communications								
070	Associate Dean, School of Continuing/Extended Education								
071	Associate Dean, School of Education								
072	Associate Dean, School of Engineering								
073	Associate Dean, School of Fine Arts								
074	Associate Dean, School of Health & Human Services								
075	Associate Dean, School of Science								
076	Associate Dean, School of Science & Mathematics								
077	Associate Dean, School of Social Sciences								
078	Associate Dean, Undergraduate Studies								
079	Associate Director, Human Resources								
080	Manager, Accounting								
081	Manager, Administrative Services								
082	Manager, Annual Giving								
083	Manager, Applications Systems								
084	Manager, Compensation & Classification								
085	Manager, Construction								

**MPP Benchmark Survey**

Campus

Survey Code	MPP Benchmark Title	Number of Inc	Employee Name	Working Title	Job Code	Admin. Level	Annual Salary		
							Average	Low	High
086	Manager, Contract & Grants								
087	Manager, Corporate & Foundation Relations								
088	Manager, Educational Testing								
089	Manager, Energy Management								
090	Manager, Engineering Services								
091	Manager, Governmental/Community Relations								
092	Manager, Human Resources (Generalist)								
094	Manager, Major Gifts								
095	Manager, Media/Audio Visual Services								
096	Manager, Network Control								
097	Manager, Parking & Transportation								
098	Manager, Payroll								
099	Manager, Planned Giving								
100	Manager, Publications								
101	Manager, Purchasing								
102	Manager, Risk								
103	Manager, Telecommunications								

**MPP Benchmark Survey**

**Campus**

Survey Code	MPP Benchmark Title	Number of Inc	Employee Name	Working Title	Job Code	Admin. Level	Annual Salary		
							Average	Low	High
104	Manager, User Services								
105	Manager, Workers' Compensation								
106	Accounting Supervisor								
107	Supervisor, Automotive & Equipment Maintenance								
108	Supervisor, Building & Trades								
109	Supervisor, Computer Operations								
110	Supervisor, Custodial Services								
111	Supervisor, Grounds & Landscaping								
112	Supervisor, Nursing								
113	Supervisor, Support Services								
114	Supervisor, Technical Equipment								
115	Associate Registrar								
116	Benefits Officer								
117	Campus Counsel								
118	Chief, Custodial Services								
119	Chief of Police								
120	Coordinator, Work Control								

**MPP Benchmark Survey**

**Campus** \_\_\_\_\_

Survey Code	MPP Benchmark Title	Number of Inc	Employee Name	Working Title	Job Code	Admin. Level	Annual Salary		
							Average	Low	High
121	Executive Assistant to the President								
122	Head Coach								
123	Lieutenant								
124	Registrar								
125	School Development Officer								
126	Special Assistant to the Vice President/Provost								
127	Associate Vice President/Director, Academic Planning/Programs/Assessment								
128	Director, Internal Audit								
129	Director, Educational/Equity Opportunity Programs								
130	CMS Project Director								
131	Student Discipline Officer								
132	Student Grievance Officer								

# MPP Benchmark Job Descriptions

## **001 Vice President/Provost, Academic Affairs**

The senior academic official responsible for providing executive guidance, direction, and policy formation for the academic program of the campus.

## **002 Vice President, Administrative Services**

The senior administrative official responsible for providing executive guidance, direction, and policy formation for the administrative and financial affairs of the campus.

## **003 Vice President, Information Technology**

The senior administrative official responsible for providing executive guidance, direction, and policy formation for the major computing activities of the campus.

## **004 Vice President, Student Affairs**

The senior administrative official responsible for providing executive guidance, direction, and policy formation for the student affairs programs of the campus.

## **005 Vice President, University Advancement**

The senior administrative official responsible for providing executive guidance, direction, and policy formation for the campus university advancement programs.

## **006 Associate Vice President, Administrative Services**

Assists the Administrative Vice President in administering campus business operations and finance functions. Develops policy, plans, and provides leadership for activities that include some or all of the following: accounting, budgeting, financial management, procurement, university services, plant operations, facilities planning, public safety, risk management, environmental health and safety, and food services.

## MPP Benchmark Job Descriptions

- 007 Associate Vice President, Finance**  
Plans, organizes, and/or directs the activities for two or more functions in the financial affairs area.
- 008 Associate Vice President, Information Technology**  
The second senior administrative official responsible for the major computing activities of the campus.
- 009 Associate Vice President, Student Affairs**  
The second senior official responsible for the campus student affairs programs.
- 010 Associate Vice President, University Advancement**  
The second senior administrator responsible for the campus university advancement programs.
- 011 Associate Vice President/Vice Provost, Academic Affairs**  
The second senior academic official responsible for the academic program of the campus.
- 012 Associate Vice President/Dean, Faculty Affairs**  
The principal administrator for the human resources programs and practices for faculty. Responsible for administering and interpreting the faculty collective bargaining agreement.
- 013 Dean, Graduate Programs**  
The principal administrator for the Graduate Program.

## MPP Benchmark Job Descriptions

- 014**      **Dean, Graduate/Undergraduate Programs**  
The principal administrator for the Graduate/Undergraduate Program.
- 015**      **Dean, School of Agriculture**  
The principal administrator for the school of Agriculture.
- 016**      **Dean, School of Architecture**  
The principal administrator for the school of Architecture.
- 017**      **Dean, School of Arts, Letters & Humanities**  
The principal administrator for the school of Arts, Letters, and Humanities.
- 018**      **Dean, School of Arts & Letters**  
The principal administrator for the school of Arts and Letters.
- 019**      **Dean, School of Arts & Sciences**  
The principal administrator for the school of Arts and Sciences.
- 020**      **Dean, School of Business**  
The principal administrator for the school of Business.

## MPP Benchmark Job Descriptions

**021**

### **Dean, School of Communications**

The principal administrator for the school of Communications.

**022**

### **Dean, School of Continuing/Extended Education**

The principal administrator for the school of Continuing/Extended Education.

**023**

### **Dean, School of Education**

The principal administrator for the school of Education.

**024**

### **Dean, School of Engineering**

The principal administrator for the school of Engineering

**025**

### **Dean, School of Fine Arts**

The principal administrator for the school of Fine Arts.

**026**

### **Dean, School of Health & Human Services**

The principal administrator for the Health and Human Services program.

**027**

### **Dean, School of Science**

The principal administrator for the school of Science.

## MPP Benchmark Job Descriptions

- 028**      **Dean, School of Science & Mathematics**  
The principal administrator for the school of Science and Mathematics.
- 029**      **Dean, School of Social Sciences**  
The principal administrator for the school of Social Sciences.
- 030**      **Dean, Undergraduate Studies**  
The principal administrator for the Undergraduate Studies program.
- 031**      **Director, Admissions**  
Directs student admissions functions that include applications processing, transfer articulation, and transfer evaluations.
- 032**      **Director, Admissions & Records**  
Directs admissions and records activities that include applications processing, registration, evaluation, records and graduation.
- 033**      **Director, Affirmative Action/EEO**  
Directs the campus AA/EEO programs and monitors employment equity.
- 034**      **Director, Alumni Affairs**  
Directs the campus alumni affairs programs for the campus.

## MPP Benchmark Job Descriptions

- 035 Director, Athletics**  
Directs the activities of intercollegiate athletic programs. Ensures compliance with NCAA and Conference regulations. May have responsibility for functions that include publicity, media relations, ticket sales, fund raising, events management, budget, equipment and facilities maintenance.
- 036 Director, Budget**  
Directs campus budget operations.
- 037 Director, Career Development**  
Directs career counseling and job placement services. Advises and counsels students and alumni concerning employment opportunities and careers.
- 038 Director, Counseling & Psychological Services**  
Directs student counseling and psychological services (e.g. clinical, crisis intervention, and outreach services).
- 039 Director, Development**  
Directs a campus development function such as alumni affairs, annual fund, planned giving, etc.
- 040 Director, Disabled Student Services**  
Directs programs which provide educational support services to students with disabilities.
- 041 Director, Enrollment Services**  
Directs enrollment services functions, e.g., admissions, financial aid, records and registration, academic scheduling, systems operations, evaluation, and graduation.

## MPP Benchmark Job Descriptions

- 042 Director, Environmental Health & Safety**  
Directs the campus environmental health and occupational safety programs.
- 043 Director, Facilities Management**  
Directs the facilities management function. Responsibilities may include overseeing architectural services, automobile and equipment maintenance, facilities planning, building and trades maintenance, engineering services, grounds and landscaping services, plant operations, housing operations, and work coordination.
- 044 Director, Facilities Planning**  
Directs the planning process in the design, construction, modification, and renovation of campus facilities or infrastructure.
- 045 Director, Financial Aid**  
Directs the campus student financial aid program.
- 046 Director, Human Resources**  
Directs the campus human resources programs and practices for staff and/or faculty. Responsible for administering and interpreting the collective bargaining agreements.
- 047 Director, Information Technology**  
Directs the campus administrative and/or academic computing function. Exclude Vice President or Associate Vice President.
- 048 Director, Institutional Studies**  
Directs the campus institutional research and analytical studies.

## MPP Benchmark Job Descriptions

- 049 Director, International Programs**  
Directs the campus operation of the CSU study abroad program.
- 050 Director, Learning Resources**  
Directs learning resources programs for students.
- 051 Director, Multi-Media Services**  
Directs print and non-print media services (e.g. audio, video, film, photo and interactive disc/tape, teleconferencing, multi-media, computer graphics) in support of instructional technology and applications. May have responsibility for media pre-production, production and post-production, including media design responsibilities.
- 052 Director, Plant Operations**  
Directs the operation and maintenance of all campus facilities.
- 053 Director, Public Relations**  
Directs the campus public relations program.
- 054 Director, Residence Halls**  
Directs residence hall operations for the campus.
- 055 Director, Sports Information**  
Directs the campus sports information program. Manages the release of campus sports information through athletic publications, media relations, etc. May be involved in game management, marketing of sports events, and advertisement sales.

## MPP Benchmark Job Descriptions

- 056 Director, Student Academic Services**  
Directs programs designed to attract, support, and retain students to the university.
- 057 Director, Student Health Center (Medical)**  
Directs student health center operations. Oversees medical care provided by staff physicians, nurse practitioners, and other health care professionals.
- 058 Director, Student Health Services (Non-Physician)**  
Directs the activities of an accredited student health center with physicians, nurse practitioners, nurses. Responsible for the operation of the laboratory, X-ray, pharmacy departments and health education programs.
- 059 Director, Student Life**  
Directs student services activities that include student orientation, social events, Greek programs, student government/committees, newspapers, clubs, organizations, etc.
- 060 Director, University Library**  
Directs the operation of the university library and programs.
- 061 Director, University Union**  
Directs student union operations.
- 062 Associate Dean, Graduate Programs**  
Under direction of the dean, provides administrative support to the Graduate Program. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

## MPP Benchmark Job Descriptions

- 063 Associate Dean, School of Agriculture**  
Under direction of the dean, provides administrative support to the school of Agriculture. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.
- 064 Associate Dean, School of Architecture**  
Under direction of the dean, provides administrative support to the school of Architecture. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.
- 065 Associate Dean, School of Arts & Letters**  
Under direction of the dean, provides administrative support to the school of Arts and Letters. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.
- 066 Associate Dean, School of Arts, Letters & Humanities**  
Under direction of the dean, provides administrative support to the school of Arts, Letters and Humanities. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.
- 067 Associate Dean, School of Arts & Sciences**  
Under direction of the dean, provides administrative support to the school of Arts and Sciences. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.
- 068 Associate Dean, School of Business**  
Under direction of the dean, provides administrative support to the school of Business. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.
- 069 Associate Dean, School of Communications**  
Under direction of the dean, provides administrative support to the school of Communications. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

## MPP Benchmark Job Descriptions

- 070 Associate Dean, School of Continuing/Extended Education**  
Under direction of the dean, provides administrative support to the school of Continuing/Extended Education. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.
- 071 Associate Dean, School of Education**  
Under direction of the dean, provides administrative support to the school of Education. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.
- 072 Associate Dean, School of Engineering**  
Under direction of the dean, provides administrative support to the school of Engineering. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.
- 073 Associate Dean, School of Fine Arts**  
Under the direction of the dean, provides administrative support to the school of fine arts. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.
- 074 Associate Dean, School of Health & Human Services**  
Under direction of the dean, provides administrative support to the Health and Human Services program. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.
- 075 Associate Dean, School of Science**  
Under direction of the dean, provides administrative support to the school of Science. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.
- 076 Associate Dean, School of Science & Mathematics**  
Under direction of the dean, provides administrative support to the school of Science and Mathematics. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

## MPP Benchmark Job Descriptions

- 077 Associate Dean, School of Social Sciences**  
Under direction of the dean, provides administrative support to the school of Social Sciences. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.
- 078 Associate Dean, Undergraduate Studies**  
Under direction of the dean, provides administrative support to the Undergraduate Studies program. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.
- 079 Associate Director, Human Resources**  
The second senior administrator responsible for administering campus human resources programs and practices for staff and/or faculty.
- 080 Manager, Accounting**  
Manages the daily operation of the campus accounting functions.
- 081 Manager, Administrative Services**  
Manages the business or finance functions of a department or school, which may include budget, collections, receivables, cashiering, purchasing, payables, personnel, information systems, space utilization, and equipment.
- 082 Manager, Annual Giving**  
Manages the campus annual fund-raising campaign, including direct mail and telemarketing campaigns.
- 083 Manager, Applications Systems**  
Manages programming application activities that apply knowledge of a particular subject matter to the development of computer programs and/or systems.

## MPP Benchmark Job Descriptions

- 084      Manager, Compensation & Classification**  
Manages the campus compensation and/or classification program.
- 085      Manager, Construction**  
Manages projects involving new construction and/or alterations to campus buildings.
- 086      Manager, Contract & Grants**  
Manages campus contracts and grants activities.
- 087      Manager, Corporate & Foundation Relations**  
Manages a comprehensive fund raising program to identify and attract external resources from national, regional, and local corporations, business and foundation prospects.
- 088      Manager, Educational Testing**  
Manages the educational testing programs and services provided by the university.
- 089      Manager, Energy Management**  
Manages the campus energy program including energy conservation planning and consultation. May maintain a computerized energy management system.
- 090      Manager, Engineering Services**  
Manages the engineering planning process for the construction, repair, and maintenance of campus facilities and ancillary equipment and utility systems.

## MPP Benchmark Job Descriptions

- 091      Manager, Governmental/Community Relations**  
Manages campus participation in governmental and community activities and organizations. Develops, implements, and directs public affairs programs for the campus and responds to employee and client inquiries regarding community involvement.
- 092      Manager, Human Resources (Generalist)**  
Manages two or more human resources programs.
- 094      Manager, Major Gifts**  
Manages fund raising programs to attract major gifts to the university.
- 095      Manager, Media/Audio Visual Services**  
Manages the development of non-print media and audio-visual services for the campus.
- 096      Manager, Network Control**  
Manages campus infrastructure networks in support of voice, data, and/or video communications systems. Monitors and controls the performance and status of network resources for both software and hardware. Evaluates user needs, requirements and capabilities.
- 097      Manager, Parking & Transportation**  
Manages the parking and transportation programs for the campus.
- 098      Manager, Payroll**  
Manages the campus payroll function, including planning, organizing, and/or directing the administrative and technical activities of employees engaged in the processing of pay documents.

## MPP Benchmark Job Descriptions

- 099            Manager, Planned Giving**  
Manages the planned giving program for the campus.
- 100            Manager, Publications**  
Manages the design and production of campus publications.
- 101            Manager, Purchasing**  
Manages the campus procurement function.
- 102            Manager, Risk**  
Manages the campus risk management function.
- 103            Manager, Telecommunications**  
Manages the campus telecommunications systems. Responsible for equipment installation, troubleshooting and hardware testing. May have responsibility for telephone switching and transmission facilities.
- 104            Manager, User Services**  
Manages the interface between information systems professionals and users in a specialized area. Develops service specifications and tests procedures to ensure user requests are carried out.
- 105            Manager, Workers' Compensation**  
Manages the campus workers' compensation and return to work program to ensure compliance with applicable laws, guidelines, regulations, and procedures.

## MPP Benchmark Job Descriptions

- 106 Accounting Supervisor**  
Supervises accounting functions that may include accounts payable, accounts receivable, cashiering, collections or disbursements. Ensures compliance with accounting principles and practices in analyzing, verifying, and reporting financial transactions.
- 107 Supervisor, Automotive & Equipment Maintenance**  
Supervises the campus automotive and equipment maintenance and shop operation function (e.g. motor vehicles, gasoline powered equipment used by landscape services, emergency generators). May have responsibility for the campus warehouse.
- 108 Supervisor, Building & Trades**  
Supervises activities relating to one or more of the following: heating, ventilation, air conditioning, carpentry, electrical, locksmithing, plumbing, painting, welding, masonry and general maintenance. Ensures that work meets quality standards and complies with codes and regulations.
- 109 Supervisor, Computer Operations**  
Supervises a campus computer operations function.
- 110 Supervisor, Custodial Services**  
Supervises custodians. Coordinates work assignments, identifies priorities, and makes inspections.
- 111 Supervisor, Grounds & Landscaping**  
Supervises grounds maintenance and landscape services that include irrigation systems, tree trimming, and horticulture. May have responsibility for related functions, e.g., building and trades maintenance, custodial services.
- 112 Supervisor, Nursing**  
Supervises the nursing services function. Establishes and maintains nursing standards, policies, and procedures.

## MPP Benchmark Job Descriptions

- 113 Supervisor, Support Services**  
Supervises the work activities of the mail services function. May have responsibility for other support functions such as shipping and receiving, warehousing, and property accounting.
- 114 Supervisor, Technical Equipment**  
Supervises the work activities involved in equipment repair, maintenance, design and construction for highly technical and complex equipment and/or systems. May provide design of complex equipment to meet research or prototype requirements.
- 115 Associate Registrar**  
Assists in the management of the student registration and records function.
- 116 Benefits Officer**  
Coordinates campus benefits programs that include medical, dental and vision coverage; long-term disability; group insurance programs; tax-sheltered annuity programs; unemployment and leaves of absence.
- 117 Campus Counsel**  
Provides legal advice and counsel to the President or designee on campus related matters.
- 118 Chief, Custodial Services**  
Manages the campus custodial services function.
- 119 Chief of Police**  
Directs campus public safety operations and programs.

## MPP Benchmark Job Descriptions

- 120**            **Coordinator, Work Control**  
Coordinates communications between facilities management and the campus community. Develops policies and programs to enhance customer service and employee morale. Oversees activities related to centralized planning, estimating, scheduling, recording, coordinating, and facilitating of all work projects including preventive maintenance, repair, minor construction, and alteration projects.
- 121**            **Executive Assistant to the President**  
Assists the President in a wide range of executive and administrative duties related to policy development; academic, fiscal, and administrative programs; and may represent the President to other senior staff, the campus, and to the community at large.
- 122**            **Head Coach**  
Manages the activities for a team sport. Exclude faculty positions.
- 123**            **Lieutenant**  
Assists the Chief of Police in directing public safety operations and programs
- 124**            **Registrar**  
Manages the student registration and records function.
- 125**            **School Development Officer**  
Manages a comprehensive program for securing independent financial support for a school or college of the university.
- 126**            **Special Assistant to the VP/Provost**  
Assists the Vice President/Provost in the execution of numerous executive and administrative duties of considerable scope and complexity requiring the exercise of initiative, judgment, and knowledge of the academic and/or administrative programs and organizational structure of the division.

## MPP Benchmark Job Descriptions

- 127 AVP/Director, Academic Planning/Programs/Assessment**  
Plans, develops, evaluates and implements academic programs that have campus wide impact; directs academic planning and analysis.
- 128 Director, Internal Audit**  
Directs campus audit functions, coordinates internal audits and audits of campus functions conducted by external agencies, and prepares reports of findings and recommendations for management.
- 129 Director, Educational/Equity Opportunity Programs**  
Directs educational/equity opportunity programs and summer bridge programs designed to assist economically and educationally disadvantaged students by recruiting them to the University, and providing financial and academic support services needed for their retention and graduation.
- 130 CMS Director**  
Directs the campus CMS project function. Responsible for the implementation, maintenance and upgrades of CMS Baseline system.
- 131 Student Discipline Officer**  
Provides highly sensitive executive and administrative support to student services particularly in the area of student discipline. Plans, organizes and oversees student discipline processes involving students working closely with campus legal counsel.
- 132 Student Grievance Officer**  
Plans, organizes and oversees student judicial affairs working closely with campus legal counsel.