

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.

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- 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.

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- 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.

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- 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.

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- 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.

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- 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.

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- 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.

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- 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.

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- 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.

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- 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.

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- 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.

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- 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.