Job Descriptions by Job Title

063 **Associate Dean, College of Agriculture**
Under direction of the dean, provides administrative support to the College of Agriculture. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

064 **Associate Dean, College of Architecture**
Under direction of the dean, provides administrative support to the College of Architecture. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

065 **Associate Dean, College of Arts & Letters**
Under direction of the dean, provides administrative support to the College of Arts and Letters. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

066 **Associate Dean, College of Arts & Sciences**
Under direction of the dean, provides administrative support to the College of Arts and Sciences. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

067 **Associate Dean, College of Arts, Letters & Humanities**
Under direction of the dean, provides administrative support to the College of Arts, Letters and Humanities. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

068 **Associate Dean, College of Business**
Under direction of the dean, provides administrative support to the College of Business. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

069 **Associate Dean, College of Communications**
Under direction of the dean, provides administrative support to the College of Communications. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

070 **Associate Dean, College of Continuing/Extended Education**
Under direction of the dean, provides administrative support to the College of Continuing/Extended Education. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

071 **Associate Dean, College of Education**
Under direction of the dean, provides administrative support to the College of Education. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

072 **Associate Dean, College of Engineering**
Under direction of the dean, provides administrative support to the College of Engineering. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

073 **Associate Dean, College of Fine Arts**
Under the direction of the dean, provides administrative support to the College of fine arts. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

074 **Associate Dean, College 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, College of Science**
Under direction of the dean, provides administrative support to the College of Science. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

076  **Associate Dean, College of Science & Mathematics**
Under direction of the dean, provides administrative support to the College of Science and Mathematics. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

077  **Associate Dean, College of Social Sciences**
Under direction of the dean, provides administrative support to the College of Social Sciences. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

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.

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.

134  **Associate Director, Accounting**
Assists in directing campus accounting operations.

135  **Associate Director, Facilities Management**
Assists in directing the facilities management function.

136  **Associate Director, Facilities Planning**
Assists in directing facilities planning.

143  **Associate Director, Financial Aid**
Assists in directing the campus student financial aid program.

144  **Associate Director, Housing**
Assists in directing residence hall operations for the campus. May be responsible for one or more residence halls.

079  **Associate Director, Human Resources**
The second senior administrator responsible for administering campus human resources programs and practices for staff and/or faculty.

145  **Associate Director, Intercollegiate Athletics**
Assists in directing the activities of intercollegiate athletic programs. Ensures compliance with NCAA and Conference regulations. May assist director with functions that include publicity, media relations, ticket sales, fund raising, events management, budget, equipment and facilities maintenance.

115  **Associate Registrar**
Assists in the management of the student registration and records function.

007  **Associate Vice President, Budget & Accounting**
Assists the vice president in administering campus budget and accounting functions. Develops policy, plans, and provides leadership for the following: budget, financial services, accounting, payroll, and audit services.
006  **Associate Vice President, Business Administration**  
Assists the vice president in administering campus administrative operations. Develops policy, plans, and provides leadership for the following: human resources, procurement, university services, plant operations, facilities planning, public safety, risk management, environmental health and safety and food services.

041  **Associate Vice President, Enrollment Services**  
Assists the vice president in administering campus enrollment operations. Develops policy, plans and provides leadership for the following: admissions, financial aid, records and registration, academic scheduling, systems operations, evaluation and graduation.

008  **Associate Vice President, Information Technology**  
Assists the vice president in administering campus business operations. Develops policy, plans, and provides leadership for major computing activities of the campus.

009  **Associate Vice President, Student Affairs**  
Assists the vice president in administering campus student affairs programs. Develops policy, plans, and provides leadership for dean of students and student services.

010  **Associate Vice President, University Advancement**  
Assists the vice president in administering campus university advancement programs. Develops policy, plans, and provides leadership for public, community and government relations.

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.

127  **Associate Vice President/Director, Academic Planning/Programs/Assessment**  
Plans, develops, evaluates and implements academic programs that have campus wide impact; directs academic planning and analysis.

011  **Associate Vice President/Vice Provost, Academic Affairs**  
Assists the vice president in administering campus business operations. Develops policy, plans, and provides leadership for academic resource management, academic planning and class scheduling.

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.

119  **Chief of Police**  
Directs campus public safety operations and programs. (Do not include campus Chief of Police if he/she is serving as the Systemwide Police Coordinator.)

118  **Chief, Custodial Services**  
Manages the campus custodial services function.

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.

146  **Dean of Students**  
The principal administrator for student affairs program. May include functions such as housing, discipline, career center and other student activities.
015 Dean, College of Agriculture
The principal administrator for the College of Agriculture.

016 Dean, College of Architecture
The principal administrator for the College of Architecture.

018 Dean, College of Arts & Letters
The principal administrator for the College of Arts and Letters.

019 Dean, College of Arts & Sciences
The principal administrator for the College of Arts and Sciences.

017 Dean, College of Arts, Letters & Humanities
The principal administrator for the College of Arts, Letters, and Humanities.

020 Dean, College of Business
The principal administrator for the College of Business.

021 Dean, College of Communications
The principal administrator for the College of Communications.

022 Dean, College of Continuing/Extended Education
The principal administrator for the College of Continuing/Extended Education.

023 Dean, College of Education
The principal administrator for the College of Education.

024 Dean, College of Engineering
The principal administrator for the College of Engineering.

025 Dean, College of Fine Arts
The principal administrator for the College of Fine Arts.

026 Dean, College of Health & Human Services
The principal administrator for the Health and Human Services program.

027 Dean, College of Science
The principal administrator for the College of Science.

028 Dean, College of Science & Mathematics
The principal administrator for the College of Science and Mathematics.

029 Dean, College of Social Sciences
The principal administrator for the College of Social Sciences.

013 Dean, Graduate Programs
The principal administrator for the Graduate Program.
Dean, Graduate/Undergraduate Programs
The principal administrator for the Graduate/Undergraduate Program.

Dean, Research & Graduate Programs
The principal administrator for the Research and Graduate Programs.

Dean, Undergraduate Studies
The principal administrator for the Undergraduate Studies program.

Dean, University Library
Directs the operation of the university library and programs.

Director, Accounting
Directs campus accounting/auditing operations.

Director, Admissions
Directs student admissions functions that include applications processing, transfer articulation, and transfer evaluations.

Director, Admissions & Records
Directs admissions and records activities that include applications processing, registration, evaluation, records and graduation.

Director, Affirmative Action/Equal Employment Opportunity
Directs the campus AA/EEO programs and monitors employment equity.

Director, Alumni Affairs
Directs the campus alumni affairs programs for the campus.

Director, Budget & Financial Services
Directs campus-wide budget operations and financial services.

Director, Career Development
Directs career counseling and job placement services. Advises and counsels students and alumni concerning employment opportunities and careers.

Director, CMS Project
Directs the campus CMS project function. Responsible for the implementation, maintenance and upgrades of CMS Baseline system.

Director, Contracts & Procurement
Directs the campus contracts and procurement function.

Director, Counseling & Psychological Services
Directs student counseling and psychological services such as clinical, crisis intervention and outreach services.

Director, Development
Directs a campus development function including alumni affairs, annual fund, planned giving, etc.

Director, Disabled Student Services
Directs programs which provide educational support services to students with disabilities.
138 Director, Distance Learning
Directs the campus distance-learning program.

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.

042 Director, Environmental Health & Safety
Directs the campus environmental health and occupational safety programs, including hazardous materials, industrial hygiene and environmental programs.

043 Director, Facilities Management
Directs the facilities management function. Responsibilities 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.

054 Director, Housing
Directs residence hall operations for the campus.

047 Director, Information Technology
Directs a significant area of campus administrative and/or academic computing such as network administration, technical services and central systems administration.

048 Director, Institutional Research
Directs the campus institutional research and analytical studies.

035 Director, Intercollegiate 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.

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.

049 Director, International Programs
Directs the campus operation of the CSU study abroad program.

140 Director, IT Security
Ensures security for all campus systems, monitors correct usage of systems, identifies problem areas, utilizes software to assess system security, and takes action to correct weaknesses in systems security.

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, which may include marketing and communications.

148 Director, Risk Management
Directs the campus risk management function.

137 Director, Sponsored Programs & Grants
Directs the campus sponsored programs/grants program.

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, advertisement sales, ticket sales and fundraising.

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.

061 Director, University Union
Directs student union operations.

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.

046 Human Resources Officer
Directs campus human resources function for staff, management, and may include faculty. Responsible for administering and interpreting CSU policy and collective bargaining agreements.
123 Lieutenant
Assists the Chief of Police in directing public safety operations and programs.

080 Manager, Accounting
Manages the daily operation of one or more campus accounting functions including accounts payable, accounts receivables, tax accounting and payroll.

081 Manager, Administrative Services
Manages one or more administrative functions of a department or school, including 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.

149 Manager, Budget & Financial Services
Manages the daily operation of one or more campus budget functions.

150 Manager, Building & Trades
Manages 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.

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.

101 Manager, Contracts & Procurement
Manages the campus contracts and procurement function and may include warehouse and shipping & receiving.

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.

141 Manager, Employee Relations
Manages campus employee relations program.

142 Manager, Employment
Manages campus employment and recruitment program.

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.

151 Manager, Environmental Health & Safety
Manages campus environmental health and occupational safety programs, including hazardous materials and industrial hygiene and environmental programs.

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 functions.

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.

152 Manager, Performing Arts Center/Theatre
Manages performing arts center/theatre functions, including professional and administrative responsibilities.

099 Manager, Planned Giving
Manages the planned giving program for the campus.

100 Manager, Publications
Manages the design and production of campus publications.

102 Manager, Risk Management
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.

124 **Registrar**
Manages the student registration and records function.

125 **School Development Officer**
Manages a comprehensive program for securing independent financial support for a college of the university.

126 **Special Assistant to the Vice President/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.

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.

106 **Supervisor, Accounting**
Supervises an accounting function such as 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.

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.

002  **Vice President, Business Administration**  
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.

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.