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.
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.
<table>
<thead>
<tr>
<th>#</th>
<th>Job Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>021</td>
<td>Dean, School of Communications</td>
<td>The principal administrator for the school of Communications.</td>
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<td>022</td>
<td>Dean, School of Continuing/Extended Education</td>
<td>The principal administrator for the school of Continuing/Extended Education.</td>
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<td>Dean, School of Education</td>
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<td>Dean, School of Fine Arts</td>
<td>The principal administrator for the school of Fine Arts.</td>
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<td>026</td>
<td>Dean, School of Health &amp; Human Services</td>
<td>The principal administrator for the Health and Human Services program.</td>
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<tr>
<td>027</td>
<td>Dean, School of Science</td>
<td>The principal administrator for the school of Science.</td>
</tr>
</tbody>
</table>
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.
**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.

**Director, Budget**
Directs campus budget operations.

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

**Director, Counseling & Psychological Services**
Directs student counseling and psychological services (e.g. clinical, crisis intervention, and outreach services).

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

**Director, Disabled Student Services**
Directs programs which provide educational support services to students with disabilities.

**Director, Enrollment Services**
Directs enrollment services functions, e.g., admissions, financial aid, records and registration, academic scheduling, systems operations, evaluation, and graduation.
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.
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.
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.
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.

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.

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.

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.

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.

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.

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.
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.

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.

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.

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.

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.

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.

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.
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.
Manager, Compensation & Classification
Manages the campus compensation and/or classification program.

Manager, Construction
Manages projects involving new construction and/or alterations to campus buildings.

Manager, Contract & Grants
Manages campus contracts and grants activities.

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.

Manager, Educational Testing
Manages the educational testing programs and services provided by the university.

Manager, Energy Management
Manages the campus energy program including energy conservation planning and consultation. May maintain a computerized energy management system.

Manager, Engineering Services
Manages the engineering planning process for the construction, repair, and maintenance of campus facilities and ancillary equipment and utility systems.
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.

Manager, Human Resources (Generalist)
Manages two or more human resources programs.

Manager, Major Gifts
Manages fund raising programs to attract major gifts to the university.

Manager, Media/Audio Visual Services
Manages the development of non-print media and audio-visual services for the campus.

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.

Manager, Parking & Transportation
Manages the parking and transportation programs for the campus.

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.
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.
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.

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.

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.

Supervisor, Computer Operations
Supervises a campus computer operations function.

Supervisor, Custodial Services
Supervises custodians. Coordinates work assignments, identifies priorities, and makes inspections.

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.

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.

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.
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.