California State University

MPP Benchmark Salary Survey 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, 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.

006 **Associate Vice President, Business Administration**

Assists the 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.

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.

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.

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/Equal Employment Opportunity**

Directs the campus AA/EEO programs and monitors employment equity.

034 **Director, Alumni Affairs**

Directs the campus alumni affairs programs for the campus.

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 such as 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 such as 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 **Human Resources Officer**

Directs broad range of campus human resources programs for staff, management, and may include faculty. Responsible for administering and interpreting CSU policy and 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.

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.

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.

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 one or more 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.

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.

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.

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.

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.

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. (Do not include campus Chief of Police if he/she is serving as the Systemwide Police Coordinator.)

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 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.

127 Associate Vice President/Director, Academic Planning/Programs/Asse

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 Director, CMS Project

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 descipline. Plans, organizes and oversees student descipline 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.

133 **Director, Accounting**

Directs campus accounting/auditing operations.

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.

137 **Director, Sponsored Programs/Grants**

Directs the campus sponsored programs/grants program.

138 **Director, Distance Learning**

Directs the campus distance-learning program.

139 **Dean, Research and Graduate Programs**

The principal administrator for the Research and Graduate Programs.

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.

141 **Manager, Employee Relations**

Manages campus employee relations program.

142 **Manager, Employment**

Manages campus employment and recruitment program.