# CUPA-HR ADMINISTRATORS SURVEY POSITION DESCRIPTIONS 2024-25

The Administrators Survey collects salary data for 204 positions with primary assignments requiring management of the institution or of a customarily recognized division within it. The term "chief" in administrator titles refers to the topmost position in a given area. "Deputy chief" refers to a second-in-command in a given area. SOC Crosswalks are provided to facilitate completion of IPEDS and other reporting, but these codes are not used in this survey. **HOW TO MATCH POSITIONS:** Match to the appropriate code based on the position description, not the title. Position titles can vary greatly across institutions. To search for a match, use the Find & Select function to search for appropriate keywords that relate to a position's function. Depending on the level of the position, you may find a better match in the Professionals Survey.

**CHANGES TO THIS YEAR'S POSITIONS:** *Positions amended:* Changed Chief External Affairs Officer (119000) position description so that it may or may not include government relations. *Positions added:* Chief Government Relations Officer (138000).

| Position Number | Title/Role | Position Description | 2018 BLS SOC # | BLS Standard Occupational Code (SOC) Category Name |
|---|---|---|---|---|
| **Top Executive Officers: 100000 - 105000** | | | | |
| **100000** | Chief Executive Officer, System | President. Directs all affairs and operations of a higher education system or district. Each subordinate campus has its own President, Chancellor, or Provost; administrative offices; and independent programs. **Should be reported only by flagship campus.** | 11-1011 | Chief Executives |
| **101000** | Chief Executive Officer, Single Institution or Campus within a System | President or Chancellor. Directs all affairs and operations of a higher education institution or of a campus within a system. **If the incumbent serves as both a system and flagship campus president, report as system only.** | 11-1011 | Chief Executives |
| **102000** | Executive Vice President or Vice Chancellor | Responsible for all or most functions and operations of an institution under the direction of the Chief Executive Officer. If the incumbent is also the Chief Academic Affairs Officer or Provost, report in 105000 and not here. | 11-9033 | Education Administrators, Postsecondary |
| **105000** | Chief Academic Affairs Officer or Provost | Directs the academic program of the institution. Overall responsibilities typically include academic planning, teaching, research, extensions, and coordination of interdepartmental affairs (e.g., Admissions, Registrar, and Library). | 11-9033 | Education Administrators, Postsecondary |
| **Senior Institutional & Chief Functional Officers: 106000 - 145000** | | Persons in these positions direct a major functional area with institution-wide scope or impact and also the work of other professional employees. Report to a top executive officer or to another senior institutional officer. | | |
| **106000** | Chief Administrator, Campus or Site | Responsible for the functions and operations of a satellite campus or site. Does not hold the title of a top executive officer. | 11-9033 | Education Administrators, Postsecondary |
| **107000** | Chief Business Officer | Responsible for the combined functions of administrative and financial affairs. Overall responsibilities typically include accounting, purchasing, physical plant and property management, human resources, food services, auxiliary enterprises, investments, and related business matters. | 11-9033 | Education Administrators, Postsecondary |
| **109000** | Chief Athletics Administrator | Provides administrative direction and oversight for all intercollegiate, intramural, and recreational athletics staff, programs, facilities, and activities. Responsible for ensuring compliance with all federal, divisional, and university athletics regulations and for administering departmental funds and accounts. Develops short-term goals and long-term strategic plan and vision for the department. Oversees departmental fund-raising, public relations, and community outreach activities. Top athletics administrative position. Typically requires: Bachelors degree in an appropriate area of specialization; 5 - 8 or more years of relevant administrative or supervisory experience in intercollegiate or professional athletics. | 11-9033 | Education Administrators, Postsecondary |
| **111000** | Chief Audit Officer | Plans, develops, and directs the institutional internal audit function which serves as an independent assurance and advisory activity of the institution's risk, governance, and control processes. Designs, develops, and implements internal auditing policy and procedure within the institution to ensure compliance with identified objectives, standards, and laws. Interviews, advises, and negotiates with mid- to executive-level management as to results of the work performed. Leads and directs the work of others. For smaller institutions, may perform individual audit, investigative, or advisory engagements encompassing all the duties identified at the subordinate audit levels. Typically reports to governing board or to executive management. | 11-1021 | General and Operations Managers |
| **113000** | Chief Development or Advancement Officer | Responsible for institutional development programs. Overall responsibilities typically include institutional fundraising, public relations, and alumni relations. | 11-2033 | Fundraising Managers |
| **115000** | Chief Enrollment Management Officer | Responsible for development of marketing plans for recruitment and retention of students. Also coordinates institutional efforts in admissions, financial aid, records, and registration and advising. | 11-9033 | Education Administrators, Postsecondary |
| **117000** | Chief Extension or Engagement Officer | Found most typically in land-grant institutions, position leads the institution's outreach, extension, and engagement efforts with external communities to extend and apply the organization's knowledge, expertise, and resource capabilities to improve local, state, and regional economic interests and quality of life. Leads collaborations with business, industry, government, other universities, individuals, and groups to address a wide range of issues and challenges facing the larger community. | 11-9033 | Education Administrators, Postsecondary |
| **119000** | Chief External Affairs Officer | Responsible for such functions as communications, public relations, and alumni relations. May or may not oversee aspects of government relations. | 11-9033 | Education Administrators, Postsecondary |
| **121000** | Chief Facilities Officer | Responsible for the construction, rehabilitation, and maintenance of physical plant facilities. Overall responsibilities typically include new construction and remodeling, grounds and building maintenance, power plant operation, and parking. Previous job title: Chief Physical Plant or Facilities Officer. | 11-9141 | Property, RE, Comm Assoc Mgrs |
| **123000** | Chief Financial Officer | Responsible for the direction of financial affairs. Overall responsibilities typically include investments, accounting, and budgets. Report Controller in 161000, not here. | 11-3031 | Financial Managers |

| | | | | |
|---|---|---|---|---|
| **125000** | Chief Health Affairs Officer | Provides overall leadership and direction for an institution's academic and affiliated human healthcare programs, including establishing and facilitating the accomplishment of strategic goals and objectives. In institutions with hospitals and medical schools, typically has responsibility for both. | 11-9111 | Med and Health Services Mgrs |
| **127000** | Chief Human Resources Officer | Responsible for administering institutional human resource policies and practices for staff and or faculty. Overall responsibilities typically include personnel records, benefits, staff employment, wage and salary administration, and (where applicable) labor relations. | 11-3121 | Human Resources Managers |
| **129000** | Chief Information or IT Officer | Responsible for the institution's major information technology, communication, and computer systems. Assesses current processes, devises IT strategy, and recommends best practices for IT across the institution. | 11-3021 | Computer and Info Systems Mgrs |
| **131000** | Chief Institutional Planning Officer | Responsible for the direction of long-range planning and resource allocation. Overall responsibilities typically include strategic resources allocation and budgeting, institutional research, and facilities planning. May also be responsible for planning and budgeting and for compliance with state and federal regulations. | 11-9033 | Education Administrators, Postsecondary |
| **133000** | Chief Institutional Research Officer | Conducts research and studies on the institution, including design of studies, data collection, analysis, and reporting. Also responsible for accomplishing the institution's Federal reporting requirements (e.g., IPEDS) as well as those of the State. | 11-9033 | Education Administrators, Postsecondary |
| **134000** | Chief Academic Assessment Officer | Provides strategic leadership and expertise on assessment-related policies, practices, and activities. Provides primary leadership in matters related to accreditation. Collaborates with faculty and administrative offices throughout the campus. Oversees the use of assessment results for institutional improvement and effectiveness. | 11-9033 | Education Administrators, Postsecondary |
| **135000** | Chief Investment Officer | Responsible for the direction and management of the institution's investment activities. | 11-9033 | Education Administrators, Postsecondary |
| **136000** | Chief Analytics or Business Intelligence Officer | Provides strategic leadership in the institution's use of data to drive decision-making in the areas of student success and institutional operations. Develops the institution's overall data strategy and works with other IT leaders to manage data governance. | 11-9033 | Education Administrators, Postsecondary |
| **137000** | Chief Legal Affairs Officer | Responsible for managing the institution's legal affairs, including advising on legal rights, obligations, and related matters. Typically provides legal advice to the corporate board and president or chancellor, manages matters in litigation, and supervises both inside and outside counsel. Often serves as liaison to regulatory and legislative bodies, courts, and attorneys general. This individual is an employee of the institution; do not report if not on the institution's payroll. | 23-1011 | Lawyers |
| **138000 NEW in 2025** | Chief Government Relations Officer | Leads and oversees government relations initiatives at the local, state, and federal levels. Key responsibilities include assessing the impact of and developing the university's response to proposed legislation, maintaining effective relationships with governmental agencies and representatives. Oversees work of other government relations administrators and professionals. | 11-9033 | Education Administrators, Postsecondary |
| **139000** | Chief Library Officer | Provides strategic leadership for all functions of the library in collaboration with other academic units and in support of the mission of the institution; serves as primary advocate for the library. At some institutions, position may be referred to as Chief Librarian. Degree requirement: ALA Accredited Masters. | 11-9033 | Education Administrators, Postsecondary |
| **141000** | Chief Public Relations or Communications Officer | Responsible for communications or public relations programs. Overall responsibilities typically include public relations, news media relations, and information office services. | 11-2032 | Public Relations Managers |
| **143000** | Chief Research Officer | Oversees the institution's scientific research. Responsibilities typically include research policy; sponsored-research administration (grants and contracts); compliance with regulations pertaining to research, technology transfer, and commercialization of intellectual property (patents); and research communications. | 11-9033 | Education Administrators, Postsecondary |
| **145000** | Chief Student Affairs or Student Life Officer | Responsible for the direction of student services and student life programs. Overall responsibilities typically include student conduct, counseling and testing, career development and placement, student housing, student union, campus and student activity, minority student support program, residence life, and related functions. | 11-9033 | Education Administrators, Postsecondary |
| **Academic Deans: 153010 - 155010** | | Persons with faculty status who serve as the principal administrator or head of an academic program, which may be a school, college or department. Only report those whose administrative, non-teaching, non-research responsibilities represent at least 50% of their fulltime responsibilities. Do not report persons without faculty rank here. Dean of Students is an exception – incumbent can be with or without faculty status. | | |
| **153010** | Dean, Agriculture | | 11-9033 | Education Admin, Postsec |
| **153020** | Dean, Architecture and Design | | 11-9033 | Education Admin, Postsec |
| **153030** | Dean, Liberal Arts | | 11-9033 | Education Admin, Postsec |
| **153040** | Dean, Arts and Sciences | | 11-9033 | Education Admin, Postsec |
| **153050** | Dean, Biological and Life Sciences | | 11-9033 | Education Admin, Postsec |
| **153060** | Dean, Business | | 11-9033 | Education Admin, Postsec |
| **153070** | Dean, Computer and Information Sciences | | 11-9033 | Education Admin, Postsec |
| **153080** | Dean, Continuing Education | | 11-9033 | Education Admin, Postsec |
| **153090** | Dean, Cooperative Extension | | 11-9033 | Education Admin, Postsec |
| **153100** | Dean, Dentistry | | 11-9033 | Education Admin, Postsec |
| **153110** | Dean, Divinity or Religion | | 11-9033 | Education Admin, Postsec |
| **153120** | Dean, Education | | 11-9033 | Education Admin, Postsec |
| **153130** | Dean, Engineering | | 11-9033 | Education Admin, Postsec |
| **153140** | Dean, External Degree Programs | | 11-9033 | Education Admin, Postsec |

| | | | | |
|---|---|---|---|---|
| **153150** | Dean, Family and Consumer Sciences | | 11-9033 | Education Admin, Postsec |
| **153160** | Dean, Fine Arts | | 11-9033 | Education Admin, Postsec |
| **153170** | Dean, Forestry and Environmental Studies | | 11-9033 | Education Admin, Postsec |
| **153175** | Dean, Global or International Studies | | 11-9033 | Education Admin, Postsec |
| **153180** | Dean, Government or Public Affairs or Public Policy | | 11-9033 | Education Admin, Postsec |
| **153190** | Dean, Graduate School | | 11-9033 | Education Admin, Postsec |
| **153200** | Dean, Health-Related Professions | | 11-9033 | Education Admin, Postsec |
| **153210** | Dean, Honors Program | | 11-9033 | Education Admin, Postsec |
| **153220** | Dean, Humanities | | 11-9033 | Education Admin, Postsec |
| **153230** | Dean, Instruction | | 11-9033 | Education Admin, Postsec |
| **153240** | Dean, Journalism or Communication or Media | | 11-9033 | Education Admin, Postsec |
| **153250** | Dean, Law | | 11-9033 | Education Admin, Postsec |
| **153260** | Dean, Library Science | | 11-9033 | Education Admin, Postsec |
| **153270** | Dean, Mathematics | | 11-9033 | Education Admin, Postsec |
| **153280** | Dean, Medicine | | 11-9033 | Education Admin, Postsec |
| **153290** | Dean, Music | | 11-9033 | Education Admin, Postsec |
| **153300** | Dean, Nursing | | 11-9033 | Education Admin, Postsec |
| **153310** | Dean, Occupational Studies or Vocational Education | | 11-9033 | Education Admin, Postsec |
| **153320** | Dean, Performing Arts | | 11-9033 | Education Admin, Postsec |
| **153330** | Dean, Pharmacy | | 11-9033 | Education Admin, Postsec |
| **153350** | Dean, Public Health | | 11-9033 | Education Admin, Postsec |
| **153360** | Dean, Sciences | | 11-9033 | Education Admin, Postsec |
| **153370** | Dean, Social Sciences | | 11-9033 | Education Admin, Postsec |
| **153380** | Dean, Social Work | | 11-9033 | Education Admin, Postsec |
| **153390** | Dean, Special Programs | | 11-9033 | Education Admin, Postsec |
| **153400** | Dean, Undergraduate Programs | | 11-9033 | Education Admin, Postsec |
| **153410** | Dean, Veterinary Medicine | | 11-9033 | Education Admin, Postsec |
| **155010** | Dean of Students (with or without faculty status) | Responsible for functions such as student activities, housing, conduct, and orientation. Typically reports to the Chief Student Affairs Officer. | 11-9033 | Education Administrators, Postsecondary |
| **Institutional Administrators: 161000 - 187020** | | Persons in these positions direct a functional area with institution-wide scope and the work of other professional employees. Also serve as the senior content expert in a recognized professional realm. Report to a top executive officer, senior institutional officer, or other institutional administrator. | | |
| **161000** | Chief Accounting Officer or Controller | Directs accounting, payroll, cashiering, and related functions. May also be responsible for office services, such as mail and telephone services. | 11-3031 | Financial Managers |
| **162000** | Chief Administration Officer | Responsible for administrative affairs. Overall responsibilities typically include purchasing, physical plant management, property management, human resources, administrative computing, and auxiliary enterprises. Does not generally include budget and accounting. | 11-3012 | Administrative Services Managers |
| **163000** | Chief Architect for the Institution | Responsible for the long-range development of the campus. Makes continuous studies of the physical needs of the institution and coordinates the planning and construction of physical facilities. | 17-1011 | Architects, Except Landscape and Naval |
| **164000** | Chief Auxiliary Services Officer | Responsible for the management and operation of college support and auxiliary services, which typically include food service, bookstore, housing, vending, student union, and printing services and which may include a variety of other services and operations. | 11-3012 | Administrative Services Managers |
| **165000** | Chief Budget Officer | Responsible for current budgetary operations. May also be responsible for long-range planning in the absence of a planning officer. | 11-3031 | Financial Managers |
| **166000** | Chief Purchasing Officer | Directs central purchasing operations for the institution. Functions typically include preparation of specifications, contracting, bidding, receiving and stores, and approval of invoices. | 11-3061 | Purchasing Managers |
| **167000** | Chief Equal Opportunity or Affirmative Action Officer | Responsible for the university-wide programs designed to ensure equality of employment opportunity on an individual basis without preferential treatment of any group. | 13-1041 | Compliance Officers |
| **168000** | Chief Diversity Officer | Manages and oversees diversity programs and services at the institution. Responsibilities typically include helping to build diverse student, faculty, and staff populations; creating opportunities to engage diverse ideas inside and outside the classroom; and providing programs and services that emphasize the importance of a diverse and inclusive campus environment. | 11-9033 | Education Administrators, Postsecondary |
| **169000** | Chief Hospital Administrator | Immediate administrative head of institution's hospital or medical center. Typically reports to the CEO of the institution or to the Chief Health Affairs Officer. | 11-9111 | Med and Health Services Mgrs |

| | | | | |
|---|---|---|---|---|
| **169010** | Chief Veterinary Hospital Administrator | Immediate administrative head of institution's veterinary hospital or medical center. Typically reports to the Dean of the Veterinary School or to the Chief Business Officer. | 11-9111 | Med and Health Services Mgrs |
| **171000** | Chief Student Admissions Officer | Responsible for the admission of undergraduates. May also be responsible for recruitment and selection for the admission of graduate and professional students or for scholarship administration or similar functions. | 11-9033 | Education Administrators, Postsecondary |
| **172000** | Chief Student Financial Aid Officer | Directs the administration of all forms of student aid. Responsibilities typically include assistance in the application for loans or scholarships; administration of private, state, or federal loan programs; award of scholarships and fellowships; and maintenance of appropriate records. | 11-9033 | Education Administrators, Postsecondary |
| **173000** | Chief Student Registration or Records Officer | Also referred to as the Registrar. Responsible for student registrations and records. Specific responsibilities typically include registration, classroom scheduling, maintenance of student records, graduation clearance, and related matters. | 11-9033 | Education Administrators, Postsecondary |
| **175000** | Chief Technology Transfer Officer | Responsible for managing technology transfer activities relating to scientific discoveries and inventions. Participates in setting and interpreting policy pertaining to technology transfer activities, supervises the licensing and administrative staff engaged in them, and has budgetary authority. Also keeps the institution's senior administration or governing board informed about these activities. | 11-9033 | Education Administrators, Postsecondary |
| **176000** | Chief Sponsored Research or Programs Administrator | Pre-award, directs administrative activities for externally funded grants and contracts, including funding source identification, institutional review, and sign-off of proposals. Also negotiates contracts and develops research policy. Note: If your institution has only one position with both pre- and post-reward responsibilities, report here. | 11-9033 | Education Administrators, Postsecondary |
| **177000** | Chief Contracts and Grants Administrator | Post-award, responsible for advising the institution on matters relating to laws, rules, regulations, and policies pertaining to fiscal management of contracts and grants; insuring that the business interests of the institution are protected; monitoring compliance with all provisions of contracts, grants, and agreements; and maintaining auditable records of charges to contracts and grants. | 11-3031 | Financial Managers |
| **178000** | Chief Cost Accounting Administrator | Directs institution-wide cost accounting activities, including development of facilities and administrative fringe benefit rates. Negotiates fringe benefit rates with the federal government, manages fixed assets for the institution, develops and maintains institution's disclosure statement required by federal government, and develops institutional policy and procedures. | 11-3031 | Financial Managers |
| **181000** | Deputy Provost | Responsible for one or several broad-based areas within Academic Affairs under the direction of the Chief Academic Affairs Officer. Makes provost-level decisions in the absence of the provost. Only report individuals that do not serve as a chief functional officer. | 11-9033 | Education Administrators, Postsecondary |
| **182000** | Chief Faculty Affairs Officer | Serves as the primary institutional resource for faculty matters. May hold a title such as Vice Provost for Faculty Affairs. May manage policies and functions supporting institution-wide faculty recruitment, orientation, appointment, reappointment, retention, promotion, and tenure procedures. Works closely with deans, academic department heads, and faculty leadership on academic strategic affairs. May manage programs in support of faculty development, wellbeing, and productivity; faculty success and recognitions; and faculty rights, grievances, and issue resolution. | 11-9033 | Education Administrators, Postsecondary |
| **183000** | Assoc Provost | Responsible for one or several broad-based areas within Academic Affairs under the direction of the Chief Academic Affairs Officer or another Provost. | 11-9033 | Education Administrators, Postsecondary |
| **185000** | Asst Provost | Responsible for one or several broad-based areas within Academic Affairs under the direction of the Chief Academic Affairs Officer or another Provost. | 11-9033 | Education Administrators, Postsecondary |
| **187020** | Chief of Staff or Chief Strategy Officer | Advises the CEO on policy, procedural, and operational issues of the institution. Charged with leading the operationalization of strategic initiatives. Builds collaborative relationships across the institution and with external stakeholders. Represents the CEO to senior vice presidents, campus officials, and critical external constituents. Serves as a visible top-level leadership role for the institution on behalf of the CEO. See Professionals Survey position descriptions for Executive Assistant to CEO (320010). | 11-9033 | Education Administrators, Postsecondary |
| **Heads of Divisions, Departments, & Centers: 190010 - 196500; 301030 - 301070** | | Persons in these positions manage an institutionally recognized division, department, or center and the work of other professional employees. Generally report to a top executive officer, senior institutional officer, or institutional administrator. | | |
| **190010** | Chief Graduate Medical Education Officer | Senior leader responsible for all graduate medical education programs. Oversees all Residency Program Directors and ensures that all program accreditation standards are met. Oversees the annual GME match process. | 11-9033 | Education Administrators, Postsecondary |
| **194010** | Deputy Chief Financial Officer | Generally second-in-command to the chief financial officer; typically responsible for the direction of financial affairs, including investments, accounting, and budgets. | 11-3031 | Financial Managers |
| **194020** | Deputy Chief Facilities Officer | Generally second-in-command to the chief facilities officer. Responsible for one or several areas of facilities maintenance and operation. Reports to the Chief Physical Plant or Facilities Officer. | 11-9141 | Property, RE, Comm Assoc Mgrs |
| **194030** | Deputy Chief HR Officer | Generally second-in-command to the chief HR officer. Responsible for one or several areas of human resources. Reports to the CHRO. | 11-3121 | Human Resources Managers |
| **194040** | Deputy Chief Information or IT Officer | Generally second-in-command to the chief information or IT officer, often with responsibilities for day-to-day management of technical operations (may also be titled Chief Operations Officer or Chief Technology Officer). | 11-3021 | Computer and Info Systems Mgrs |
| **194050** | Deputy Chief Athletics Officer | Supervises operations of selected sports programs and special projects as assigned by the Chief Athletics Administrator. Responsible for administration, personnel, budgets, team support functions, and compliance with governing rules, as well as staff motivation. Keeps the AD informed and aware as to the condition of each program. Typically requires: Bachelor's degree; 5 or more years of management experience in intercollegiate or professional athletics. | 11-9033 | Education Administrators, Postsecondary |
| **194060** | Deputy Chief Development or Advancement Officer | Generally second-in-command to the Chief Development or Advancement Officer. Responsible for one or several areas of fundraising within development, which may be defined in the position title. Only report individuals that do not serve as a chief functional officer. | 11-2033 | Fundraising Managers |
| **194070** | Deputy Chief Audit Officer | Generally second-in-command to the chief audit officer. Responsible for one or several areas of internal audit. | 11-1021 | General and Operations Managers |
| **194150** | Deputy Chief Budget Officer | Generally second-in-command to the chief budget officer. Responsible for current budgetary operations. May also be responsible for long-range planning in the absence of a planning officer. | 11-3031 | Financial Managers |

| | | | | |
|---|---|---|---|---|
| **194160** | Deputy Chief Library Officer | Responsible for the coordination of administrative functions within the library. May be in charge of the library in the absence of the Chief Library Officer. Common job titles include: Associate or Assistant Dean, Assistant or Associate Director, Assistant or Associate Chief Library Officer, Assistant or Associate University Librarian. Degree requirement: ALA Accredited Masters. | 11-9033 | Education Administrators, Postsecondary |
| **194170** | Deputy Chief, Student Affairs | Generally second-in-command to Chief Student Affairs Officer. Responsible for one or several broad-based areas within Student Affairs. | 11-9033 | Education Administrators, Postsecondary |
| **194180** | Deputy Chief Research Officer | Responsible for one or several specific areas related to the institution's scientific research activities under the direction of the Chief Research Officer. | 11-9033 | Education Administrators, Postsecondary |
| **194190** | Deputy Chief Diversity Officer | Generally second-in-command to the Chief Diversity Officer. Responsible for designing and implementing access and success activities for students of color, low-income students, and first-generation students, based on national best practices. Partners with other diversity staff across campus in creating structures and processes that support the achievement of diversity, equity, inclusion, and retention and student success goals. Report the Chief Diversity Officer of a College or Division under 301055. | 11-9033 | Education Administrators, Postsecondary |
| **195010** | Chief Business or Financial Affairs Officer, Medical School | Senior leader, typically reporting to the Dean of the Medical School or Chief Business Officer, responsible for financial management, budgeting, research and grant administration, human and other resource management, and leadership for the medical school or college. Typically supervises administrative staff within the medical school or college and supervises or provides leadership and direction to clinical and basic science department administrators. Partners with clinical and basic science department chairs as needed to ensure appropriate financial management across the medical school or college. May also provide leadership for ambulatory clinic or partner with the senior person responsible for the ambulatory clinic to as it relates to faculty clinical effort. | 11-3031 | Financial Managers |
| **196010** | Bursar | Custodian of institutional funds. Oversees tuition and fees, bill payment, and tax credits. For students, responsible for the assessment of student tuition, financial aid disbursement, and billing. For faculty and staff, responsible for accounts receivable, petty cash, and payments. | 11-3031 | Financial Managers |
| **196015** | Treasurer | Directs the banking and credit activities of the institution. Ensures that financial transactions, policies, and procedures meet organization objectives, needs, and regulatory body requirements. | 11-3031 | Financial Managers |
| **196020** | Chief Campus Bookstore Administrator | For operations managed in-house, rather than outsourced: Directs the operation of the campus bookstore. Responsibilities typically include purchase and sale of new and used books, supplies, and equipment; advertising; employment and supervision of sales staff; and maintenance of sales and inventory records. | 11-1021 | General and Operations Manager |
| **196030** | Chief Campus Continuing Education Administrator | Directs all activities of the institution’s continuing education operation, including both on- and off-campus programs. Typically reports to Dean, Continuing Education (153080). | 11-9033 | Education Administrators, Postsecondary |
| **196040** | Chief Online Education Administrator | Develops and promotes online learning initiatives. Oversees the planning, scheduling, and coordination of e-learning courses. Oversees training for faculty and staff on online instruction. Supervises online learning staff. | 11-9033 | Education Administrators, Postsecondary |
| **196050** | Chief Campus International Education Administrator | Directs all activities of the institution’s international education programs. Responsibilities typically include international study, English study, international visitors, visa certification, and international student admission functions. | 11-9033 | Education Administrators, Postsecondary |
| **196051** | Chief Campus International Studies Education Administrator | Coordinates academic studies conducted outside the United States, advises students and faculty on international study and travel, and promotes campus activities of an international nature. | 11-9033 | Education Administrators, Postsecondary |
| **196060** | Chief Environmental Health and Safety Administrator | Responsible for the campus environment or occupational health and safety program. | 11-1021 | General and Operations Manager |
| **196070** | Chief Campus Risk Management & Insurance Administrator | Responsible for the protection of the institution from fortuitous loss. Advises senior management on all potential sources of loss and on how to best reduce or eliminate loss. Represents the institution to the insurance market. | 11-1021 | General and Operations Manager |
| **196080** | Chief Campus Security Administrator or Police Chief | Manages campus police and patrol units; directs campus vehicle traffic and parking; organizes security programs and training as needed. | 11-9161 | Emergency Management Directors |
| **196085** | Deputy Chief Campus Security Administrator or Assistant Police Chief | Assists the Chief of Campus Security in planning and directing activities relating to campus security. Plans, develops and oversees a variety of campus security programs, including crime prevention, police personnel training, and criminal investigations. Requires P.O.S.T. certification plus 5-8 years’ related experience. This is the highest-level uniformed officer. | 11-9161 | Emergency Management Directors |
| **196090** | Chief Campus Parking or Transportation Administrator | For operations managed in-house, rather than outsourced: Responsible for campus parking and transportation functions. Effectively manages daily operations and solves short-term problems while consistently planning for program modifications as a result of campus growth, construction, and change. | 11-3071 | Trans, Storage, and Dist Mgrs |
| **196100** | Chief Campus Employment Administrator | Responsible for recruiting, interviewing, placement, and other human resources office functions. | 11-3121 | Human Resources Managers |
| **196110** | Chief Campus Payroll Administrator | Supervises operation of the institution’s payroll system. | 11-3031 | Financial Managers |
| **196120** | Chief Campus Benefits Administrator | Responsible for implementing staff and faculty benefits, such as medical, dental, long-term disability, retirement, and accidental death benefits. | 11-3111 | Compensation and Benefits Mgrs |
| **196130** | Chief Campus Employee Relations Administrator | Advises and assists staff and faculty with respect to general human resource policies and procedures regarding grievances, employee relations, affirmative action, and equal opportunity in a nonunion setting. | 11-3121 | Human Resources Managers |
| **196140** | Chief Campus Classification & Compensation Administrator | Responsible for maintaining classification and pay schedules for the institution. Conducts job audits and salary surveys and monitors the pay plan. | 11-3111 | Compensation and Benefits Mgrs |
| **196150** | Chief Campus HR Information Systems Administrator | Responsible for developing, implementing and maintaining systems to support key human resources initiatives; ensuring the integrity of employee demographic and employment data; and maintaining all personnel, benefits, and payroll information. | 11-3121 | Human Resources Managers |
| **196160** | Chief Campus Training & Development Administrator | Directs and coordinates employee training, which may include in-house training for management and faculty as well as staff. | 11-3131 | Training and Development Mgrs |
| **196170** | Chief Campus Food and Dining Services Administrator | For operations managed in-house, rather than outsourced: Administers all institutional food and dining services, whether directly managed and operated or catered. | 11-9051 | Food Service Managers |

| | | | | |
|---|---|---|---|---|
| **196180** | Chief Campus Research Park Administrator | Responsible for overseeing a property-based venture which commonly has master-planned property and buildings designed primarily for private or public research and development facilities, high technology, and science-based companies and support services. Has a contractual, formal or operational relationship with one or more science or research institutions of higher education, a role in promoting the institution's research and development through industry partnerships, a role in aiding the transfer of technology and business skills between institution and industry teams, and a role in promoting technology-led economic development for the community or region. | 11-1021 | General and Operations Managers |
| **196190** | Chief Campus Real Estate Administrator | Oversees all real estate transactions of the institution and manages space allocation decisions on campus. | 11-9141 | Property, RE, Comm Assoc Mgrs |
| **196200** | Chief Campus Energy and Utilities Administrator | Responsible for managing the institution's complex utility infrastructure, managing the purchase and operation of energy resources, and providing specialized engineering and technical services for the institution, including oversight of utility infrastructure projects. | 11-1021 | General and Operations Managers |
| **196220** | Chief Campus Enterprise Applications Administrator | Directs the development and maintenance of the institution's enterprise applications. This would include traditional "administrative" applications like HR, payroll, finance, etc., but also includes academic information systems, notably course management systems. | 11-3021 | Computer and Info Systems Mgrs |
| **196230** | Chief Campus Academic Computing or Instructional Technology Administrator | Directs the institution's academic computing and/or instructional technology activities and labs for faculty, staff and students. Liaises with faculty and helps set agendas for faculty development and promotes the effective integration of IT into teaching and learning related activities. Often responsible for instructional  education media as well as for campus computer laboratories. | 11-3021 | Computer and Info Systems Mgrs |
| **196240** | Chief Campus Administrative Computing Administrator | Directs the institution's administrative computing activities. | 11-3021 | Computer and Info Systems Mgrs |
| **196250** | Chief Campus Research Computing Administrator | Directs the provision and support of high performance computing, scientific visualization, large scale data management, visualization, mass storage, and other specialized functions associated with the application of IT to research. | 11-3021 | Computer and Info Systems Mgrs |
| **196260** | Chief Campus IT Security Administrator | Directs the institution's IT security policy and operations, and frequently oversees compliance with the institution's IT security policies, including IT security training. | 11-3021 | Computer and Info Systems Mgrs |
| **196270** | Chief Risk Management or Compliance Officer | Responsible for leading and maintaining campus-wide risk management or compliance programs. Generally reports to an executive position. May involve a single incumbent who fulfills both roles of risk and compliance or may involve multiple incumbents fulfilling one or both of these roles for different units or divisions. | 11-1021 | General and Operations Managers |
| **196280** | Chief Campus Student Activities Administrator | Responsible for coordinating all campus student activities, including special events, student organizations, publications, and student government activities. | 11-1021 | General and Operations Managers |
| **196300** | Chief Campus Student Center Administrator | Directs the total operation of a student union building and its personnel. May coordinate related student activities or make arrangements for special activities or functions. | 11-1021 | General and Operations Managers |
| **196310** | Chief Campus Greek Life Administrator | Responsible for assisting fraternities and sororities in upholding their founding principles of scholarship, community service, campus involvement, and sisterhood or brotherhood. | 11-1021 | General and Operations Managers |
| **196320** | Chief Campus Academic Advising Administrator | Responsible for ensuring that all undergraduate students receive accurate and timely advising services. | 11-9033 | Education Administrators, Postsecondary |
| **196330** | Chief Campus Career Services Administrator | Directs the operation of a student placement office to provide job placement and counseling services to undergraduates, graduates, and alumni. May also be responsible for placement of students in part-time jobs or jobs outside the institution. | 11-9033 | Education Administrators, Postsecondary |
| **196340** | Chief Campus Student Counseling Center Administrator | Oversees the provision of brief counseling and therapy services for students with troubles ranging from developmental issues to problems with family and friends to serious psychological concerns. Staff typically include psychologists, clinical social workers, and psychiatrists experienced in working with college-age adults. | 11-9111 | Med and Health Services Mgrs |
| **196350** | Chief Campus Student Health Center - Non-Medical Administrator | Senior administrator (who is neither a physician nor a nurse) with overall responsibility for a medical or counseling unit of an institution. | 11-9111 | Med and Health Services Mgrs |
| **196354** | Chief Campus Student Health Center - Physician Administrator | Senior administrator (who is a physician) with overall responsibility for a medical or counseling unit of an institution. | 11-9111 | Med and Health Services Mgrs |
| **196355** | Chief Campus Student Health Center - Nurse or Nurse Practitioner Administrator | Senior administrator (who is a nurse) with overall responsibility for a medical or counseling unit of an institution. | 11-9111 | Med and Health Services Mgrs |
| **196360** | Chief Campus Student Housing Administrator | Manages student housing operations. Responsible for the direction of all residence hall operations for students. Also may administer off-campus housing programs. If housing (room and board) is provided and is reported as taxable income, add its value to the reported salary data for this position. Report 12-month, full-time equivalent salary. | 11-1021 | General and Operations Managers |
| **196370** | Chief Campus Annual Giving Administrator | Plans and executes the institution's campaign for annual gift support from all constituents, including alumni. | 11-2033 | Fundraising Managers |
| **196380** | Chief Campus Corporate or Foundation Relations Administrator | Plans and carries out the institution's program of soliciting gifts and grants from corporations and foundations. | 11-2033 | Fundraising Managers |
| **196390** | Chief Campus Planned Giving Administrator | Plans, organizes, and conducts a comprehensive estate planning and deferred giving program pursuant to the developmental goals of the college or university. | 11-2033 | Fundraising Managers |
| **196400** | Chief Campus Alumni Affairs Administrator | Coordinates contacts and services to alumni, develops and maintains alumni mailing lists and mailings, organizes receptions and other special alumni activities. | 11-2032 | Public Relations Managers |
| **196410** | Chief Campus Major Gifts Administrator | Directs institutional fundraising in the areas of special and deferred gifts. | 11-2033 | Fundraising Managers |
| **196420** | Chief Campus Donor Relations Administrator | Responsible for "stewarding" the institution's philanthropic constituencies. Selected responsibilities include preparation of special gift acknowledgements and memory or honor condolences, preparation of pledge reminders and endowment reports, etc. | 11-2033 | Fundraising Managers |

| | | | | |
|---|---|---|---|---|
| **196430** | Chief Campus Advancement Services Administrator | Responsible for conducting research using public information to identify potential funding sources for projects at the institution. Includes funds management and institution performance management, as well as functional management of advancement information systems. May also coordinate or facilitate relationships with those funding sources. | 11-2033 | Fundraising Managers |
| **196444** | Chief Campus Federal Government Legislative Liaison | Responsible for developing and maintaining effective relations with the federal government and for coordinating the organization's federal-level communications, policy-influencing, or lobbying efforts. Typically reports to Chief Government Relations Officer. | 11-2032 | Public Relations Managers |
| **196445** | Chief Campus State & Local Government Legislative Liaison | Responsible for developing and maintaining effective relations with state or local government and for coordinating the organization's state or local level communications, policy-influencing, or lobbying efforts. Typically reports to Chief Government Relations Officer. | 11-2032 | Public Relations Managers |
| **196460** | Chief Campus Marketing Administrator | Provides marketing leadership to the university community. Advises and assists the President, Vice Presidents, and the heads of academic and administrative units in establishing goals, developing suitable strategies and tactics, implementing programs, and evaluating results. Designs, coordinates, and evaluates the effectiveness of university-wide marketing programs and projects. | 11-2021 | Marketing Managers |
| **196470** | Chief Campus Publications Administrator | Directs the planning, budgeting, writing, design, production, and distribution of institutional publications. | 11-2021 | Marketing Managers |
| **196490** | Chief Campus Study-Abroad Administrator | Directs all activities of the institution’s education abroad programs. Responsibilities typically include developing, managing, and marketing programs; advising and orienting students to facilitate their learning; preparing students for living overseas; and collaborating with faculty to insure the academic quality of programs. | 11-9033 | Education Administrators, Postsecondary |
| **196500** | Chief Campus Workforce or Career Development Administrator | Responsible for leadership, vision, and oversight for the institution’s workforce and career development, employment services, upward bound, and community engagement and outreach initiatives. Tasks include directing the daily operations of training and employment programs, staff development, operational and strategic planning, financial resource assistance, compliance with federal and state policies, funds management, and delivery of outstanding services for students, families, and community members at various locations. A broad knowledge of academic courses and programs, financial procedures, student services, and community engagement functions is essential. | 13-1150 | Training & Development Specialists |
| **301030** | Chief Business Affairs Officer, College or Division | Manages overall business and administrative affairs for a college or major administrative division of a university. Reports directly to a dean or chief functional officer and is part of the college or divisional senior leadership team. Directs and oversees college- or division-wide activities related to budgeting and financial management, operations and programs, and personnel administration. Oversees budgetary controls, provides complex budget and financial analysis and planning, and is involved in the strategic plan for the college or division. Typically a non-faculty professional; requires a bachelor’s degree in business management or possibly a CPA or MBA, plus 8-10 years of experience. | 11-9033 | Education Administrators, Postsecondary |
| **301040** | Chief HR Officer, College or Division | Responsible for administering institutional human resource policies and practices for a college or major administrative division of a university. | 11-3121 | Human Resources Managers |
| **301050** | Chief Student Affairs Officer, College or Division | Responsible for the direction of student services and student life programs for a college or major administrative division of a university. | 11-9033 | Education Administrators, Postsecondary |
| **301055** | Chief Diversity Officer, College or Division | Manages and oversees diversity programs for an individual college or major division. Develops and manages programs and services to attract, recruit, and retain diverse student, faculty, and staff populations, creating opportunities to engage diverse ideas and emphasizing the importance of a diverse and inclusive environment. | 11-9033 | Education Administrators, Postsecondary |
| **301070** | Chief Information Officer, College or Division | Responsible for the information technology, communication, and computer systems in a college or division. | 11-3021 | Computer and Info Systems Mgrs |
| **Academic Assoc and Asst Deans: 304010 - 304410** | | Persons with or without faculty status who report to and support the Dean in administration of an institutional program, which may be a school, college or department. Only report those whose administrative, non-teaching, non-research responsibilities represent at least 50% of their full-time responsibilities. Report whether incumbent has faculty status in the survey. | | |
| **304010** | Assoc or Asst Dean, Agriculture | | 11-9033 | Education Admin, Postsec |
| **304020** | Assoc or Asst Dean, Architecture and Design | | 11-9033 | Education Admin, Postsec |
| **304030** | Assoc or Asst Dean, Liberal Arts | | 11-9033 | Education Admin, Postsec |
| **304040** | Assoc or Asst Dean, Arts and Sciences | | 11-9033 | Education Admin, Postsec |
| **304050** | Assoc or Asst Dean, Biological & Life Sciences | | 11-9033 | Education Admin, Postsec |
| **304060** | Assoc or Asst Dean, Business | | 11-9033 | Education Admin, Postsec |
| **304070** | Assoc or Asst Dean, Computer & Info Sciences | | 11-9033 | Education Admin, Postsec |
| **304080** | Assoc or Asst Dean, Continuing | | 11-9033 | Education Admin, Postsec |
| **304090** | Assoc or Asst Dean, Cooperative Extension | | 11-9033 | Education Admin, Postsec |
| **304100** | Assoc or Asst Dean, Dentistry | | 11-9033 | Education Admin, Postsec |
| **304110** | Assoc or Asst Dean, Divinity or Religion | | 11-9033 | Education Admin, Postsec |
| **304120** | Assoc or Asst Dean, Education | | 11-9033 | Education Admin, Postsec |
| **304130** | Assoc or Asst Dean, Engineering | | 11-9033 | Education Admin, Postsec |

| | | | | |
|---|---|---|---|---|
| **304140** | Assoc or Asst Dean, External Degree Programs | | 11-9033 | Education Admin, Postsec |
| **304150** | Assoc or Asst Dean, Family or Consumer or Human Science | | 11-9033 | Education Admin, Postsec |
| **304160** | Assoc or Asst Dean, Fine Arts | | 11-9033 | Education Admin, Postsec |
| **304170** | Assoc or Asst Dean, Forestry and Environmental Studies | | 11-9033 | Education Admin, Postsec |
| **304175** | Assoc or Asst Dean, Global or International Studies | | 11-9033 | Education Admin, Postsec |
| **304180** | Assoc or Asst Dean, Government or Public Affairs or Public Policy | | 11-9033 | Education Admin, Postsec |
| **304190** | Assoc or Asst Dean, Graduate Programs | | 11-9033 | Education Admin, Postsec |
| **304200** | Assoc or Asst Dean, Health-Related Professions | | 11-9033 | Education Admin, Postsec |
| **304210** | Assoc or Asst Dean, Honors Program | | 11-9033 | Education Admin, Postsec |
| **304220** | Assoc or Asst Dean, Humanities | | 11-9033 | Education Admin, Postsec |
| **304230** | Assoc or Asst Dean, Instruction | | 11-9033 | Education Admin, Postsec |
| **304240** | Assoc or Asst Dean, Communications or Journalism or Media | | 11-9033 | Education Admin, Postsec |
| **304250** | Assoc or Asst Dean, Law | | 11-9033 | Education Admin, Postsec |
| **304260** | Assoc or Asst Dean Library Sciences | | 11-9033 | Education Admin, Postsec |
| **304270** | Assoc or Asst Dean, Mathematics | | 11-9033 | Education Admin, Postsec |
| **304280** | Assoc or Asst Dean, Medicine | | 11-9033 | Education Admin, Postsec |
| **304290** | Assoc or Asst Dean, Music | | 11-9033 | Education Admin, Postsec |
| **304300** | Assoc or Asst Dean, Nursing | | 11-9033 | Education Admin, Postsec |
| **304310** | Assoc or Asst Dean, Occupational or Vocational Education | | 11-9033 | Education Admin, Postsec |
| **304320** | Assoc or Asst Dean, Performing Arts | | 11-9033 | Education Admin, Postsec |
| **304330** | Assoc or Asst Dean, Pharmacy | | 11-9033 | Education Admin, Postsec |
| **304350** | Assoc or Asst Dean, Public Health | | 11-9033 | Education Admin, Postsec |
| **304360** | Assoc or Asst Dean, Sciences | | 11-9033 | Education Admin, Postsec |
| **304370** | Assoc or Asst Dean, Social Sciences | | 11-9033 | Education Admin, Postsec |
| **304380** | Assoc or Asst Dean, Social Work | | 11-9033 | Education Admin, Postsec |
| **304390** | Assoc or Asst Dean, Special Programs | | 11-9033 | Education Admin, Postsec |
| **304400** | Assoc or Asst Dean, Undergraduate Programs | | 11-9033 | Education Admin, Postsec |
| **304410** | Assoc or Asst Dean, Veterinary Medicine | | 11-9033 | Education Admin, Postsec |

© Copyright 2024 by the College and University Professional Association for Human Resources (CUPA-HR). This document is protected by copyright and may be reproduced only for the purpose of submitting data to CUPA-HR or with prior written permission of CUPA-HR.