CUPA-HR PROFESSIONALS SURVEY POSITION DESCRIPTIONS 2024-25 BY AREA

The Professionals Survey collects salary data for 408 positions with primary assignments and responsibilities requiring professional-level expertise and work in a specific functional area, such as academic or student services, f resources, information technology, athletics, etc. Most positions require at least a baccalaureate degree or equivalent in the field and may require a terminal degree or professional licensure. SOC crosswalks are provided to f and other reporting; they 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 f 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 either the Administrators or Staff surveys.

CHANGES TO THIS YEAR'S POSITIONS: *Positions added:* Minority or Multicultural Professional (423000); Head, K-12 Partnerships (439200); Identity Access Management Professional (466120); Clinical Research Leader, Non-F Researcher (470990); Head, Research Machining (471100); Scientific Writer (471800); Head, Research Development (475010); Research Development Specialist (475100); Clinical Research Nurse Leader (481130); Head Coacl Assistant Coach - Water Polo (499670)**.** *Positions changed/deleted* : Subsumed Public Policy Analyst, Senior (441160) under Public Policy Analyst, Entry (441150), as we were getting imbalanced data collecting at two different analysts under 441150.

Major changes to research professionals this year: In consultation with a committee of experts consisting of research administrators and HR leaders, we have made a number of changes to research positions this year: 1) We professional areas (life sciences, medical sciences, physical sciences, social sciences) into one; instead, report research professionals at their designated level (research assistant to principal research scholar), irrespective of ar correct for the imbalanced data typically experienced by reporting for specific areas. We have created five new position numbers to correspond to these research levels: Research Assistant (470010), Research Associate (470((470030), Senior Research Scholar (470040) and Principal Research Scholar (470050). We have thus deleted position codes 470290, 470300, 470390, 470395, 470396, 470425, 470430, 470440, 470445, 470446, 470650, 470(470700, 470710, 470420, 470730, and 470740. 2) Postdoctoral researchers are now reported as research scholars (470030) here in the Professionals Survey rather than in the Faculty Survey. 3) We have added several resear specified above.

Position Number	Title/Role	Position Description	BLS SOC #
ACADEMIC AFFAIRS			
Academic Coordinators, Accrediting and Credential Specialists, and Advisers			
400110	Study Abroad Advisor	With supervision from the Director, provides advisory, referral, and information services to students, parents, and others interested in study abroad opportunities, as well as work, travel, or volunteer opportunities. Provides, organizes, and implements materials and forums regarding overseas study opportunities and sources of financial aid; assists students in complying with registration and academic credit transfer requirements. May supervise support staff positions. Requires a bachelor's degree and 2 years' related professional experience.	25-9030
400115	Study Abroad Program Coordinator	Develops, manages, and markets study abroad programs. Collaborates with faculty and external or international providers to ensure the academic quality of programs.	25-9030
400120	Academic Support Center Coordinator	Plans programs and supervises individuals involved in proficiency and evaluation testing. Supervises special tutors for students with language barriers or students requiring remedial education in math or English. Maintains a liaison with academic deans and faculty. Advises and assists students in determining proficiency in college-level courses. Requires bachelor's degree or equivalent plus 2-3 years' related experience.	25-9030
400125	Medical Residency Program Coordinator	Provides support to a program director related to planning, directing, and effectively coordinating academic and operational activities of a residency or fellowship program in order to meet accreditation and other regulatory requirements for graduate medical education.	25-9030
400140	Credential Specialist	Responsible for a broad range of credentialing functions that include reviewing, analyzing, evaluating, and processing applications for public school teaching credentials, certificates, and permits. Serves as a campus resource and provides assistance, guidance, and current information to students, members of the faculty, faculty committees, and other interested parties on matters regarding state and campus credentialing requirements.	25-9030
400145	Head, Accreditation for Graduate Medical Education	Responsible for ensuring residency programs and the sponsoring institution are in compliance with national accreditation and regulation standards of applicable governing bodies. Serves as liaison to residency program directors or coordinators. May include supervision of other administrative staff in the graduate medical education office.	11-9033
400150	Academic Evaluator	Responsible for reviewing, analyzing, assessing, and processing information, records, and transcripts for determining academic credit and eligibility for degrees and specialized program designations. Requires at least six months of related experience.	25-9030
400160	Head, Foreign Student Services	Recruits and advises foreign students and coordinates academic studies for foreign students on campus.	25-9030
401010	Head, Student Academic Counseling	Directs the provision of academic counseling and testing services for students. Generally reports to Chief Campus Academic Advising Administrator.	21-1012
401130	Academic Advisor or Counselor	Advises students concerning an appropriate academic schedule, choice of major, number of hours that may be taken, probation, and suspension. Contact may be on individual or group basis or be made by correspondence. No supervisory responsibilities. Requires a bachelor's degree in counseling or related field or equivalent plus 2-3 years' related experience. Exclude instructional faculty.	21-1012
Instructional Design & Media, Training Delivery, and Faculty Development			

400135	Head, Campus Teaching Center	Responsible for promoting innovative college teaching, providing a venue for sharing pedagogical strategies across disciplines, introducing advances in teaching and curricular improvement, strengthening graduate students' teaching skills and enhancing and facilitating undergraduate and graduate student learning.	11-9033
404110	Continuing Education Specialist	Responsible for planning and developing continuing education programs. Coordinates and manages the planning, design, and development of university level credit and non-credit courses. May include planning and development of workshops, certificate programs, seminars, and special events. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.	25-9030
404120	Continuing Education Conference and Workshop Coordinator	Coordinates activities involved in provision of conference and workshop services. Assists in the selection or design of workshops to be presented. Develops preliminary program budget. Coordinates registration process, including fee collection and payment of honorarium and conference expenses. Secures appropriate conference setting and arranges for auxiliary services, including lodging, meals, and transportation. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.	25-9030
406050	Instructional Technology, Faculty Support Manager	Supervises and oversees online education instructional and document support services, which may include a training center. Provides educational support to online education faculty. Creates online, face-to-face, or blended customized training courses and products. Teaches instructional sessions for faculty, teaching assistants, and graders on online learning teaching styles and methodologies based on individual or group needs. Conducts training needs assessments and evaluates training effectiveness. Develops strategies to streamline paper processes. Recommends new technical services to improve faculty support services. Minimum requirements typically include Bachelor's degree, knowledge of online learning curriculum design, development, and training, with 3 or more years of relevant experience.	25-9030
406060	Curriculum Development Specialist	Coordinates, assists, and facilitates various aspects of the development and implementation of academic curricula and associated educational initiatives in collaboration with faculty instructors.	25-9030
406110	Instructional Technology Specialist	Responsible for working with faculty to promote the effective use of IT in support of teaching and learning.	25-9030
406120	Instructional Designer	Provides support to faculty, programs, and schools in the development and conversion of courses and programs to innovative online and other technology-assisted educational venues or face-to-face courses utilizing cutting-edge and creative design and course delivery options. Responsibilities include analysis, design, development, and implementation of online courses, web-based training, and face-to-face training curricula; proactive consultation with subject matter experts to identify and obtain training objectives and content; draft storyboards and mock-ups; and write and develop content as needed. Minimum requirements typically include Bachelor's degree in education, education technology, instructional design, or related field.	25-9030
406140	Head, Campus Educational Media Services	Responsible for providing audio-visual and media services and equipment in support of instruction and learning, research, and public service programs.	25-9030
407100	Head, Executive Education	Articulates and operationalizes an entrepreneurial vision for state of the art executive education programs. This position leads a team of business development staff, educational designers, and instructors who deliver custom training, open enrollment classes, certificate curricula, online learning, consulting, and related research. Identifies and cultivates key client and stakeholder groups to be served, develops and maintains a network of relationships to build understanding of the major forces shaping the needs, positions, and actions of key client and stakeholder groups. Develops and executes a business plan that supports the strategic priorities of the program and the needs of key client stakeholders. Secures professional development contracts with major corporations, nonprofits, and government entities. May work with an advisory board. Qualifications typically include 10+ years of experience, with a master's degree mandatory and a PhD preferred.	11-9033
407170	Head, Simulated Patient Experience	Leads the training, managing, coordinating, and monitoring of learning activities involving standardized or simulated patients (SPs). Serves as the lead SP trainer and is directly responsible for training other clinical skills educators to teach SPs to: authentically portray clinic patients, provide constructive verbal and written feedback to medical students, and accurately assess medical student communication skills. Serves as the point person for stewardship of quality assurance among SPs in terms of inter-rater reliability; coaches or remediates any SPs who are not scoring reliably.	25-9030
409000	Faculty Affairs Professional	Manages institution-wide faculty affairs including--but not limited to--hiring, promotion and tenure, grievances, and awards.	25-9099
409100	Faculty Development Professional	Coaches instructors on effective classroom teaching. Develops faculty, graduate teaching assistants, and postdocs in evaluating and refining teaching skills and practices. Promotes conversations and develops workshops on teaching and learning.	13-1150
Librarians (with and without faculty status)			
402010	Librarian, Head of Acquisitions	Responsible for the oversight of the acquisition of materials in all formats. Maintains vendor relationships in order to negotiate pricing, order materials in a timely manner, and facilitate product trials. Establishes, maintains, and monitors library acquisitions funds and budgets, often in collaboration with other departments. Collaborates with collection development librarian on resource budgeting. Negotiates licensing agreements with vendors and monitors electronic invoicing. Implements policies and procedures to improve workflow. Provides departmental supervision and training to staff and student assistants. Degree requirement: ALA Accredited Masters.	25-4020
402020	Librarian, Head of Technical Services	Responsible for oversight of multiple library departments in the technical and collection services areas. Implements creative use of technology for technical services operations; works with various library vendors. Common areas of oversight could include, but are not limited to: acquisitions, cataloging, serials, collection development, and licensing. Common job titles include: Technical Services and Collection Services. Degree requirement: ALA Accredited Masters.	25-4020
402030	Librarian, Head of Public Services	Responsible for oversight of multiple library departments in the public and research service areas. Accountable for service quality, innovation, and creative use of available technology in support of Public Service operations. Common areas of oversight could include but are not limited to: instruction, reference, research, outreach. Common job titles include: Public Services and Research Services. Degree requirement: ALA Accredited Masters.	25-4020

402040	Librarian, Head of Cataloging	Responsible for original, complex, and copy cataloging of materials in all formats including electronic resources; may manage department. Reviews and implements new workflows as technologies change. Provides departmental supervision and training to staff and student assistants in cataloging and support tasks. Reviews cataloging policies and procedures and implements improvement. Plans and implements metadata schema and standards and develops work flow procedures for metadata projects. Degree requirement: ALA Accredited Masters.	25-4020
402050	Librarian, Head of Collection Development	Collaborates with librarians and faculty members on collection development policies for all formats of resources. Responsible for the ongoing assessment of collections and their use. Responsible for work with vendors and for licensing agreements. Works with potential donors of library resources. Degree requirement: ALA Accredited Masters.	25-4020
402060	Librarian, Head of Special Collections and Archives	Responsible for providing services related to special collections and university archives in all formats. Ensures consistent and secure access to special collections through the creation of policies and procedures. Analyzes current condition of materials and implements appropriate preservation measures for use and long-term storage. Works with appropriate college offices, alumni, and other entities in identifying potential donors and materials that support the college mission. May also be responsible for conservation. Common job responsibilities could include but are not limited to: special collections, archivist, digital archivist, preservation, local history, rare books, records management, digitization, institutional repository, manuscripts, and fiscal management. Degree requirement: ALA Accredited Masters.	25-4020
402065	Librarian, Systems and Digital Resources	Serves as the database administrator for the library's integrated system. Investigates, recommends, implements, and troubleshoots APIs and other integrations for the purpose of expediting the quality of work within library departments and the user experience with library resources. Responsible for the information technology infrastructure for the library; trains staff on new technologies; provides leadership in solving problems associated with delivery of electronic resources. Researches, evaluates, and recommends methodologies, standards, and software for the creation and preservation of digital collections. Serves as an expert to other library and college staff regarding the digitization and preservation of resources and records. Manages any open source projects and licensing of digital content. Degree requirement: ALA Accredited Masters.	25-4020
402170	Librarian, Head of Reference & Instruction (Ref Level II)	Head of department responsible for information and research services in all formats and venues, including reference, instruction, information commons, workshops, etc. Oversees staff and workflows, develops policies and procedures, provides leadership, manages schedules, monitors trends, and develops campus partnerships. Plans, teaches, and assesses information literacy program in collaboration with faculty members. Develops materials to support research and instruction in all formats; serves as liaison to academic departments. Degree requirement: ALA Accredited Masters. Additional Masters may be required.	25-4020
402180	Librarian, Research and Instruction (Ref Level I)	Provides general and virtual information, research, and reference services. Plans, teaches, and assesses information literacy instruction in collaboration with faculty and department head. Develops web- and print-based materials. Serves as liaison to academic departments. Locates and creates digital content to support academic instruction. Explores, evaluates, and encourages deployment of emergent technologies into library programs and services. Job titles may include Reference Librarian, Liaison Librarian, First Year Experience Librarian, Student Success Librarian, Instructional Design Librarian, Government Documents Librarian. Generally has 0-1 years of experience in the field. Degree requirement: ALA Accredited Masters.	25-4020
402190	Librarian, Cataloger - Metadata (Level II)	Responsible for original, complex, and copy cataloging of materials in all formats including electronic resources. Reviews and recommends new workflows as technologies change. May supervise and train student assistants in cataloging support tasks. Reviews cataloging policies and procedures and makes recommendations for improvement. Generally, this individual has 2-3 years of experience in the field. Degree requirement: ALA Accredited Masters.	25-4020
402200	Librarian, Cataloger (Level I)	Responsible for original and copy cataloging of materials in all formats including electronic resources. May provide training to student assistants. Evaluates bibliographic records for contribution to the Library of Congress database. Bachelor's degree and 0-1 years of experience or ALA Accredited Masters.	25-4020
402210	Librarian, Electronic Resources and Serials	Responsible for managing the life cycle of electronic resources, including databases, e-books, streaming media, serials, etc. in order to maintain discoverability and accessibility. Ensures copyright compliance for media materials. Often includes troubleshooting and collaboration with others to ensure access and technical support for all electronic resources as well as authentication protocols, proxy configuration, customizing interfaces for electronic resources access and discovery. Establishes relationships with vendors and often manages ordering, licensing, encumbrances and budget. Provides leadership in the management and procurement of electronic resources; collects and analyzes usage data to assist in selection decisions; troubleshoots access problems; promotes public awareness and use of electronic resources. Degree requirement: ALA Accredited Masters. May specialize as a Media Librarian.	25-4020
402255	Librarian, Head of IT or Systems	Oversees and evaluates staff and provides vision, leadership, planning, management, strategic direction, implementation, and assessment of responsive digital library systems, applications, and technology services and infrastructure that support teaching, learning, and research. Areas may include web development, program and application development, digital integration, emerging technologies, and instructional technology. Builds partnerships with campus IT. Degree Requirement: ALA Accredited Masters.	25-4020
402260	Librarian, Head of Branch Library	Serves as the head of a stand-alone specialty library of the institution, such as the archives or science library, which is considered a distinct operating unit from the main campus library. Manages and oversees designated functional aspects of that library in collaboration with and under the direction of the senior library officer for the institution (or designee). Degree requirement: ALA Accredited Masters.	25-4020
402265	Librarian, Head of Access Services	Responsible for oversight of access services, which can include circulation, reserves, interlibrary loan, stack maintenance, facility maintenance, and security. ALA Accredited Masters may be required.	25-4020
402267	Librarian, Access Services	Manages aspects of access services, including some or all of the following: circulation, reserves, inter-library loan, user fines and fees, and stacks maintenance. Accountable for service quality, innovation, and creative use of available technology in support of access service operations. Degree requirement: ALA Accredited Masters.	25-4020

402270	Librarian, Special Collections and Archives	Manages aspects of special collections and archives, including some or all of the following: preservation, conservation, rare books, records management, institutional repositories, and manuscripts. Provides services related to special collections and archives in all formats. Degree requirement: ALA Accredited Masters.	25-4020
402275	Librarian, Data Services	Responsible for a comprehensive data management program that serves the needs of faculty and students. Works in collaboration with subject librarians to build liaisons with faculty, students, and staff in the collection, description, curation, and reuse of data. Provides training and support in the discovery, use, and management of locally created and externally available data. Common job specialties include but are not limited to: data curation, data visualization, management of institutional repositories and disciplinary specializations in STEM, geographic information systems (GIS), social sciences, or humanities. Job titles include Data Librarian, Research Data Librarian, Research Data Management Librarian, or Data Curation Librarian. Degree requirement: ALA Accredited Masters or other graduate degree with experience.	25-4020
402280	Librarian, Digital Initiatives	Responsible for the development, implementation, maintenance, and advancement of digital projects and collections. Duties include digitizing materials in multiple formats, developing digitization workflows and policies, managing human and automated digitization production, administering digitization tools, creating metadata strategies and metadata for digitized materials, preserving digital collections, developing user interfaces and exhibits, conducting outreach initiatives, and assessing the effectiveness of library digital initiatives. May be responsible for library digital platforms. Collaborates and coordinates with library or campus IT. Often part of a Scholarly Communications unit or part of a Special Collections unit. Degree requirement: ALA Accredited Masters.	25-4020
402283	Librarian, User Experience and Assessment	Responsible for the development, implementation, and advancement of library-wide assessment programs, strategies, and initiatives that improve services and demonstrate library value. May specialize in: assessment, taking responsibility for aligning assessment activities with institutional mission and priorities; designing research, collecting and analyzing data, and sharing results with decision makers; conducting program evaluations; coordinating data collection for external surveys; and collaborating with offices responsible for institutional research, assessment, and learning analytics. Librarians may specialize in user experience (UX), taking responsibility for evaluating user needs for library services, spaces, web presence, and technologies; and developing plans for improvements and innovations. Degree requirement: ALA Accredited Masters.	25-4020
402290	Librarian, Acquisitions	Manages the acquisition of print and digital resources for library collections, including purchases and subscriptions. Administers and allocates expenditures for library acquisitions and manages invoicing activities. Responsible for the ongoing review of the alignment between acquisitions expenditures and programmatic needs, often in collaboration with other departments.	25-4020
402300	Librarian, Open Educational Resources	Directs the work of Open Educational Resources (OER) on campuses, especially in collaboration with libraries' collections; collaborates with campus offices to promote the adoption, adaptation, or creation of OER; facilitates the discovery of OER, including ancillary course materials, for faculty use; coordinates with library subject liaisons; organizes and promotes events related to open education and open access. Coordinates the library involvement in open educational materials, open access, or affordability programs, potentially including course reserve. Serves as a resource for copyright and creative commons licenses and intellectual property. Job titles may include: Affordability Librarian, Open Resources Librarian, Open Access Librarian, Open Scholarship Librarian. Degree requirement: ALA Accredited Masters.	25-4020
402310	Librarian, Digital Scholarship	Responsible for identifying, adopting, and applying digital arts and humanities approaches to research, teaching, and learning; identifies and evaluates tools and methods for digital arts and humanities scholars; collaborates with other areas of the library such as digital initiatives, data management, and digital repository or publishing; often serves as the liaison to Humanities areas. This position often collaborates with campus IT and teaching and learning offices to provide expertise in the fields of digital scholarship. Job titles may include: Digital Humanities Librarian, Open Science. Degree requirement: ALA Accredited Masters.	25-4020
402320	Librarian, Scholarly Communications	Directs and assesses the scholarly communications programs of the library, including educating librarians and campus communities and coordinating promotions. Coordinates with the digital resources librarian for the storage and dissemination of digital content. Has a deep knowledge of one or more of the technologies used to maintain and disseminate scholarly works. Understands the power of and need for excellent metadata, the issues related to open access, the current publishing model, and how open scholarship influences academia. Works closely with liaison librarians to educate the campus community regarding scholarly communications issues. Job titles may include: Scholarly Services Librarian, Copyright and Intellectual Property Librarian, Open Access Librarian. Degree requirement: ALA Accredited Masters.	25-4020
Museum Professionals, Performing Arts Professionals, and Religious Officials			
403050	Head, Campus Museum	Plans and directs museum programs, acquisitions and exhibition schedules, staff, budgets, and facilities; oversee conservation and display of permanent and loaned collections; pursues external funding sources. Position generally requires a Ph.D. or equivalent training, experience in art history or a related field and demonstrated scholarly or other professional accomplishments.	25-4012
403100	Archive or Museum or Gallery Curator	Determines the storage conditions and level of care for objects in the museum's collection. Designs and implements documentation, information retrieval, and storage systems to ensure safety and facilitate research use of collections. Responds to requests from the campus community and off-campus individuals and organizations to use the museum's research collections. Catalogues new collections; writes grant proposals and fund raising papers. Generally requires a bachelor's degree in related field plus 4-5 years' experience in the conservation of objects in the related area.	25-4012
408000	Performing or Creative Arts Professional	Professionals in the performing or creative arts without faculty rank, including performance artists, teachers, musicians, and creative designers. Includes artists in residence.	27-2010

408200	Head, Theater or Performing Arts Center	Works with senior management to create a vision and strategy for performing arts. Plans, directs and markets theater or performing arts center programs. Responsible for all administrative activities and the day-to-day operations of the theater, including working with students, faculty and rental clients, hiring and scheduling of staff, managing revenue targets, payroll and budget management, program development, overseeing new productions, marketing, public relations, and developing community related performing arts programs, such as festivals and concert series. Integrating the theater more into student and community life is always a focus, including managing the relationships between the Center and other academic and administrative departments.	11-9033
408210	Head, Costume Shop	Responsible for the daily operation, safety, organization and management of the costume shop. Duties typically include managing shop and costume production budgets and materials, coordinating rentals and overseeing equipment servicing. Supervises assigned staff and students. May instruct classes. Qualifications typically include a bachelor's degree and minimum three years of experience.	27-2010
408250	Technical Director	Oversees all aspects of technical direction for productions of varying scope in a performing arts venue or theater- or arts-related academic department. Responsibilities include lighting, sound, and other technical equipment maintenance and replacement; set design and construction; coordination of load-in, performance, and load-out; supervision of theater technicians, carpenters, painters, and other staff; budget monitoring; and maintaining safety on stage.	27-2012
410130	Head, Campus Ministries or Religious Affairs	Plans, coordinates, and directs the pastoral ministry and religious activities of the campus; advises on policies and issues affecting the well-being of the campus community.	21-2021
410150	Campus Chaplain	Initiates and participates in community building and religious programming. Assesses the spiritual needs of students. Master’s degree preferred.	21-2011
Admissions, Financial Aid, and Enrollment Management Professionals			
411100	Deputy Head, Student Admissions	Responsible for one or several areas of student admissions. Reports to the Chief Student Admissions Officer.	11-9033
411105	Head, Student Admissions for College or School	Directs the daily operations of a designated college or school admissions and recruitment services function that is distinct from the institution’s central admissions or enrollment function (such as for a graduate or professional school). Assists in policy planning and development on all departmental related matters. Plans and develops strategies for admission of graduate and undergraduate students.	11-9033
411110	Student Admissions Counselor	Recruits freshmen and transfer students from high schools and community colleges. Makes presentations to student groups. Counsels students and parents regarding the admissions process. Requires a bachelor’s degree or equivalent plus 2-3 years’ related experience.	21-1012
411115	Graduate Program Admissions Coordinator	Coordinates admissions process for an individual graduate school or program (e.g., law, business, medicine, etc.). Receives and evaluates application materials and makes admissions recommendations. Coordinates communications and interactions between the program and applicants. Notifies applicants of admissions decisions. Coordinates with graduate school, main campus admissions, registrar, and financial aid offices.	25-9099
411120	Head, Campus Graduate Admissions	Responsible for all aspects of graduate recruitment and for developing and implementing programmatic marketing and recruitment strategies that result in increasing both the quantity and quality of graduate students entering the institution. Oversees the processing of graduate applications.	11-9033
411130	Head, Medical School Admissions	Responsible for providing overall leadership and oversight of the med school student admission process for the institution’s academic medical center.	11-9033
413100	Deputy Head, Student Financial Aid	Responsible for one or several areas of student financial aid. Reports to a chief financial aid officer.	11-9033
413110	Student Financial Aid Counselor	Provides personal and financial aid application counseling to students and parents. Assists in the administration of the financial aid program. Makes decisions to award funds to students eligible for scholarships, grants, and college work-study. Responsible for auditing and reconciling financial aid accounts and packaging financial aid awards. Requires a bachelor’s degree or equivalent plus 2-3 years’ financial aid program experience and familiarity with relevant federal or state regulations.	13-2072
418100	Associate Registrar	Responsible for one or several areas of student registration and records. Reports to the Registrar.	11-9033
418110	Assistant Registrar	Responsible for a specific area of student registration (e.g., military or VA registration or international registration). Reports to the Associate Registrar or Registrar.	11-9033
STUDENT AFFAIRS			
Student Success Professionals			
400130	Head, Campus Learning Resources Center	Directs all activities of the institution’s Learning Resources Center for students.	11-9033
407140	Head, Tutoring Program	Responsible for fostering student learning and development by providing vision, leadership, best practices, and assessment for the tutoring program. The position works closely with other staff on campus (e.g., in Student Affairs), and with faculty from all schools to improve campus-wide tutoring on a continual basis.	25-9030
407160	Head, Intensive English Program	Oversees a program to provide international students with the language and cultural skills needed to be successful at an American university. The director’s functions include placing students; planning courses; selecting and training teachers; selecting texts and materials; supervising testing and evaluation. In addition, the Director and the IEP contribute to the integration of international students into all aspects of campus life, and collaborates with faculty, staff and students across campus toward creating a successful academic experience for all international students.	25-9030

412010	Head, Career Coaching and Employer Connections	Oversees student career counseling and coaching programs. Identifies and fosters industry relationships to unlock new opportunities, including career fairs, scholarships, internships, cooperative education, and student engagement opportunities. Connects industry leaders with visionary faculty. May work frequently with the corporate relations/development team.	11-9033
412100	Student Career Counselor	Advises and counsels students concerning employment opportunities and careers. Encourages employers to recruit campus graduates. Conducts individual and group sessions to inform students of services, policies, and procedures and to provide assistance in resume preparation and interviewing techniques. Serves as liaison between employers and students; administers and coordinates activities associated with the campus interview program. Coordinates production of job opportunities bulletin and refers students to prospective employers. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Exclude instructional faculty.	21-1012
412120	Head, First Year Experience	Responsible for leading the design and implementation of activities and initiatives that advance the institution's priorities for improved student persistence by providing a coordinated first year experience that aligns with the institution's strategic retention goals. The incumbent will work in partnership with faculty to connect existing institutional FYEs while making recommendations for new universal first year programs. Leads in the establishment of a coordinated, comprehensive approach that brings together the institution's portfolio of first year programs.	11-9033
412130	Student Success Professional	Provides direct service and support to students through comprehensive academic and career planning from the point of admission to graduation. Provides learning strategy support, graduation planning, and monitoring student progress toward degree. Specific responsibilities include the provision of guidance and mentoring to optimize the student experience and, in turn, improve student retention and success. Provides services related to orientation, registration, assessment of learning, referral, and facilitates student engagement in academic and career planning activities and the life of the university.	21-1012
412135	Head, Student Success	Provides leadership and vision, planning, coordination, supervision, and evaluation of student success and related student support services, including but not limited to academic counseling and advising, personal counseling, tutoring, testing, and disability services. Also serves an integral role in campus retention efforts.	11-9033
412140	Coordinator, Student Conduct	Adjudicates and investigates student conduct cases. Holds administrative hearings and determines sanctions as necessary. Creates and provides workshops for students, faculty, and staff integrating civility, student engagement, and student success. Assists with programs and activities to promote student engagement and increase awareness regarding campus civility and code of conduct. Educates faculty and staff about student and faculty rights, campus resources, classroom behavior management techniques, and informal or formal channels of conflict resolution. Consults with faculty and staff about individual student situations.	25-9099
412150	Coordinator, Clinical Experiences and Internships	Position is responsible for assigning students to practical and field experience sites, monitoring students' performance during practicum, and working closely with practicum site administrator(s) and liaison(s). Responsible for establishing internship and field experience sites and supervising those relationships with community partners, as well as tracking hours toward completion for students and evaluating the student's internship success based upon ongoing supervision from the internship site interviews.	25-9099
Housing Professionals			
414100	Deputy Head, Student Housing	Responsible for one or several areas of residence hall operations for students. 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. Reports to the Director of Student Housing.	39-9041
414110	Student Housing, Administrative Operations Officer	Responsible for all administrative and fiscal functions in student housing. 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.	39-9041
414120	Student Housing, Residence Life Officer	Responsible for the supervision and direction of residence life, staff, and student housing. 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.	39-9041
414130	Student Residence Hall Manager (R&B incl)	Supervises and administers activities of a residence hall. Manager is given room and board at the residence hall as part of the employment package. Duties include oversight of maintenance and renovation, purchase and inventory of supplies, assignment of rooms and summer housing, housekeeping functions, and management of student conduct and discipline. Requires bachelor's degree or equivalent plus 4-5 years' related experience. Excludes Director of Housing and Student Residence. Report base salary only. Room and board included in employment package; report 12-month FTE salary, exclude students.	39-9041
414140	Student Residence Hall Manager (R&B not incl)	Supervises and administers activities of a residence hall. Manager is not given room and board as part of the employment package. Duties include oversight of maintenance and renovation, purchase and inventory of supplies, assignment of rooms and summer housing, housekeeping functions, and management of student conduct and discipline. Requires bachelor's degree or equivalent plus 4-5 years' related experience. Excludes Director of Housing and Student Residence. Room and board NOT included in employment package; report 12- month FTE salary, exclude students.	39-9041
Student Activities, Wellness, and Counseling Professionals			
415110	Deputy Head, Student Activities	Responsible for one or several areas of coordinating all campus student activities, including special events, student organizations, publications, and student government activities.	39-9032
415120	Head, Campus Recreation or Intramurals or Wellness	Directs operational aspects of one or more of the following: campus recreation activities, non-varsity and club (intramural) sports, wellness programs. Responsible for planning and coordination of programs, scheduling (both times and locations), and budget administration and monitoring. May also have responsibility for recreational or wellness facilities. Typically requires: Bachelors degree; 3 or more years related experience.	11-9033
415130	Student Activities Officer	Under supervision of the office of Dean of Students, assists in the organization of student activities, which may include social events, Greek programs, student government, committees, newspaper, clubs, and organizations. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.	39-9032

415140	Deputy Head, Campus Recreation or Intramurals or Wellness	Assists the head in the organization, development, planning, promotion, and assessment of the recreation, intramural, or wellness programs, including supervision of student staff. Typically requires: Bachelor's degree, preferably in physical education, recreation, wellness or related field preferred; 1 -2 years experience at the collegiate level in the organization and administration of recreation, intramural, or wellness programs.	39-9032
415150	Deputy Head, Campus Student Union	Responsible for one or several areas relative to the operation of the student union building and related student activities. Generally reports to a chief campus student center administrator.	11-9033
415160	Campus Recreation or Intramurals or Wellness Coordinator	Assists with planning and directing recreation, intramural, or wellness programs for students, faculty, and staff. May be responsible for some facilities management. Requires a bachelor's degree in recreation or related field or equivalent.	39-9032
416100	Deputy Head, Student Counseling	Responsible for one or several areas of student counseling services. Reports to the Chief Campus Student Counseling Center Administrator.	19-3034
416110	Student Counseling Psychologist	Provides psychological and counseling services of a remedial, preventive, and developmental nature through direct and indirect (consultation) contacts with students, faculty, and staff (individually and in groups). Requires a graduate degree in clinical or counseling psychology plus 4-5 years' experience as a professional psychologist. Meets state licensing requirements. Report 12-month FTE salary.	19-3034
416115	Student Health Coordinator	Designs, implements, and evaluates programs and activities to support the personal and professional health and well-being of students. Collaborates with academic counselors, psychologists, and learning support specialists to coordinate and deliver longitudinal workshops or other student training sessions to promote student success. Collaborates with student activities coordinators in developing, implementing, and evaluating programs that promote student health and wellness, including service programs, leadership development programs, volunteerism, and other related activities; maintains records as appropriate for these activities.	25-9099
416120	Student Counselor	Provides professional counseling to students on academic, financial, and personal matters. Provides individual and group therapy and counseling. Responsible for vocational testing and assessment, program development and evaluation, and outreach activities. Consults with academic departments and student affairs organizations. Requires a master's degree in counseling psychology or related field plus 4-5 years' experience. Report Academic Advisor or Counselor under 401130.	19-3034
Cultural, Diversity, and Equal Opportunity Professionals			
410110	Head, Minority or Multicultural Student Affairs	Includes those heading general multicultural student affairs or a specific race or ethnicity (e.g., Asian, Black, Hispanic or Latina/o, Native American/Alaska Native). Responsible for direction of counseling programs, cultural affairs, and remedial and support programs. Also invites minority speakers to campus. May be responsible for minority housing and cultural or intercultural centers.	11-9033
410115	Head, LGBTQ Student Affairs	Coordinates and administers counseling programs, awareness efforts, and support programs for the campus LGBTQ community. May be responsible for inviting LGBTQ speakers to campus, or coordinating housing or other services for LGBTQ students.	11-9033
410118	Head, Veteran Services or Programs	Oversees veteran services and programs. Responsible for program management and recruitment. Assesses, tracks, and facilitates retention to graduation and job placement. Trains and manages other staff. Builds bridge programs and partnerships with other departments, area veteran services and agencies, military bases, and industry. Requires knowledge of available veteran benefits, services, and protocols, as well as experience working with veteran students and families in a supervisory role.	11-9033
410135	Head, International Student Affairs	Delivers support services to foster the education and development of international students and scholars. Provides advice, counseling, and advocacy regarding immigration, cross-cultural, and personal matters. Supports an environment conducive to international education and intercultural awareness via educational, social, and cross-cultural programs.	11-9033
410140	Head, Women's Center	Responsible for helping women achieve their full potential in the college and university setting. Facilitates women-focused educational programs, provides resources on women's issues, and a safe environment for discussion of women's concerns. Advocate for women students to other administrators on creating policies and a campus climate responsive to women's needs.	11-9033
423000 NEW in 2025	Minority or Multicultural Professional	Assists in the programming and assessment of programs designed for underrepresented populations or a specific race or ethnicity. May be responsible for specific clubs or groups and helps ensure the success of minority student populations.	21-1012
423100	Head, Campus Disability Services	Directs daily operations of the Office of Disability Services to ensure equal access for students and staff with disabilities to all aspects of campus life (programs, services and activities) as outlined by the Americans with Disabilities Act. Responsibilities include reviewing and maintaining medical documentation, determining reasonable accommodations, implementing accommodations, organizing and arranging awareness activities, supervising staff, advising other departments, researching and purchasing assistive technology, and maintaining a budget. As the primary contact for university administrators, faculty, staff and students, serves as the compliance officer for the ADA in academic, physical, and employment areas.	11-9033
423110	Disability Services Coordinator	Plans, directs, and oversees the administration of all programs and services ensuring compliance with ADA and provides leadership and consultation in promoting access and equity for persons with disabilities.	25-9099
423112	Assistive Technology Specialist	Assesses, develops, and manages assistive technology needs of students with disabilities, providing individualized assistive technology training to students. Educates faculty and staff on assistive technology, providing leadership and expertise to improve the support structure available to students with disabilities. Keeps up-to-date on technological advances.	15-1232

423115	Disability Services Advisor	Responsible for assuring equal access for persons with mental health and other disabilities to all educational and vocational programs. Identifies and provides reasonable accommodations at institution to ensure equal educational opportunities for individuals with disabilities.	21-1012
423120	Deputy Head, Campus AA-EEO Office	Responsible for one or several areas of institution-wide programs designed to ensure equality of employment opportunity. Reports to the Director of Affirmative Action-Equal Employment.	13-1041
423130	Affirmative Action-EEO Specialist	Responsible for implementing and maintaining equal opportunity and affirmative action programs. Investigates formal discrimination charges and develops responses. Requires a bachelor's degree in a related field or equivalent and 2-3 years' experience in personnel administration with 1 year in the area of EEO-Affirmative Action.	13-1071
423140	Head, Title III Program	Creates and implements all new government-funded programs that promote the admission and retention of students from low-income and disadvantaged backgrounds; audits current programs and consistently works to improve the institution's offerings; completes all reporting required by the Department of Education.	13-1071
423150	Head, Institutional Title IX Compliance	Responsible for coordinating the institution's compliance with federal and state discrimination and sexual harassment laws. Responsibilities may include providing educational programs regarding discrimination and sexual harassment prevention; responding to, investigating and seeking resolution to allegations of discrimination and sexual harassment; selecting and overseeing sexual harassment advisors who serve as additional information resources on issues of sexual harassment; training student peer educators to facilitate discussions with other students on sexual harassment. With regard to the OCR letter of April 4, 2011 expanding upon Title IX sexual harassment and violence guidelines, also oversees all Title IX complaints and reports student sexual harassment, sexual violence and related allegations of misconduct. Identifies and addresses any systemic problems relating to complaints and works with other departments to ensure Title IX policies communicated to all constituencies. Assists law enforcement personnel in handling reports and complaints of sexual violence and related misconduct.	13-1071
423155	Deputy Head, Institutional Title IX Compliance	Responsible for one or several areas of Title IX compliance under direction of the head.	13-1071
423160	Title IX Investigator	Conducts investigations under the oversight of the head of institutional Title IX compliance. Drafts reports and findings for institutional decision-making.	13-1071
INSTITUTIONAL AFFAIRS			
Administrative Professional Associates			
320010	Executive Assistant to System or Institution CEO	Senior professional staff assistant to the CEO of an institution or of a campus within a system. Manages the administrative, operational, and financial affairs of the Office of the CEO. This is a high-level professional position; not an administrative support position. See Administrators Survey for Chief of Staff to CEO (187020).	43-6011
320020	Secretary to the Board of Trustees	Participates in tracking agenda items for institutional board meetings. Ensures that sufficient documentation is maintained to meet legal requirements and serves as custodian of board records. Certifies bylaws, keeps accurate meeting minutes, coordinates board communication, and holds membership records. May be authorized to sign documents on behalf of the board. Master's degree preferred with five years' experience.	43-6011
325000	Administrative Specialist or Coordinator	This is an exempt, professional position, not an administrative assistant. Persons in this position generally report to an Executive Administrator or to an Administrative Unit Head. Responsibilities include performing a variety of professional and administrative duties that facilitate the day-to-day operations of a function, program, or department. Assists in program planning and development; interprets, monitors, and analyzes information regarding operating policies and procedures; administers budgets; and coordinates academic and staff personnel matters. Resolves problems that have a significant impact on the overall goals of the department. Requires 2-3 years' of relevant experience. Do not report department business officers here.	13-1111
Legal and Human Resources Professionals			
420000	Staff Attorney	Responsible for providing day-to-day advice and guidance to all elements of the institution, under supervision of the General Counsel/Chief Legal Affairs Officer.	23-1011
421100	Ombudsperson	A designated impartial, neutral, unaligned third party who serves as a confidential resource and sounding board for students, faculty, staff, and administrators in working through problems, concerns or disputes via informal means. Develops and maintains confidential notes and statistical data for purposes of identifying trends in complaints and concerns; identifies problem areas in university policies and practices; may recommend development and revisions of policies. To support actual and perceived neutrality, typically reports directly to the Chancellor or other top institutional executive with for the population being served (e.g., Provost for a faculty ombudsperson, or chief student affairs officer for a student ombudsperson).	23-1022
422080	HRIS Consultant	Responsible for the support of the human resources information system. Develops, implements, updates, and monitors department systems, recommending and leading process changes where appropriate. Oversees security. Serves as system liaison with the department and the university community.	13-1071
422090	HR Business Partner	Provides human resources consultation and support to a designated unit to define and execute HR strategies that enable accomplishment of institution objectives. Contributes to the development of workforce plans and has an understanding of external customer trends and issues in the industry that could potentially impact business. Provides guidance to convert strategies into result driven actions. Utilizes knowledge of various human resources functions to provide tactical support to line managers. Acts as liaison with other HR functions. Provides change management support as needed. Requires a bachelor's degree or equivalent plus 4-7 years related experience.	13-1071
422100	HR Generalist	Performs a variety of analytical activities in human resource administration. Administers policies and programs covering several or all of the following: recruiting, compensation, benefits, training, employee and labor relations, safety, and personnel research. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Excludes entry-level analysts.	13-1071

422110	HR Generalist, Senior	Performs activities in various areas of human resources. May be expert in a particular field. Screens resumes and applications and may interview applicants. Counsels employees concerning work-related problems; maintains records for EEO-AAP reporting requirements. May write position descriptions, benefits brochures, and employee handbooks. Conducts research and analyzes data on assigned projects. May assist in the formulation of staffing plans and personnel policies and procedures. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.	13-1071
422120	HR Classification & Compensation Specialist	Performs activities in support of wage and salary programs. Conducts position audits, analyzes and evaluates jobs using established evaluation system, and recommends action concerning appropriate classification and pay level. May develop and revise job descriptions. Conducts wage and salary surveys and market analyses. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes entry-level analysts.	13-1141
422130	HR Classification & Compensation Specialist, Senior	Performs staff support activities to develop, implement, and administer compensation policies and programs. Formulates recommendations regarding development and updating of salary structure's), FLSA exemptions, job revisions, organizational structures, etc. May prepare special studies in a given compensation area, such as incentive compensation. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.	13-1141
422140	HR Classification & Compensation Unit Supervisor	Supervises the development, implementation, and maintenance of compensation and classification policies and programs. Prepares job descriptions and conducts job evaluations and salary surveys. Prepares policies and procedures to ensure the achievement of equitable and competitive employee compensation and classification. Maintains knowledge of federal and state legislation that may affect compensation and classification policies. Requires a bachelor's degree or equivalent plus 5-8 years' related experience. Supervisory experience preferred.	13-1141
422150	HR Benefits Specialist	Counsels employees regarding routine benefits programs, including pre-retirement planning, insurance programs, death benefits, and workers' compensation. Publicizes benefits programs; conducts individual orientation sessions and group benefits reviews. Maintains benefits records and prepares necessary documents for implementing coverage. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes entry-level analysts.	13-1141
422160	HR Benefits Specialist, Senior	Responsible for the administration of complex benefits programs with regard to plan options, policy features, enrollment, and other requirements. May assist with planning, developing, and redesigning benefits and typically evaluates benefits costs. Ensures compliance with federal and state laws. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.	13-1141
422170	HR Benefits Unit Supervisor	Supervises the development, implementation, and maintenance of benefits programs, including vacation, holiday, time off, sick pay, unemployment, service awards, group health, medical, and dental coverage, and life insurance. Ensures programs are current with regard to trends, practices, and costs. May supervise workers' compensation. May negotiate coverage, services, and costs with carriers. Requires a bachelor's degree or equivalent plus 5-8 years' experience.	13-1141
422180	HR Employment Specialist	Performs activities supporting the recruitment, screening, and referral of exempt and nonexempt applicants for the university or college. Establishes and maintains liaison with external agencies and recruiting sources. Oversees the activities of the employee transfer process. Coordinates the placement of advertisements. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.	13-1071
422190	HR Employment Specialist, Senior	Responsibilities include developing, implementing, and maintaining employment programs. Interviews and screens applicants. Conducts reference checks. Develops and administers advertising campaigns and programs. Conducts research and analyzes data on assigned projects. Requires a bachelor's degree or equivalent plus 4-5 years' experience.	13-1071
422195	HR International Employment Specialist	Responsible for the institution's employment practices, policies, and programs relating to immigration and international taxation. May be responsible for providing recommendations and coordination of immigration matters and permanent residency procedures; employment practices, policies and training relating to immigration and international assignments, and ensuring compliance with and interpretation of prevailing tax laws pertaining to foreign nationals. May assign and supervise the work of others.	13-1071
422200	HR Employment Unit Supervisor	Supervises the personnel staffing and planning functions. Ensures staffing requirements are met in accordance with governmental requirements. Oversees recruiters and employment analysts in staffing activities. May search for and identify candidates for highly specialized and difficult-to-attract positions. Maintains workforce planning system and provides guidance to management on union matters and affirmative action plans. Requires a bachelor's degree or equivalent plus 5-8 years' experience.	13-1071
422210	HR Employee Relations Specialist	Performs activities supporting the administration of employee relations programs, including those for professional and management positions. Activities may include drafting policies for review and approval, providing consultation, and performing analyses. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.	13-1071
422220	HR Employee Relations Specialist, Senior	Responsible for the development, implementation, and administration of employee relations programs and policies. Advises and assists staff and faculty regarding human resource policies and procedures, such as grievance and disciplinary action. Requires a bachelor's degree or equivalent plus 4-5 years' related experience.	13-1071
422230	HR Employee Relations Unit Supervisor	Supervises the development and implementation of employee relations policies and programs. Advises employees, supervisors, and managers regarding policy interpretation and ensures proper and consistent application of policies. Provides advice, counsel, and guidance to employees, supervisors, and managers regarding employee relations issues. Requires a bachelor's degree or equivalent plus 5-8 years' related experience. Supervisory experience preferred.	13-1071
422240	Head, Campus Labor Relations	Advises management, faculty, and staff on administration of labor union contracts. Negotiates and interprets union contracts, resolves grievances, and recommends policies.	13-1075
422245	Campus Labor Relations Professional	Supports the head of campus labor relations in the administration of labor union contracts. Negotiates and interprets union contracts, resolves grievances, recommends policies, and performs other professional-level work in labor relations.	13-1075
Organizational Development and Planning Professionals			

424100	Training or Organizational Development Specialist	Responsible for the design, modeling, testing, delivery, and evaluation of training programs of a highly technical or sophisticated nature and coordination of organizational and career consultation services. Requires a bachelor's degree or equivalent with major course work in instructional design, organizational behavior, human resource management, or related field plus 4-5 years' related experience in field of assignment.	13-1151
425000	Business Continuity or Emergency Planning Professional	Responsible for the development, administration, and maintenance for a college or university's business continuity program that supports the continuance of critical functions before, during, or after a disaster. Reviews and evaluates risk assessment, business impact analysis plans and planning proposals, and materials. Designs, directs, and oversees campus-wide disaster exercises in accordance with the Federal Emergency Management Agency (FEMA) requirements. May serve as liaison with federal, state, and local agencies to coordinate continuity and restoration activities, emergency management plans, or services. May assign and supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.	13-1199
426000	Business Analyst	Responsible for creating, enhancing, and documenting maintainable analytical solutions in solving strategic problems for a business unit, department, or school. May lead or assist in gathering stakeholder requirements, translating those requirements to technical solutions, and providing support for application enhancements and products. May work with outside vendors in developing solutions. Collaborates with stakeholders in communicating solutions and iterating on project efficacy. Adept at prioritizing and juggling multiple projects, as well as setting and meeting timelines. Must have excellent communication skills and experience with the software or technical systems applicable to the business unit. May require experience with budgeting.	13-1111
427000	Compliance Specialist	Reviews security standards risk assessment results for areas that may include one or more of the following: athletics, copyright and intellectual property, PCI, protection of minors, etc. Creates action plans to address issues, monitors performance of action plans, and elevates exceptions to the standard for resolution. Report those dealing exclusively with athletics compliance under 427100.	13-1041
Institutional Research and Assessment Professionals			
427200	Institutional Review Board (IRB) Coordinator	Responsible for support of the Institutional Review Board (IRB) in managing protocols, applications, approvals, and records. May be responsible for scheduling IRB meetings, helping to select board members, contacting board members, and communicating with researchers about the IRB process. The IRB reviews applications involving research with human subjects to ensure that the rights of human participants are protected.	43-9199
428100	Deputy Head, Institutional Research	Conducts research and studies on the institution under the supervision of the IR Director. Responsibilities typically include the design of studies, data collection, analyses, and reporting.	13-1111
428200	Institutional Research Analyst	Organizes and performs research projects related to strategic planning, including preparing statistical reports, analyzing quantitative measurements, developing assessment tools, and administering and processing survey results. Additional duties include analyzing data utilizing standard statistical methods; reporting for external agencies and guidebook publishers; and preparing other reports and surveys as necessary.	13-1111
429000	Institutional or Academic Assessment Professional	Develops and conducts research in areas that may include student retention and attrition; student goal attainment; financial optimization analysis; enrollment management modeling and forecasting; resource utilization, institutional costs, and productivity; access and equity studies; and functional benchmarking specific to higher education. Responsible for identification and analysis of patterns in institutional data, making critical observations of policy impact, and recommending strategies and actions. May select and adapt quantitative methods, practices, and theories to perform forecasting and analysis, interpret results, document findings, and organize and implement research projects, identifying ways to improve research design and data validity.	13-1111
429100	Head, Institutional or Academic Assessment	Oversees academic or institutional assessment. Collaborates with faculty, staff, and administrators in establishing and refining an academic or institutional assessment framework directed at improving student learning and achievement or institutional quality. Shares best assessment practices and serves as a resource to faculty and staff. Works with accreditation staff and administrators to ensure alignment of assessment with accreditation efforts. May supervise staff who work in improving learning outcomes, retention, or institutional quality.	13-1111
Materials Management and Business Operations Professionals			
434100	Deputy Head, Purchasing or Materials Management	Responsible for one or several areas of purchasing or materials management. Reports to the head of purchasing or materials management.	13-1023
434110	Materials Management Buyer	Responsible for the procurement of supplies, materials, equipment, and services for campus departments. Reviews and processes requisitions. Determines vendor sources and product availability. Maintains contact with vendors and ensures compliance with contracts. Requires a bachelor's degree or equivalent plus 2-3 years' experience. This is not an entry-level position.	13-1023
434120	Materials Management Buyer, Senior	Prepares complex bid investigations, evaluates bid proposals, and issues purchase orders. Confers with university departments regarding requirements, specifications, and deliveries. Advises departments on purchasing policies and procedures and provides vendor sources. May supervise technical and clerical support staff or provide lead supervision to lower-level buyers. Requires a bachelor's degree or equivalent plus 4-5 years' experience. Most senior level should be matched here.	13-1023
434140	Print Shop Supervisor	Supervises the institution's more difficult offset printing operations. Printing materials are produced by state-of-the-art multicolor printing presses. Schedules work to meet specified deadlines. Requires 5-8 years' experience, including supervision or management of a print shop. Excludes directors of hard cover text printing operations, university presses, and book binderies.	13-1199
434150	Inventory Manager	Responsible for the inventory records of all moveable university property, and operation of the university warehouse. Work is both administrative and managerial, with some degree of physical labor involved.	13-1023
435100	Deputy Head, Bookstore	Responsible for one or several areas of bookstore operations. Reports to the Director.	13-1199

435110	Department Business Manager (Small Unit)	Administers the business affairs of a small department. Develops and evaluates operating policies and procedures. Develops budgetary controls and prepares financial reports. Establishes priorities for major purchases. Requires a bachelor's degree in business administration or related field or equivalent plus 5-8 years' experience.	13-1199
435120	Department Business Manager (Large Unit)	Administers the business affairs of a large division. Develops and evaluates operating policies and procedures. Prepares operating and project budget drafts. Directs control of board-approved budget, including collection, custody, disbursement, accounting, and auditing of all college funds. Monitors division or departmental budgets and reports any significant deviations from approved budgets. Responsible for supervising business support personnel. Requires a bachelor's degree in business administration or equivalent plus 5-8 years' related experience.	13-1199
435140	Ticket Manager	Manages special event ticket operations and provides ticket services to those sponsoring and attending activities. Responsibilities include hiring and training personnel, conferring with event sponsors concerning ticket needs, preparing and supervising the mailing of ticket information, solving problems, maintaining control of money and tickets, and preparing audit statements. Typical requires: Bachelor's degree in business or equivalent; 3 - 5 years of related experience.	13-1199
Supervisors of Office and Clerical, Skilled Craft, and Service and Maintenance Personnel			
500000	Office, Administrative Support, or Clerical Manager	Manages office operations and supervises support staff. Prepares, processes and monitors budgets, project proposals, records and invoices. Researches and compiles information for reports and presentations. Leads meetings addressing specific operational issues and develops recommendations and action plans towards their resolution. Supervises and schedules clerical and secretarial staff, processes employee transactions, and may assist in investigating employee issues or concerns and in determining an appropriate course of action. Oversees ordering of equipment and supplies. Typically requires Associate's or Bachelor's degree, three to six years of experience in office administration, and one to two years of supervisory experience, as well as experience with various computer software applications.	43-1011
700000	Skilled Craft or Trades Supervisor	Supervises unskilled to highly skilled trades work including but not limited to HVAC, electrical, plumbing, carpentry, masonry, and painting. May also perform skilled trades work. Supervisory tasks range from single trades to the supervision of multiple trades. Generally responsible for hiring, training, disciplining, and conducting performance management and competency assessments for employees. May be required to possess and maintain certification, licensure, educational level, and experience criteria as applicable to the tasks being performed or supervised and follow applicable building codes. Must possess journey level knowledge of one or more trades or advanced knowledge in one trade applicable to area supervised. At a minimum, requires a high school degree and two years of experience in the performance of the full range of journeyman level tasks associated with the trade(s) areas related to the position's role or an equivalent combination of education and experience.	49-1011
800000	Service or Maintenance Supervisor	Supervises a crew of mechanics and trades employees in the repair, maintenance and daily operations of facilities and equipment. Provides full, direct supervision of employees in managing complex building maintenance, operation and repair activities by providing technical expertise and planning, layout, assignment, scheduling and monitoring of work. May also direct the work of contract service providers. Coordinates procurement of parts, tools and equipment for the work team. Understands and utilizes multiple building control systems and trains staff on building control systems and use of the computerized maintenance management system (CMMS). Five years relevant experience in complex building mechanical maintenance and operations work, including at least two years leading maintenance and operations work. OR Two years technical training in building mechanical maintenance and three years' experience leading work teams.	49-1011
801000	Police or Public Safety Supervisor	Provides first-line supervisory or managerial law enforcement work at a college or university campus. With full powers of arrest, enforces the laws of the State and the United States Government. Has law enforcement authority ranging from traffic control to criminal investigations within a limited geographic jurisdiction. Work involves supervision and management of a unit of officers or other departmental personnel. A college degree is desirable, as well as certification as a law enforcement officer in accordance with the state, and two to four years of law enforcement experience.	33-1012
805000	Fire Safety or Prevention Supervisor	Under general supervision from a designated administrator, develops, implements, and manages fire and safety inspection and education programs within various areas of the institution (including on-campus, contractor work places, satellite campuses, and residential areas). Provides direct supervision to exempt and non-exempt staff (i.e., hiring and firing, performance evaluations, disciplinary action, time off approval, etc.). Characteristic duties include the following: Conducts fire and safety inspections of facilities, public assemblies, and satellite campuses to ensure compliance with applicable codes (national, state, local building, fire and safety codes and standards). Oversees the testing, maintenance, documentation, and inspection of all protection and detection systems for code requirements. Serves as liaison between the campus, city, county, and state fire officials (i.e., provides local fire departments with pre-planning information and assists with coordination of emergency responses to campuses and tenant activities). Serves as member on various committees (internal and external) and acts as departmental consultant; attends pre-construction conferences. At a minimum, requires an Associate's degree with 3 or more years of experience. Degree should be in Fire Science with experience in fire and life safety and inspection. Experience must include at least one year of supervisory responsibilities.	33-1021
807000	Fire Safety or Prevention Professional	Typically, conducts inspections to assure compliance with applicable national, state and local building, fire and safety codes, and standards. Applies regulations, standards, and sound fire prevention practices to detect hazardous operations and conditions, recommends proper first prevention measures to eliminate or minimize the possibility of injury to personnel and damage to property. Conducts fire and safety education programs. Conducts inspections of fire protection and detection systems to assure code required testing and maintenance is being performed. Reviews building plans and specifications to evaluate fire resistance, means of egress, segregation of hazardous areas and occupancy. Assists with investigations of fires and hazardous conditions, analyzing precipitating factors and fire cause data. At a minimum, requires an associate's degree in a related field or an equivalent combination of education and experience. Usually requires at least one year of experience in conducting, documenting, and reporting fire and life safety inspections. Must have Fire Safety Inspector or Fire Prevention Specialist certification or complete it within a specified period of time.	33-2021

808000	Client Care Supervisor	Client care staff include patient care assistants (e.g. wheelchair assistants), child care workers, teacher aides, eldercare assistants, and similar. It does not include certified, degreed teaching or nursing professionals or skilled technical paraprofessionals.	39-1022
		FISCAL AFFAIRS	
Accounting Professionals			
430100	Deputy Controller	Responsible for one or several areas of accounting, payroll, cashiering, and related functions. Typically reports to the Chief Accounting Officer/Controller.	13-2011
430110	Deputy Bursar	Responsible for one or several areas of institutional funds. Reports to the Bursar.	13-2011
430120	Accountant	Applies generally accepted accounting principles and procedures in working with specialized accounting records and reports. Assembles and analyzes data and transactions, prepares statements and reports relating to an assigned area of responsibility. Requires a bachelor's degree or equivalent plus 2-3 years' experience in accounting procedures.	13-2011
430130	Accountant, Senior	Performs professional accounting work of a complex nature. Thoroughly understands institutional, state, and federal policies, procedures, and restrictions. Ensures compliance with generally accepted accounting principles in executing, analyzing, verifying, and reporting transactions of a fiscal nature. Advises management regarding the effective use of resources and methods to maximize earnings. Monitors records of past and present operations. May serve as a project leader on special projects. Requires a bachelor's degree in accounting, finance, or related field or equivalent plus 4-5 years' accounting experience.	13-2011
430135	Head, Accounting	Report only if there is no Chief Accounting Officer. Responsible for the daily operation of institution's budgetary accounting system. Report the Chief Accounting Officer or Controller in 161000 of the Administrators' Survey.	13-2011
430150	Student Account Receivables Manager	Supervises and coordinates activities of workers engaged in collection of overdue loan payments from students. Reviews delinquent accounts to determine which individuals should be contacted. Discusses and consults with students regarding loan repayment schedules. Typically requires a bachelor's degree in business or related field or equivalent plus 2-3 years' related experience. Former title: Collections Supervisor.	13-2011
430160	Accounting Unit Supervisor	Supervises accounting and clerical staff performing specialized or general accounting, statistical, or finance-oriented functions. Provides training and development of newly assigned or less experienced personnel. Provides for the accumulation of data and the preparation of financial reports, special projects, and analyses as needed. Advises management regarding the effective use of resources and methods to maximize earnings. Requires a bachelor's degree in accounting, finance, or related field or equivalent plus 5-8 years' experience in an accounting function. Supervisory experience preferred. Excludes controllers.	13-2011
430170	Head Cashier	May supervise and coordinate activities of subordinates engaged in receiving and paying out of money. Keeps detailed records of these transactions. Prepares financial reports. Safeguards funds and arranges transfer of funds to and from the bank. Typically requires a bachelor's degree in accounting or related field or equivalent plus 2-3 years' related experience. Exclude cash register operators.	13-2011
Audit and Finance and Budget Professionals			
431100	Auditor	Performs financial, operational, and compliance audits of institutional risk, governance, and control processes in accordance with internal auditing policies and standards. May also perform work to accomplish investigative and advisory services. Tasks are varied. Analyzes records, systems, and processes. Prepares written documentation of work performed and develops reports. Interviews and advises personnel and lower to upper-level management concerning the work and to convey results. Possesses and applies knowledge of auditing concepts, practices, and procedures, as well as experience and judgment to plan and accomplish goals. Able to handle a degree of work complexity and granted a similar degree of creativity and latitude. Competent verbal and written communication skills are expected. Requires a bachelor degree in business or related field or equivalent. Audit-related certification or commitment to obtain may be required.	13-2011
432000	Investment Analyst or Officer	Performs regular reviews of the institution's investment portfolio, including analysis of the portfolio's performance and risk characteristics. Monitors, updates, and creates reports on investment performance, exposures, and holdings. Maintains knowledge of markets and industry trends. Sources and conducts due diligence on prospective money managers; monitors and analyzes current money managers. Prepares quarterly and annual reports to Board and Investment Committee.	13-2051
432100	Budget Analyst	Provides analytical support for routine budget projects. Advises administration and staff regarding available options and budgetary implications. Assists in preparation of operational budgets for departments; reviews expenditures to ensure conformance with budgetary provisions. Compiles data and prepares reports. Requires a bachelor's degree in accounting or finance or equivalent plus 2-3 years' financial or budgetary experience.	13-2031
432110	Budget Analyst, Senior	Provides analytical support for more complex budget projects. Prepares operational budgets for departments. Recommends changes to systems and procedures to ensure conformance with budgetary provisions. Requires a bachelor's degree in accounting or finance or equivalent plus 4-5 years' financial or budgetary experience.	13-2031
432120	Budget Unit Supervisor or Manager	Supervises day-to-day budget unit activities. Oversees and participates in the most complex budget projects and deals directly with major department managers. Provides training and development of newly assigned or less experienced personnel. Provides for the preparation of budgetary reports, special projects, and analyses as needed. Requires a bachelor's degree in accounting or finance or equivalent plus 5-8 years' experience in an accounting function. Supervisory experience preferred.	13-2031
432130	Deputy Head, Budget	Responsible for one or several areas of current budgetary operations.	13-2031
433110	Contract and Grants Specialist	Responsible for the coordination of pre-award and post-award activities relating to grant and contract proposals. Pre-award activities include assisting departmental faculty in the development, preparation, and submission of grant and contract proposals. Also ensures that all applications meet agency and university guidelines and published time tables and deadlines. Post-award activities include establishment of accounts in the financial accounting system, re-budgeting of funds, and making of changes to the award or expenditures. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.	13-2031

433120	Restricted Funds Accountant, Sponsored Contracts	Coordinates the budget portion of the pre-award cycle and manages the post-award cycle of sponsored projects, grants, contracts, and special funds. Position often reports to the Comptroller.	13-2031
433130	Grant Writer, Sponsored Contracts or Grants Administration	Assists the Principal Investigator (PI) with the development or completion of non-technical aspects of grant proposals. Typically responsible for editing, formatting, and the submission of grant proposals. May also research sources for grant opportunities for the principle investigators. Can assist with fundamental budget preparation for grant proposals.	13-2031
		EXTERNAL AFFAIRS	
Development and Fundraising Professionals			
437100	Head of Development, College or Division	Responsible for fund-raising efforts within schools, colleges and units of the institution. Also referred to as constituency-based giving.	13-1131
437110	Annual Giving Officer, Entry	Under supervision, assists in the administration and implementation of annual giving programs. Develops, oversees, and evaluates assigned area of the campaign; researches, visits, cultivates, solicits, and thanks prospective donors to annual fund; monitors content and substance of mailings to constituents and analyzes past responses; coordinates staff reunion development committees. Requires a bachelor's degree.	13-1131
437115	Annual Giving Officer, Senior	Under supervision of the head of annual giving, assists in the administration and implementation of annual giving programs. Develops, oversees, and evaluates assigned area of the campaign; researches, visits, cultivates, solicits, and thanks prospective donors to annual fund; monitors content and substance of mailings to constituents and analyzes past responses; coordinates staff reunion development committees. May supervise support staff or a group of volunteers. Requires a bachelor's degree and typically 2-3 years' of fundraising experience.	13-1131
437120	Major Gift Officer, Entry	Under supervision, assists in identifying, cultivating and soliciting of alumnae, parents, and friends of the institution capable of making gifts of $50,000 or more. Requires a bachelor's degree.	13-1131
437125	Major Gift Officer, Senior	Responsible for the identification, cultivation and solicitation of alumnae, parents, and friends of the institution capable of making gifts of $50,000 or more. Requires a bachelor's degree and typically 2-3 year's of related experience.	13-1131
437130	Principal Gifts Officer	Responsible for nurturing top donor prospects and securing the institution's largest gifts (typically in the $2M-$5M range). Works closely with the chief development or advancement officer, institutional executive officers, and academic deans to solicit principal top gift prospects and to secure and maintain top donor relations.	13-1131
437135	Planned Giving Officer, Entry	Under supervision, assists in identifying, cultivating and motivating donors to make significant gifts. Also assist donors with gift planning strategies, financial and estate planning, tax law, and real estate. Collaborates with all divisions or schools in the institution. Requires a bachelor's degree.	13-1131
437140	Planned Giving Officer, Senior	Identifies, cultivates, and motivates donors to make significant gifts assisting them with gift planning strategies, financial and estate planning, tax law and real estate. Collaborates with all divisions or schools in the institution. Requires a bachelor's degree and typically 2–3 years of experience in planned giving, development, or a related field.	13-1131
437160	Donor Relations or Stewardship Professional	Implements and coordinates a broad-based strategy of donor recognition, stewardship, and donor communications. Publishes and distributes stewardship reports on endowed funds. Manages donor gift acknowledgements and proactively identifies opportunities to communicate with donors and alumni. Plans and executes cultivation and stewardship events on campus and around the country. Manages communication between development staff and academic departments, interdisciplinary programs, and research centers.	13-1131
442120	Advancement Services, Prospect Researcher	Organizes and oversees the institution's records relating to current and prospective donors, conducts research to discover prospects for gifts, and documents the association of these prospects with the college or university.	13-1131
Alumni Relations, Community Relations, and Public Policy Professionals			
438100	Alumni Relations Officer, Entry Level	Under supervision, assists in cultivating and broadening alumni interest in and financial support of the university, in developing, strengthening and implementing both campus and regional alumni programs and in planning and implementing major homecoming and reunion events. Requires a bachelor's degree.	27-3031
438110	Alumni Relations Officer, Senior Level	Under supervision of the head of alumni relations, assists in cultivating and broadening alumni interest in and financial support of the university. Develops, strengthens, and implements both campus and regional alumni programs; plans and implements major homecoming and reunion events. May supervise support staff or a group of volunteers. Requires a bachelor's degree and typically 2-3 years of related experience.	27-3031
439100	Head, Church Relations	Senior administrative official responsible for relationships between the institution and the ministers and laypersons of support church(es). Does not include Chaplain.	27-3031
439200 NEW in 2025	Head, K-12 Partnerships	Provides leadership and direction of programs that strengthen relations and partnerships with local elementary and high schools. Oversees and implements quality practices for concurrent or dual enrollment programs, including face-to-face classes at high schools, virtual classes taught from campus, and hybrid classes.	27-3031
441010	Head, Community Relations	Facilitates university relationships and advances university priorities at the local or regional level of government.	27-3031
441150	Public Policy Analyst~~, Entry~~	Conducts research, analyzes proposed policies, evaluates the effects of existing policies, and reports findings. Research methods may include collecting and analyzing data to identify underlying social and economic problems and evaluating the effects of existing policies and government programs.	19-3094
~~**441160**~~	~~Public Policy Analyst, Senior~~	~~Conducts highest level policy analysis in a specific field. Research methods may include collecting and analyzing data to identify underlying social and economic problems and evaluating the effects of existing policies and government programs. Master's degree required, Doctoral preferred, 6-8 years of related experience. Operates under minimal supervision.~~	~~19-3094~~

Communications and Marketing Professionals			
443100	Public Information Specialist	Writes brochures and articles for publication. Prepares and disseminates information to the internal college and university community as well as to local and state media. Promotes and publicizes institutional activities and programs. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes sports information positions.	13-1161
443110	Communications and Marketing Professional, Editor	Edits the production of a variety of printed material or electronic media. Prepare, rewrite and edit copy to improve readability to detect and correct errors in spelling, punctuation, and syntax. Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements. Verify facts, dates, and statistics, using standard reference sources. May assign and supervise the work of others.	27-3041
443115	Communications or Marketing Specialist	Responsible for developing, designing, and carrying out marketing strategies. Provides creative direction through production and directorial efforts involving all collateral that supports enrollment, advancement, and marketing initiatives. Responsible for integrating the college community into a cohesive brand through media and technologies.	13-1161
443120	Head, Communications or Marketing for College or School	Manages a designated college's or school's communications function that is distinct from the institution's central communications function. Engages in media relations, public information, public affairs, and publications. Develops communication strategies consistent with university or school goals, objectives, and priorities, in consultation with university leadership and other appropriate individuals and groups.	13-1161
443125	Head, College or University Press	Directs the activities of the college or university press including editorial, production, marketing, sales, order fulfillment, warehousing, and accounting operations.	27-3023
443130	Deputy Head, Campus Publications	Second senior administrative official responsible for institutional publications.	27-3041
443140	Head, Campus News or Information Office	Responsible for providing information about the institution to students, faculty, and the public. Functions typically include news media relations; preparation or review of news releases and photographs; and preparation and distribution of newsletters, magazines, and other publications.	27-3023
443145	Social Media Specialist	Manages institutional social media accounts to support enrollment, constituent engagement, and reputation management goals. Responsible for developing, executing, and evaluating overall social media strategy. Produces or oversees production of relevant content for publication.	13-1161
443150	Trademark Licensing Specialist	Ensures that institution's brand identity is properly represented on goods and services. Protects and controls the use of institution's name and marks on merchandise. Distributes and approves logo artwork; promotes products and designs consistent with the goals and image of the institution. Approves licenses, establishes and maintains cooperative relationships, and oversees royalty revenues. Manages market share of products in retail venues.	13-1161
443170	Graphic Designer	Performs a range of visual and graphic arts functions. May use graphics design software to produce graphic art and visual materials for promotion, advertisement, packaging, and informative and instructional materials through a variety of media outlets.	15-1254
Media Heads and Managers			
444110	Head, Campus News Bureau or Service	Prepares and writes news and publicity releases and writes feature stories about institutional events and programs.	27-3023
444120	Television Producer or Director	Plans and develops programs and specials for broadcast presentation. Determines format, researches information, and prepares scripts. Directs the preparation of sets and equipment; schedules and contacts talent and special guests. Directs filming or broadcast sessions. Requires a bachelor's degree in broadcasting or equivalent plus 5-8 years' experience as a junior producer or director. Excludes general station managers.	27-2012
444130	Television Program Manager	Supervises the selection of on-air programming consistent with audience, station, and educational objectives. Organizes the station program schedule. Researches and analyzes audience ratings. Approves the selection and purchase of regular and special programs for on-air broadcasting. Requires a bachelor's degree in radio and television communication or equivalent plus 4-5 years' experience in broadcasting.	27-2012
444140	Television Engineer, Senior	Designs, modifies, repairs, and installs a variety of broadcasting equipment to ensure the quality of on-air operations. Ensures broadcasting equipment functions within FCC regulations. Requires an associate's degree in radio and television or electronics and FCC First Class license plus 4-5 years' experience in the maintenance and repair of broadcast equipment.	27-4012
444150	FM Radio Station Manager	Manages FM radio station operations, including programming, on-air functions, program production, broadcast negotiations, and studio equipment supervision. Requires a bachelor's degree and 5-8 years' related experience.	27-3000
444160	TV Station Manager	Manages TV station operations, including programming, on-air functions, program production, broadcast negotiations, and studio equipment supervision. Requires a bachelor's degree and 5-8 years' related experience.	27-3000
Event Professionals			
449010	Head, Campus Events	Responsible for planning and oversight of operations for public events held by the campus. Oversight may include management of athletic or performing arts facilities.	13-1121
449100	Head, Campus Conferences	Responsible for development, promotion, and implementation of institutional (on- and off-campus) noncredit conferences and seminars.	13-1121
449110	Event Coordinator	Responsible for planning, coordinating, publicizing, and implementing special events, including social events, employee recognition celebrations, conferences, and meetings. Facilitates production of events by coordinating with performing groups, arranging publicity, etc. Responsibilities include coordinating electrical, air conditioning, custodial, stage set-up, lighting, sound equipment, concessions, safety, security, medical, and personnel needs for each event. Approves expenditures. Requires a bachelor's degree plus 2-3 years' related experience.	13-1121

Extension Program/Community Services Professionals			
472020	Extension or Engagement or Public Service Professional	Provides the direct delivery of scholarship and research to public audiences, clients, and staff or programs in the development and administration of such programs, which focus or extend the academic resources or research products of the institution in addressing community and regional issues and incorporate community needs in the institution's academic and research programs. Responsible for planning, executing, and evaluating effective and comprehensive industrial-based programs or services that will meet the needs of industry stakeholders or clients. Determines need and impact by assessing and evaluating the programs and services on a regular basis. May market programs and services to the community using various media.	21-1099
472030	Head, Extension or Engagement	Oversees extension or engagement programs. Makes strategic connections with industry, providing them easy access to the research, talent, and assets of the institution. Identifies additional relationships to unlock new opportunities, including infrastructure and research initiatives. Connects industry leaders with visionary faculty. Supervises other extension or engagement staff.	21-1099
472100	Head, Community Services	Directs or coordinates special (usually noncredit) educational, cultural, and recreational services to the community.	21-1099
FACILITIES			
Heads of Printing or Mailing Services, Maintenance, and Construction			
301010	Head, Campus Printing Services	Responsible for operation of campus printing services, including offset printing and bulk xerographic reproduction or copying.	13-1199
301020	Head, Campus Mail Services	Responsible for ensuring the timely and accurate handling, distribution and processing of messenger and U.S. Mail throughout the institution, and for keeping faculty and staff informed regarding changes in mailing rates, requirements and regulations.	11-9131
315020	Head, Campus Landscape & Groundskeeping	Responsible for administration of the institution’s landscape and grounds programs. Reevaluates and redesigns existing landscaping.	11-1021
315040	Head, Campus Construction	Responsible for the planning, coordination, and control of building and renovation construction projects from inception to completion. Ensures that client's needs for project functionality and standards are met. Manages project timeline and adjusts for construction delays and emergencies. Supervises hiring and work of employees and trade contractors. Oversees materials, construction tools, and equipment; obtains necessary permits, etc.	11-9021
315050	Head, Campus Skilled Trades	Manages operation of the technical trade areas, which usually include plumbing, heating, electrical, refrigeration, and air conditioning, preventative maintenance, and water plant functions.	11-1021
315060	Head, Campus Custodial Services	Responsible for the management of institutional custodial services. Report managerial-level position.	11-1021
450100	Head, Campus Power Plant	Directs operation and maintenance of high-pressure steam and electrical generating plants and central refrigeration plants and all utility distribution systems.	11-1021
450105	Head, Campus Energy or Utilities	Responsible for directing and overseeing campus energy and utility commodity purchasing and delivery strategies, production, utilization, and conservation activities.	11-1021
450110	Head, Building Maintenance Trades	Manages operation of building craft areas, which usually include carpentry, locksmith, painting, sheet metal, welding, masonry, and roof and road functions.	11-9021
Facilities Planners and Architects			
450120	Facilities Manager, College or Division	Oversees facilities management and maintenance for an individual college, division, or other major campus facility. Areas of responsibility may include infrastructure maintenance and repair, building safety, and groundskeeping.	11-1021
451100	Facilities Utilization Planner	Assists in planning and coordinating campus-wide use of space and physical facilities. Maintains current floor plans and data on campus facilities. Receives and analyzes requests for space. Develops plans to maximize facility use. Makes space allocation recommendations to administration. May develop analytical studies in support of space or physical facility changes. Requires a bachelor’s degree or equivalent plus 2-3 years’ related experience.	13-1199
452000	Architect	Performs architectural design, development, and management duties for a variety of construction renovation projects. Plans layout of project and integrates related engineering elements for the development of construction documents. Develops specifications, conducts materials research, and selects materials required for renovations and alterations. Reviews drawings and documents to ensure compliance with specifications and standards. Requires bachelor’s degree in architectural engineering or equivalent plus 4-5 years’ experience and appropriate certification or licensure.	17-1011
452100	Landscape Architect	Licensed professional who plans and designs landscape layouts, develops site models, performs cost estimates, oversees construction of site and landscaping within the natural environment.	17-1012
Engineers			
453100	Engineer, Construction Projects Coordinator	Coordinates projects involving major renovations and alterations to campus buildings. Serves as liaison among physical plant shops, campus departments, and external contractors for coordinating and scheduling construction projects (excludes new construction). Visits work site to determine necessary resources. Inspects projects to ensure compliance with specifications and standards. Typically requires a bachelor’s degree in engineering or construction or equivalent plus 4-5 years’ experience.	17-2199

453110	Engineer, Facilities Mechanical Systems	Assists in the design and retrofit of mechanical systems for campus buildings. Advises on mechanical problems and recommends solutions. May design new mechanical systems. Develops specifications and prepares cost estimates for the selection, application, and installation of mechanical equipment. Reviews mechanical plans submitted by outside consultants or architects. Ensures that mechanical systems comply with building codes, insurance stipulations, and OSHA requirements. Coordinates with contractors or installers of mechanical systems. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Responsible for buildings' mechanical systems; not a custodial position.	17-2141
453120	Engineer, Electrical or Electronic	Conducts research and development activities related to the design, development, manufacture, modification, installation, and testing of electrical or electronic parts, components, equipment, and systems and the application of equipment and systems to new uses. Determines design approaches and parameters, conducts tests, and evaluates results. Requires a bachelor's degree in electrical engineering plus 2-3 years' related experience.	17-2070
453130	Engineer, Mechanical	Designs, modifies, tests, evaluates, manufactures, and installs mechanical parts, components, and equipment. Identifies operating and installation problems and recommends solutions. Prepares cost estimates and develops specifications for the selection, application, and installation of mechanical equipment. Requires a bachelor's degree in mechanical engineering plus 2-3 years' professional engineering experience.	17-2141
453140	Engineer, Research Projects Instrumentation	With direction from a designated supervisor, designs, develops, and maintains scientific research and teaching instrumentation. Builds sophisticated scientific equipment, provides technical advice, administers related budgets, and prepares protocols and reports. Requires a bachelor's degree in electrical or mechanical engineering or related field and 3 years' related experience.	17-2199
453150	Engineer, Electrical or Electronic, Senior	Conducts research and development activities related to the design, development, manufacture, modification, installation, and testing of state-of-the-art electrical or electronic parts, components, equipment, and systems involved in cutting-edge scientific research and acts as a project leader in the engineering phase of a project, providing professional direction to and coordination of other engineers and technicians. Requires a bachelor's or master's degree in electrical engineering plus 4-5 years' professional engineering experience.	17-2070
453160	Engineer, Mechanical, Senior	Provides professional direction to and coordination of other engineers, technicians, and skilled trade employees in the design, testing, manufacture, installation, and repair of mechanical parts, components, and equipment. Identifies complex operating and installation problems and recommends and implements solutions. Requires a bachelor's or master's degree in mechanical engineering plus 4-5 years' professional engineering experience.	17-2141
453170	Engineer, Utilities	Designs and consults on utility systems with engineering, project management, and architects. Primary focus is utility infrastructure design, energy use, maintenance of utilities equipment, and construction associated with projects undertaken.	17-2199
Environmental Safety and Risk Management, Facility Operations, and Retail Operations Professionals			
455100	Environmental Health and Safety Specialist	Coordinates comprehensive program of disposal of hazardous chemical waste materials or radiation safety. Conducts inspections of laboratories and facilities to ensure compliance with regulations and procedures. Provides training concerning hazardous materials and chemicals to faculty, staff, and students. Provides for the collection, storage, transportation, and shipping of hazardous waste. Requires a bachelor's degree in an appropriate scientific or engineering field or equivalent plus 4-5 years' related experience. Excludes health and safety or industrial hygienist positions.	19-5011
455110	Safety Officer	Coordinates functions of a health and safety program, which may include workers' compensation and fire prevention. Activities include safety education, promotion of safety and health concerns, purchase and design of safety equipment, safety engineering, and accident reporting. Performs technical investigations and evaluations and provides regulations and technical consultation regarding health and safety issues to faculty and staff. Requires a bachelor's degree in appropriate scientific, engineering, or public health field or equivalent plus 4-5 years' experience.	19-5011
455120	Risk Management Claims Specialist	Coordinates, prepares, and processes payment of insurance claims for the institution. Obtains claims information and verifies that applications are complete and accurate; maintains files on claims and prepares related reports. May investigate claims, determine compensability, and negotiate and settle claims.	13-1031
457120	Head, Campus Child Care Site	Responsible for the direction and supervision of child or day care center activities. Performs a variety of professional and administrative duties, including program administration and management of budgets, facilities, personnel, and special projects for a single site. Coordinates the child care support services program with day care center teachers and other staff. Must meet state license requirements. May require a master's degree in early childhood education or related field. Requires 5-8 years' experience with child development programs.	39-1020
457125	Child Care Center Teacher	Degreed, professional teacher. Plans and implements a developmentally appropriate curricula and activities for children and families enrolled at a campus child care center or early childhood development program. Using observation and developmental profiles and checklists, maintains appropriate records of children's progress. Supervises personnel assigned to assist with classroom activities (including students, assistants, and volunteers).	25-3099
457130	Farm Manager	Directs and coordinates all activities required for successful operation of the institution's farm; supervises professional farm staff and student workers. Responsible for livestock and crops; oversees crop production, planting, harvesting, marketing, and maintaining compliance with local, state and federal regulations where applicable. Responsible for selecting, purchasing and maintaining all farm equipment, and for training and assuring its safe operation. Responsible for maintaining all farm property and buildings, and for the farm's overall appearance. Assists in carrying out faculty plans for teaching, research and service on the farm. Maintains a farm enterprise accounting system; runs the farm as a business while operating within the institution's budget. Position may also involve maintaining close relations with the local agricultural community. Minimum requirements are a B.S. in Agriculture or a related field and 5 years experience.	11-9013
458100	Textbook Manager	Manages and coordinates activities of the textbook section of the bookstore. Buys textbooks required for academic classes and displays them for purchase by students. Assists in the formulation of policies and develops procedures regarding pricing, inventory, and sale of textbook and trade book items. Supervises the preparation and return of overstock and defective books and the valuation and repurchase of used books. Requires a bachelor's degree or equivalent plus 5-8 years' related experience.	13-1199

458200	Deputy Chief Campus Food and Dining Services Administrator	For operations managed in-house, rather than outsourced: Generally second-in-command to the chief campus food and dining services administrator. Responsible for one or several areas of institutional food and dining services or facilities. Administers all institutional food and dining services, whether directly managed and operated or catered.	35-1010
458205	Executive Chef	Responsible for overseeing all back-of-house operations of a dining hall or food service unit, including management and training of all culinary and food preparation teams, menu planning, and inventory management. Assists in budgeting, develops/maintains relationships with vendors/suppliers, and provides strategic input to the overall food service operations on campus.	35-1011
458210	Chef	Responsible for all or some of the following: ordering food; preparing food; planning menus; checking freshness of food and ingredients; developing recipes; inspecting supplies, equipment, and work areas. May hire or supervise other food preparation workers.	35-1011
458220	Food Service Unit Manager	General manager of an individual food service unit on campus.	35-1010
		INFORMATION TECHNOLOGY	
Information Technology Heads			
460120	Deputy Head, Academic Computing	Assists the director in managing the institution's academic or research computing activities and labs for faculty, staff, and students.	11-3021
460130	Deputy Head, Administrative Computing	Assists the director in managing the institution's administrative computing activities.	11-3021
460140	Head, Enterprise Data Center	Directs the strategic and day-to-day operations of the institution's data center, including hardware acquisition, server operating system management, server configurations, tuning and performance, and center power and environment management. Often responsible for server standards for the enterprise.	11-3021
460150	Head, IT User Services	Directs IT training and help desk services.	11-3021
460160	Head, Information Management	Responsible for enterprise data warehousing, information management, corporate reporting, authority control (taxonomy, search engines), workflow, and data management.	11-3021
460170	Head, IT Service Delivery	Responsible for satisfactory IT services from the users' perspective. Manages projects, fixes reliability issues, tracks service metrics, manages budgets, and supervises the professionals responsible for IT service delivery.	11-3021
460180	Principal Systems Analyst	Senior person responsible for designing and structuring the appropriate flow of complex computer systems requiring considerable independent judgment. Position involves no programming responsibility.	15-1244
460190	IT Architect	Administers the integration of the IT department's various computer applications and provides direction of the IT architecture. Based on overall enterprise plans, proposes the architecture and integration for all infrastructure, including storage, servers, networking, data center, and various software based systems.	15-1243
Information Technology Analysts, Web Professionals, and Other End User Specialists			
461110	Application Programmer Analyst	Develops, supports, maintains, and tests software applications for business units. Designs, develops, and implements various business-related applications. Conducts case studies to determine required functionalities.	15-1211
461115	Database Programmer Analyst	Consults with end users to identify needs and develops databases from project specifications. Modifies database programs applying knowledge of programming techniques and computer systems. Coordinates, tests, and implements changes to databases. Plans, coordinates, and implements security measures to safeguard computer databases.	15-1211
461120	Systems Programmer Analyst	Analyzes, designs, tests, and implements information systems. Assesses the suitability of information systems in line with their intended outcomes, and serves as a liaison between end users, vendors, and programmers to achieve outcomes. May be responsible for developing cost analysis and implementation timelines. Requires minimum of a bachelor's degree in computer science or equivalent.	15-1211
461140	Programmer Analyst, Supervisor	Supervises a unit of programmer analysts in the design of applications, databases, or systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new applications, databases, or systems. Requires a bachelor's degree in computer science or equivalent plus 5-8 years' direct programming and 1-2 years' supervisory experience.	15-1211
461150	Campus Web Master	Responsible for development and maintenance of the institution's Web site and creation and management of the site's content. Also responsible for selection and implementation of Web tools and resolution of performance issues such as speed of access. Monitors Web site use and trends.	15-1254
461162	Web Designer	Responsible for designing the user interface and overall customer experience for websites and applications. This includes overall navigation flow, layout of specific pages, and creation of individual graphic elements. Ensures that all design elements, templates, and finished solutions work within a variety of browser types and screen settings along with the constraints set by development and design. Provides design maintenance of all websites and other electronic publications and applications. May assign and supervise the work of others.	15-1254
461164	Web Developer	Responsible for the design, layout, and coding of a website to meet the needs of functional users. Involved with the technical and graphical aspects of a website - how the site works and how it looks - based on relevant website coding scripts. Can also be involved with the maintenance and update of an existing site, such as modifying existing applications to improve functionality and process flow. Generally requires a bachelor's Degree in Computer Science or advanced degree in Information Sciences and 3-5 years web technology work experience.	15-1254

461170	IT Project Manager	Works with user departments, programmers, and programmer analysts to develop, monitor, and manage large-scale IT projects.	15-1232
461175	IT Consultant	Provides support to project team(s), which may include gathering user requirements, facilitating meetings between customers and technical staff, conducting research and data analysis, testing, and supporting project managers. May focus skills in a specific area of IT.	15-1232
461180	IT Quality Assurance Analyst	Reviews customer requirements, creates test cases, executes testing plan using testing tools and automation, and tests applications, databases, or systems developed against the test cases to ensure there are no bugs and requirements are met.	15-1231
Information Technology Database, Client Support, and Network Support Professionals			
462100	Database Administrator	Maintains effective and efficient operation of a computer database. Ensures database runs properly, keeps database current, makes access readily available and timely, and formulates and designs new database applications. Makes decisions regarding procedures for set up of, access to, and operation of database. Refers decisions relating to major policy changes or the purchase of new software to supervisor. Requires a bachelor's degree in computer science or equivalent plus 2-3 years' related experience.	15-1242
462110	Data Administrator	Establishes the data administration function, including designing data models, data definitions, and policies governing administrative data systems. Participates in and oversees data integration strategy, including planning, development and implementation. Identifies common data and associated relationships, resolves data definition and ownership issues, and ensures data integrity. Coordinates process to develop data standards policy to improve data accuracy, integration, access, and integrity.	15-1242
462120	Principal Database Administrator	Senior person responsible for developing and implementing standards, procedures, and controls that ensures the security, reliability, and availability of databases.	15-1242
463110	IT Client Support Specialist	Specific title will vary. Responsible for supporting, maintaining, monitoring, updating, troubleshooting, and repairing one or more of the following – computer systems (including servers and workstations), network components, software, and applications. Requires a bachelor's degree in computer science or equivalent related experience.	15-1232
463120	IT Help Desk Specialist or Technologist	Responsible for front line support of institutional users of enterprise applications, desktops, networks, and information resources.	15-1232
463130	IT Help Desk Manager	Responsible for development and implementation of technical support processes and procedures, evaluation and recommendation of Help Desk tools, development of Help Desk scripts, creation and publication of Help Desk materials and documentation, and design and implementation of reports to measure performance of Help Desk staff.	15-1232
463140	Email Administrator	Responsible for setup, configuration, administration, and security of email server(s) and software. Also responsible for setting appropriate email policy within the organization.	15-1232
463150	Business Technology Analyst	Analyzes business and user needs to develop and design technology or technical architecture. Interacts with end users and provides analytical solutions to resolve technical issues. Manages new enhancement requests; maintains records and test results. Prepares test cases and business use cases, and participates in the testing process to evaluate technology solutions.	15-1232
463160	IT Relationship Manager	Oversees customer portfolio of application requests and acts as liaison between technicians and customer. Calls on customer leaders regularly to report on work status and listen for upcoming needs. Serves as point of escalation for customer issues and funnel for all work that doesn't fit into standard operating processes. Works with customers to shepherd projects through governance processes.	15-1232
463170	Systems Manager or Reporter	Manages systems and related procedures, documentation, security, and reports. Configures or modifies business processes and develops appropriate documentation for process and integration design, implementation, and test activities. Pulls recurring and ad hoc reports.	15-1244
463180	Business Intelligence Specialist	Strategically designs and implements BI software, systems, and analytics, including integration with databases and data warehouses. Selects, blueprints, gathers requirements, designs, and rolls out BI solutions to end users. Maintains existing BI capability through support functions and in-depth testing.	15-1241
464100	IT Network Engineer	Responsible for deploying physical and logical networks, including cable plant and electronics, and for monitoring and managing their performance.	15-1241
464110	IT Network Administrator	Responsible for network connectivity, setup, and maintenance; remote VPN connections; network security (firewall protection); and WI-FI connectivity.	15-1244
464120	Online Instruction Operations Manager	Manages staff and operations of online or distance education networks. Manages support and services for instructional activities such as classroom instruction, capture and delivery of instruction, supporting interactivity (web, phone, and other audio-visual conferencing), and delivery of e-learning systems. Plans, designs, analyzes, and installs instructional systems in classrooms based on department instructional needs. Provides specific technical expertise to faculty, staff, and students in areas such as instructional operations and e-learning services. Minimum requirements typically include Bachelor's degree; knowledge of distance or online learning instructional systems, operations and technologies; and 3 or more years of relevant experience.	15-1244
Information Technology Systems Support, Security, and Telecommunications Professionals			
465130	Systems Programmer	Analyzes, documents, installs, develops, and maintains operating system software. Provides technical support to users concerning system software and utilities. See Systems Programmer Analyst (461120) for reporting more advanced professionals who have primary interaction with end users.	15-1211
465160	Systems Administrator	Installs, configures, monitors, upgrades, and maintains systems, including email, web servers, operating systems, and security tools. Monitors data integrity and system security.	15-1244

465170	Storage Administrator	Implements and manages storage systems and infrastructure components for computing environments. Provides support for storage administration, performance tuning, monitoring, and capacity planning. Builds storage infrastructure to support the business environment. Recommends, develops, and enforces policies and procedures for maintaining the security and integrity of data.	15-1242
465200	Research Computing Specialist	With general supervision from faculty members, provides high-level consultation for and expertise with computer applications to scientific research problems. Consults with researchers to determine needs; performs computerized data processing operations and statistical analyses of research data; performs computing programming, debugging, and documentation; assists in interpretation and reporting of results. May supervise students. Requires a bachelor's degree in computer science or related field and 2-3 years' research computing experience.	15-1232
466100	IT Security Analyst	Responsible for day-to-day monitoring of institutional systems for intrusion, identification, and management of day-to-day IT security vulnerabilities and threats; implementation of tools for managing spam; patching software; and enforcing day-to-day information security policy.	15-1212
466120 NEW in 2025	Identity Access Management Professional	Responsible for designing, developing, and managing the implementation of identity and access management protocols and information security systems. Leads the management of the university's single-sign-on and authentication systems. Defines reliable computing environments, oversees security audits, and assists with policy creation around information security best practices.	15-1212
467100	IT Telecommunications Manager	Responsible for overseeing the implementation and administration of the institution's telecommunications system.	11-3021
RESEARCH PROFESSIONALS, STATISTICIANS AND DATA SCIENTISTS, AND HEALTH SCIENCE AND ENVIRONMENTAL SUSTAINABILITY PROFES			
		Report only those research professionals without faculty status in this survey. Researchers with faculty status should be reported in the faculty survey under their specific discipline. Research and lab technician positions that are generally non-exempt and do not require a college degree are reported in the *Staff Survey* .	
Research Professionals: All Fields			
470010	Research Assistant	Supports the execution of certain aspects of a research project (after the research design is established), with minimal supervision. Requires a minimum of a bachelor's degree with preference for a master's degree (or equivalent degree or experience).	19-0000
470020	Research Associate	Independently performs components of a research program as directed by a senior member of the research team. May be involved in designing certain aspects of research projects and independently conducts work complementary to the overall research objectives. Requires a minimum of a master's (or equivalent) degree, or bachelor's (or equivalent) degree plus at least 2 years of post-bachelor's work experience in a role that is demonstrably similar to that of a research assistant.	19-0000
470030	Research Scholar	Serves as an independent researcher or a collaborator on a multi-scholar research initiative. May have lead responsibility for discrete components of a larger project under the general direction of a senior or principal researcher. Requires a minimum of a doctoral degree (or equivalent terminal degree in a relevant discipline), or a master's (or equivalent) degree plus at least 5 years of relevant post-master's professional work experience. In general, postdoctoral researchers will be reported at this level.	19-0000
470040	Senior Research Scholar	Accomplished and experienced professional researcher who conducts significant original research or serves as a senior collaborator on a multi-scholar research initiative, typically leading substantive aspects of the overall project under the general guidance of a principal researcher. May serve as a co-investigator on a funded research project. Requires a minimum of a doctoral degree (or equivalent terminal degree in a relevant discipline), plus at least 5 years of formal "post-doc" training or post-degree professional work experience with a demonstrated record of research achievement. In some instances, a master's (or equivalent) degree in a relevant discipline plus at least 8 years of exceptional relevant professional work experience and a record of research achievement will suffice.	19-0000
470050	Principal Research Scholar	Leads a highly specialized or multifaceted research program and directs the work of other researchers. Individuals at this level may lead the submission of proposals for external sponsored funding and may serve as principal investigators on sponsored projects. Requires a minimum of a doctoral degree (or equivalent terminal degree in a relevant discipline), with at least 3 years of experience similar to that of a senior research scholar. In rare instances, an individual with comparable professional experience but less than a doctoral degree will be considered.	19-0000
~~**470290**~~	~~Physical Sciences, Research Assistant~~		
~~**470300**~~	~~Physical Sciences, Research Associate~~		
~~**470390**~~	~~Physical Sciences, Research Scholar~~		
~~**470395**~~	~~Physical Sciences, Senior Research Scholar~~		
~~**470396**~~	~~Physical Sciences, Principal Research Scholar~~		
~~**470425**~~	~~Social Sciences, Research Assistant~~		

~~470430~~	~~Social Sciences, Research Associate~~		
~~470440~~	~~Social Sciences, Research Scholar~~		
~~470445~~	~~Social Sciences, Senior Research Scholar~~		
~~470446~~	~~Social Sciences, Principal Research Scholar~~		
~~470650~~	~~Medical Sciences, Research Assistant~~		
~~470660~~	~~Medical Sciences, Research Associate~~		
~~470670~~	~~Medical Sciences, Research Scholar~~		
~~470680~~	~~Medical Sciences, Senior Research Scholar~~		
~~470690~~	~~Medical Sciences, Principal Research Scholar~~		
~~470700~~	~~Life Sciences, Research Assistant~~		
~~470710~~	~~Life Sciences, Research Associate~~		
~~470720~~	~~Life Sciences, Research Scholar~~		
~~470730~~	~~Life Sciences, Senior Research Scholar~~		
~~470740~~	~~Life Sciences, Principal Research Scholar~~		
Laboratory Coordinators		**Coordinate operational activities in a research laboratory, providing support services to researchers and technicians. Develop and implement policies, procedures, and standa ensure the efficiency, effectiveness, and quality control of the laboratory and compliance with federal, state, and university regulations and standards. Coordinate the orderin maintenance of supplies, lab ware, and instruments essential to the operation of the lab. Coordinate activities in a research lab. Requires a bachelor's degree in a physical scie plus 2-3 years' technical or administrative experience in laboratory operations. Report lab technicians that are generally non-exempt and do not require a college degree in th instructional lab coordinators under Research Support Professionals.**	
471450	Lab Coordinator - Physical Sciences		19-4099
471460	Lab Coordinator - Life Sciences		19-4099
471470	Lab Coordinator - Medical Sciences		19-4099
471480	Lab Coordinator - Engineering		19-4099
Research Support Professionals			
433110	Contract and Grants Specialist	Responsible for the coordination of pre-award and post-award activities relating to grant and contract proposals. Pre-award activities include assisting departmental faculty in the development, preparation, and submission of grant and contract proposals. Also ensures that all applications meet agency and university guidelines and published time tables and deadlines. Post-award activities include establishment of accounts in the financial accounting system, re-budgeting of funds, and making of changes to the award or expenditures. Requires a bachelor's degree or equivalent plus 2-3 years' related experience.	13-2031
433120	Restricted Funds Accountant, Sponsored Contracts	Coordinates the budget portion of the pre-award cycle and manages the post-award cycle of sponsored projects, grants, contracts, and special funds. Position often reports to the Comptroller.	13-2031
433130	Grant Writer, Sponsored Contracts or Grants Administration	Assists principal investigators with the development or completion of grant proposals. Typically responsible for editing, formatting, and the submission of grant proposals. May also research sources for grant opportunities for the principle investigators. Can assist with fundamental budget preparation for grant proposals.	27-3042

470600	Clinical Research Coordinator, Non-R.N.	Coordinates routine activities of clinical studies, including data maintenance, grant expenditure adherence, project evaluation, meeting scheduling, and research subject interfacing.	11-9121
470610 NEW in 2025	Clinical Research Leader, Non-R.N.	Provides high level of operational leadership and coordination of assigned clinical research staff members in the initiation, monitoring, completion, and reporting of clinical studies. Responsible for budgetary and fiscal management, quality assurance, data management, proper documentation and reporting, and compliance with various policies and regulations. Serves as a liaison between the research staff and the sponsors, collaborators, and regulatory agencies.	11-9121
470990 NEW in 2025	Survey Researcher	Develops, designs, and implements research involving surveys and opinion polls. Responsible for sampling and questionnaire design through dataset preparation and analysis for research projects. Develops data collection instruments and works with programmers and testing staff to ensure that questionnaires meet specifications. Analyzes ongoing research data collection and data processing activities using statistical analysis techniques; designs and implements interventions based on analysis of process and survey data; prepares or oversees preparation of analyses and reports.	19-3022
471100 NEW in 2025	Head, Research Machining	Provides operational management for research machining and oversight to research machinist staff; identifies operational issues and/or areas of improvement and implements solutions to improve processes and/or operational efficiency; reviews projects proposed by faculty, staff, or outside collaborators; suggests changes to submitted work as needed; analyzes, monitors, and evaluates performance of assigned staff; establishes work priorities.	11-9190
471700	Research Coordinator, Non-Clinical	Coordinate routine activities of research studies including data maintenance, project evaluation, meeting scheduling, and research subject interfacing. Adhere to study protocols and applicable regulations. Track and review reports and regulatory documents to generate reports. May serve as project liaisons to other departments, outside organizations, and government agencies.	19-4099
471710	Instructional Lab Manager	Responsible for all non-faculty related aspects of science laboratory activities. Responsibilities include maintenance of all teaching laboratories; preparation and distribution of all laboratory materials, chemicals, or other supplies and equipment; ordering of all materials for teaching laboratories; maintenance of the stock room; overseeing maintenance of laboratory equipment; assuring compliance with federal, state and local regulations in the handling and disposal of laboratory materials and chemicals; and development and updating of risk assessment and management plans for all science protocols, proposals, observations, and experiments. May assist faculty in administering laboratory sessions. Enforces safety standards in all laboratories.	19-4099
471800 NEW in 2025	Scientific Writer	Provides expert science-based and current usage-based editorial services to faculty and staff to increase the quality and acceptance of research manuscripts, abstracts, posters, and chapter books. Must be knowledgeable about the exact publishing requirements for a broad range of scientific journals and skilled at integrating these requirements into scholarly works to help prepare them for submission and dissemination.	27-3042
475010 NEW in 2025	Head, Research Development	Responsible for a broad spectrum of strategic, proactive, and capacity building activities designed to enable and enhance the competitiveness of research programs and proposals for extramural support. Activities may include: funding opportunity identification; grant and contract proposal development; research team building; interaction with funding agencies, institutional research, and leadership; interaction with institutional federal relations; and outreach activities and training. Accountable for the strategic and operational direction of a large or complex research program or functional area. Directs the execution of strategies established by college or department leadership. Manages budgets for the area of responsibility. Master's degree required with a minimum of 6 years of related work experience. Experience leading a team, project, program or function is typically required.	11-9190
475100 NEW in 2025	Research Development Specialist	Coordinates research initiatives to prepare proposals, connect collaborators, and help faculty develop new skills to achieve their research agendas. Facilitates the success of both individual faculty and faculty teams, focusing on early career professionals, often connecting them with resources. Provides input and guidance to leadership, and develops and leads activities that contribute to the success of the research enterprise. Bachelor's degree and 4 years of experience is typically required.	13-1082
476110	Senior Technology Licensing Officer	Responsible for managing licensing projects and cases, including identifying and evaluating technologies with commercial potential and licensees for the technologies. Prepares invention summaries for marketing purposes and develops and implements marketing strategies for each technology. Drafts and negotiates licenses and other types of agreements, including material transfer, collaboration, and nondisclosure agreements.	13-1199
481120	Clinical Research Nurse	With general supervision from a research or clinical leader, administers and monitors treatment or research protocols. Instructs and counsels patients in research procedures, administers treatment procedures, monitors patients during procedures and records and analyzes data. Requires an RN license and 3 years' nursing experience in the designated study area.	29-1141
481130 NEW in 2025	Clinical Research Nurse Leader	Provides high level of operational leadership and coordination of assigned clinical research staff members in the initiation, monitoring, completion, and reporting of clinical studies. Responsible for personell, budgetary and fiscal management, quality assurance, data management, proper documentation and reporting, and compliance with various policies and regulations. Serves as liaison between the research staff and sponsors, collaborators, and regulatory agencies. Requires an RN license and at least 5 years' nursing experience in the designated study area.	29-1141
Statisticians and Data Scientists			
477100	Biostatistician	Collaborates with clinical investigators to determine study design, contributes to protocol development, writes statistical analysis plans, performs statistical analysis and inference and writes and presents reports summarizing findings including publications in peer-reviewed journals. Develops systems for monitoring the quality of clinical data. Ensures high-quality statistical support is provided for clinical trials, registries and basic research through the use of advanced statistical skills and knowledge of clinical research. Maintains expertise in state-of-the-art data manipulation and statistical methodology. Graduate degree in biostatistics or statistics with clinical research experience Demonstrated proficiency with statistical methods and applications in clinical research. Competent in SAS programming language.	15-2041
477110	Statistician	Uses statistical methods to collect, summarize, analyze, and interpret data. Applies statistical theories to solve problems for the unit or institution. May be involved in various forms of reporting or publication of results.	15-2041

477150	Data Scientist	Responsible for analyzing complex data and providing data-driven advice for their unit. Manages statistical data and creates predictive models based on unit's needs. Possesses advanced analytical skills, as well as oral and written communication abilities. Processes research information for easier consumption and transforms it into actionable plans. Provides value to unit through findings and thoughtful insights. Typically requires a graduate degree and many years of experience.	15-2051
477160	Data Analyst	Performs analytical and reporting responsibilities for unit, cross-functional, or institutional data. Projects may include building dashboards or reporting systems for end users, performing ad-hoc analyses and reporting to inform decision-making, and designing predictive modeling or other data mining capabilities. Less advanced than Data Scientist.	15-2051
Health Science & Environmental Sustainability Professionals			
479100	Staff Physician	With direction from a supervising physician, delivers health care, including direct patient care, consultation, and research. Assists with administrative activities; may participate in clinical research; may serve as athletic team physician. Supervises physician assistants, health profession students, and support staff. Requires an MD or DO degree, eligibility for state licensure, residency training, and 1-2 years' college health or private practice experience. Provides direct patient care.	29-1210
480100	Physician Assistant	Responsible for providing healthcare services under the supervision of a physician. Responsible for conducting complete physicals, providing treatment, and counseling patients.	29-1071
481100	Nurse Practitioner	Provides primary health care and nursing services in a student health center. Assesses, diagnoses, and treats minor illnesses and manages chronic health problems. Demonstrates evaluation and observation skills relied on by physicians in development and modification of treatment. Evaluates concepts, procedures, and program effectiveness. Requires a bachelor's degree, 4-5 years' related experience, and current state certification. (Senior Specialist) Provides primary care in student health center.	29-1171
481110	Staff Nurse	With supervision from a nursing supervisor, provides out-patient general medical or surgical nursing care to students and personnel. Interviews and evaluates patients, makes judgments regarding patient assessment, provides for comprehensive patient education when treating patients, and participates in outreach programs. Requires a bachelor's degree in nursing and a current state RN license. Provides outpatient care to students and personnel.	29-1141
484100	Pharmacist, Student Health	Manages the on-campus pharmacy located in a student health center. Organizes dispensing and internal control procedures for all medications and drugs. Maintains full inventory. Orders, dispenses, and maintains control and security of narcotic drugs. Ensures compliance with government regulations concerning records, dispensing, and compounding. Provides drug information to physicians; tests drugs and advises on drug use. Approves financial transactions and sets prices. Requires a degree in pharmacy, 4-5 years' related experience, and current state license. Manages on-campus pharmacy located in student health center.	29-1051
491000	Veterinarian	Provides professional veterinary services in support of researchers in the health, care, and breeding of animals and the administration of surgical procedures and methods to animals. Prescribes medications, establishes treatment modalities, and performs complex surgeries on animals. Reviews and approves animal care and experimentation protocols to ensure compliance with veterinary standards and statutory requirements. Requires doctorate in veterinary sciences plus 5-8 years' experience in providing veterinary services to a variety of animals. Provides veterinary services in support of researchers; requires DVM degree.	29-1131
492100	Animal Care Manager	Responsible for directing the activities of the animal care unit. Assists in surgery and performs pre- and post-operative care as directed. Ensures maintenance of and adherence to standard operating procedures and protocols. Trains employees in proper lab techniques. Maintains quality checks on cleanliness of labs and animal rooms. Ensures care and maintenance of animals in the facility according to GLPs. Supervises animal technicians and support personnel. Requires bachelor's degree in animal science or veterinary sciences plus 5-8 years' experience with animal care and surgical techniques. Directs the activities of the animal care unit.	29-2056
493000	Dietetic or Nutrition Professional	Dieticians or nutrition specialists who consult on proper nutritional and dietary standards, design diets for populations of patients, students, or other client groups; may analyze food content, develop specialized diets, ensure food safety, and related.	29-1031
495100	Head, Environmental Sustainability	Provide leadership and coordination to the many distinct sustainability efforts on campus. In this role, develops a coherent, campus-wide sustainability program by coordinating academic, research, operations, and student sustainability activities. Fosters a culture of sustainability among students, faculty, and staff; identifies and prioritizes areas for institutional sustainability efforts; plans and develops long- and short-range programs; and engages with institutional leaders to foster sustainability broadly across campus units. Coordinates with the academic community to integrate sustainability into the curriculum. Serves as a point-person for all sustainability activities on campus.	19-2041
ATHLETICS			
Athletics Professionals and Trainers			
400170	Head, Athletics Academic Affairs	Responsible for developing, implementing, supervising and evaluating the overall academic services offered to student athletes to insure they strive to achieve their full academic potential. Also responsible for monitoring institutional compliance with NCAA or conference academic eligibility regulations for student-athletes in all sports. Typically requires: Bachelors degree and 3-5 years of related administrative experience.	25-9030
427100	Head, Athletics Compliance	Responsible for developing, administering and monitoring the compliance system for maintaining institutional control for the school's athletics program. Responsible for the comprehensive administration of all athletic compliance functions of the institution to ensure compliance with NCAA and other league rules and regulations, as well as pertinent governmental regulations. Responsibilities include, but are not limited to, monitoring recruiting activities, initial eligibility certification, continuing eligibility certification, financial aid administration, self reporting and rules education. Typically requires: Bachelors degree and 2 - 4 years of NCAA Compliance experience at an institution of higher learning.	13-1041

432150	Head, Athletics Finance & Business	Responsible for management and administration of all aspects of the business office for the Athletic Department. Oversees the finance and business activities of the department. Responsibilities include for day-to-day operations, budget planning and reporting, contracts, human resources and information technology. Typically requires: Bachelors degree, preferably in accounting; 5 years of administrative experience in a collegiate athletics programs, including three years of supervisory experience.	13-2051
437150	Head, Athletics Development	Responsible for all fund raising for athletic programs, including major gift cultivation and solicitation, capital campaigns, athletic club, premium seating programs, private suites, etc. Typically requires: Bachelors degree, 3- 5 or more years of college or university athletic fund-raising experience.	13-1131
457110	Head, Athletics Operations	Directs use, operation, and maintenance of all Institution athletic facilities and fields including stadiums, arenas, gymnasiums, pools, rinks and boathouses. Oversees administration of all events and establishes facilities revenue goals. Establishes long-range planning for facilities, identifies, assesses and addresses short- and long-term program needs in conjunction with staff members and coaches, and plans for and recommends technology improvements. Typically requires: Bachelor degree, with Master degree preferred; 8 or more years experience in facility and operation management; preferably athletic facility administration and operations experience desired.	13-1199
468100	Head, Athletics External Affairs	Responsible for advising the Athletic Director on all external affairs and overseeing the external relations program which includes advertising, promotions, marketing, communications, ticketing and public affairs for the entire department. Oversees all marketing and promotions fulfillment as well as game day operations and all media resources (television, radio, internet, etc.). Serves as liaison with sponsors and negotiate contracts between various marketing, promotion and advertising entities. Typically requires: Bachelors degree in related field; 5 years of management experience in a college or university athletic department; experience in developing and implementing strategies related to external affairs preferred.	27-3031
468110	Head, Sports Information or Athletics Communications	Institutional representative to the media for all athletic activities. Manages preparation and dissemination of news releases, articles, videos, WEB updates and other communications about the institutions sports programs, including games and other events. Typically requires: Bachelors in journalism, public relations, marketing, or related field; 3-5 years of experience in sports journalism.	27-3031
468115	Sports Information Communications Specialist	Responsible for distributing press releases for the athletic department. Manages and updates social media platforms; maintains athletic websites. Assists head with media-related tasks.	27-3031
468120	Head, Men's Athletics Programs	Directs intercollegiate and intramural athletic programs for men only. Responsible for scheduling and contracting for athletic events, employment and direction of athletic coaches, publicity, ticket sales, and equipment and facilities maintenance. Typically requires: Bachelor's degree and 3-5 years of management experience in intercollegiate athletics.	13-1199
468130	Head, Women's Athletics Programs	Oversees all aspects of women's athletic programs. Responsibilities typically include budget planning, resource allocation, scheduling and contracting for athletic events, coordination and administrative support for coaches of all women's sports. Also provides academic support to all women student-athletes, to include monitoring of academic performance and attendance, tutoring, advising or referring to appropriate resources. In charge of gender equity within the Athletic Department and advises the director on all matters concerning Women's Athletics and gender related issues. Typically requires: Bachelor's degree and 4-7 years of experience in athletic department administration, coaching, counseling or related field.	13-1199
468140	Athletics Team Operations Professional	Coordinates and executes tasks for assigned sports team following departmental, university, conference and NCAA policies. Responsibilities typically include business operations, team travel, video coordination, player recruitment, player development, and administrative support. May supervise students. Typically requires Bachelor's degree and work or player experience on an intercollegiate sports team.	13-1199
468150	Sports Statistician	Supports coaches' decision-making by organizing, analyzing, and presenting information. Attends sporting events and records data in real time. Audits and compiles official statistics and prepares reports for media. May be involved in resolution of disputed calls. Analyzes player performance and team strategy. Requires a bachelor's degree in mathematics, statistical analysis, or computer science.	15-2041
469100	Head Athletics Training Programs	Directs the athletic training program for intercollegiate athletics and supervises the training room. Collaborates with coaching staff in developing conditioning, weight training and nutrition programs for athletes. Coordinates medical coverage for athletic events. Supervises Assistant Athletic Trainers and Physical Therapists in the prevention, care, and rehabilitation of athletic injuries. Determines, with advice from a doctor, when and at what level an athlete can return to participation in a sport. Typically requires: Bachelors degree in physical therapy, athletic training or related field; 5 - 8 years of related experience and certification as an athletic trainer.	29-9091
469110	Athletics Trainer or Physical Therapist	Under the general supervision of the Head Athletic Trainer, provides physical therapy and assists in the prevention, care, and rehabilitation of athletic injuries. Provides trainer coverage of athletic activities, organizes orthopedic clinics, advises on prevention and care of athletic injuries, and team-teaches athletic training classes. Supervises student trainers. Typically requires: Bachelor's degree, preferably in physical therapy or health science, and 1 - 3 years of related experience at the collegiate level. Certification as an athletic trainer desirable.	29-9091
Head Coaches			
498260	Head Coach - Football		27-2022
498300	Head Coach - Baseball		27-2022
498320	Head Coach - Men's Basketball		27-2022
498340	Head Coach - Women's Basketball		27-2022
498500	Head Coach - Cross Country		27-2022
498510	Head Coach - Track and Field		27-2022

498520	Head Coach - Cross Country Track & Field		27-2022
498530	Head Coach - Skiing (Alpine & Nordic)		27-2022
498540	Head Coach - Swimming & Diving		27-2022
498550	Head Coach - Men's Golf		27-2022
498560	Head Coach - Men's Gymnastics		27-2022
498570	Head Coach - Men's Ice Hockey		27-2022
498580	Head Coach - Men's Lacrosse		27-2022
498590	Head Coach - Men's Rowing		27-2022
498600	Head Coach - Men's Soccer		27-2022
498610	Head Coach - Men's Tennis		27-2022
498620	Head Coach - Men's Volleyball		27-2022
498630	Head Coach - Men's Wrestling		27-2022
498640	Head Coach - Women's Field Hockey		27-2022
498650	Head Coach - Women's Golf		27-2022
498660	Head Coach - Women's Gymnastics		27-2022
498670	Head Coach - Women's Ice Hockey		27-2022
498680	Head Coach - Women's Lacrosse		27-2022
498690	Head Coach - Women's Rowing		27-2022
498700	Head Coach - Women's Soccer		27-2022
498710	Head Coach - Women's Softball		27-2022
498720	Head Coach - Women's Tennis		27-2022
498730	Head Coach - Women's Volleyball		27-2022
498735	Head Coach - Women's Wrestling		27-2022
498740	Head Coach - Bowling		27-2022
498750	Head Coach - Rugby		27-2022
498760	Head Coach - Equestrian Sports		27-2022
498770	Head Coach - eSports		27-2022
498780	Head Coach - Beach Volleyball		27-2022
498800	Head Coach - Cheerleading		27-2022
498810	Head Coach - Strength & Conditioning	Responsible for the overall success, performance and management for the strength and conditioning program for all student athletes. Supervises, plans and coordinates the strength and conditioning program for all sports teams on a year-round basis, including developing speed, strength and conditioning schedules, fundamental instruction and all team work outs. Works closely with all head coaches to plan, organize and facilitate the strength and conditioning needs of each team. Maintains proper strength and conditioning equipment and makes recommendations for the purchase of new equipment. Monitors all department weight training facilities for condition and safety of equipment. Typically requires: Bachelors degree and 1 - 2 years of experience as a weight or strength coach at the college level. Certified Strength and Conditioning Specialist.	27-2022
498820 NEW in 2025	Head Coach - Water Polo		27-2022
Specialty Coaches			

499270	Offensive Coordinator - Football	Coordinates all aspects of team offense, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, and coaches or directs coaches to instruct players in techniques of game. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.	27-2022
499280	Defensive Coordinator - Football	Coordinates all aspects of team defense, assesses players' skills and assigns positions, evaluates own and opposition team capabilities to determine game strategy, instructs players in techniques of game, and assists with recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.	27-2022
Assistant Coaches			
499290	Assistant Coach - Football		27-2022
499310	Assistant Coach - Baseball		27-2022
499330	Assistant Coach - Men's Basketball		27-2022
499350	Assistant Coach - Women's Basketball		27-2022
499360	Assistant Coach - Cross Country		27-2022
499370	Assistant Coach - Track and Field		27-2022
499380	Assistant Coach - Cross Country Track & Field		27-2022
499390	Assistant Coach - Skiing (Alpine & Nordic)		27-2022
499400	Assistant Coach - Swimming & Diving		27-2022
499410	Assistant Coach - Men's Golf		27-2022
499420	Assistant Coach, Men's Gymnastics		27-2022
499430	Assistant Coach, Men's Ice Hockey		27-2022
499440	Assistant Coach - Men's Lacrosse		27-2022
499450	Assistant Coach - Men's Rowing		27-2022
499460	Assistant Coach - Men's Soccer		27-2022
499470	Assistant Coach - Men's Tennis		27-2022
499480	Assistant Coach - Men's Volleyball		27-2022
499490	Assistant Coach - Men's Wrestling		27-2022
499500	Assistant Coach - Women's Field Hockey		27-2022
499510	Assistant Coach - Women's Golf		27-2022
499520	Assistant Coach - Women's Gymnastics		27-2022
499530	Assistant Coach - Women's Ice Hockey		27-2022
499540	Assistant Coach - Women's Lacrosse		27-2022

499550	Assistant Coach - Women's Rowing		27-2022
499560	Assistant Coach - Women's Soccer		27-2022
499570	Assistant Coach - Women's Softball		27-2022
499580	Assistant Coach - Women's Tennis		27-2022
499590	Assistant Coach - Women's Volleyball		27-2022
499595	Assistant Coach - Women's Wrestling		27-2022
499600	Assistant Coach - Cheerleading		27-2022
499610	Assistant Coach - Strength & Conditioning		27-2022
499620	Assistant Coach - Bowling		27-2022
499630	Assistant Coach - Rugby		27-2022
499640	Assistant Coach - Equestrian Sports		27-2022
499650	Assistant Coach - eSports		27-2022
499660	Assistant Coach - Beach Volleyball		27-2022
499670 NEW in 2025	Assistant Coach - Water Polo		27-2022

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BLS Standard Occupational Code (SOC) Category Name
acilities management, human
acilitate completion of IPEDS
or a match, use the Find &
.N. (470610); Survey
- Water Polo (498820);
levels; report all public policy
have collapsed research
ea. This decision was made to
020), Research Scholar
60, 470670, 470680, 470690,
ch support positions as
Instructional Coordinators
Instructional Coordinators
Instructional Coordinators
Instructional Coordinators
Instructional Coordinators
Education Administrators, Postsecondary
Instructional Coordinators
Instructional Coordinators
Educational, Guidance, and Career Counselors and Advisors
Educational, Guidance, and Career Counselors and Advisors

Education Administrators, Postsecondary
Instructional Coordinators
Instructional Coordinators
Instructional Coordinators
Instructional Coordinators
Instructional Coordinators
Instructional Coordinators
Instructional Coordinators
Education Administrators, Postsecondary
Instructional Coordinators
Educational Instruction and Library Workers, All Other
Training & Development Specialists
Librarians and Media Collections Specialists
Librarians and Media Collections Specialists
Librarians and Media Collections Specialists

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Librarians and Media Collections Specialists
Curators
Curators
Entertainers and Performers, Sports and Related Workers

Education Administrators, Postsecondary
Entertainers and Performers, Sports and Related Workers
Entertainers and Performers, Sports and Related Workers/ Producers and Directors
Directors, Religious Activities & Education
Clergy
Education Administrators, Postsecondary
Education Administrators, Postsecondary
Educational, Guidance, and Career Counselors and Advisors
Educational Instruction and Library Workers, All Other
Education Administrators, Postsecondary
Education Administrators, Postsecondary
Education Administrators, Postsecondary
Loan Officers
Education Administrators, Postsecondary
Education Administrators, Postsecondary
Education Administrators, Postsecondary
Instructional Coordinators
Instructional Coordinators

Education Administrators, Postsecondary
Educational, Guidance, and Career Counselors and Advisors
Education Administrators, Postsecondary
Educational, Guidance, and Career Counselors and Advisors
Education Administrators, Postsecondary
Educational Instruction and Library Workers, All Other
Educational Instruction and Library Workers, All Other
Residential Advisors
Residential Advisors
Residential Advisors
Residential Advisors
Residential Advisors
Recreation Workers
Education Administrators, Postsecondary
Recreation Workers

Recreation Workers
Education Administrators, Postsecondary
Recreation Workers
School Psychologists
School Psychologists
Educational Instruction and Library Workers, All Other
School Psychologists
Education Administrators, Postsecondary
Education Administrators, Postsecondary
Education Administrators, Postsecondary
Education Administrators, Postsecondary
Education Administrators, Postsecondary
Educational, Guidance, and Career Counselors and Advisors
Education Administrators, Postsecondary
Educational Instruction and Library Workers, All Other
Computer User Support Specialists

Educational, Guidance, and Career Counselors and Advisors
Compliance Officers
Human Resources Specialists
Human Resources Specialists
Human Resources Specialists
Human Resources Specialists
Human Resources Specialists
Executive Secretaries and Executive Administrative Assts.
Executive Secretaries and Executive Administrative Assts.
Management Analysts
Lawyers
Arbitrators, Mediators, and Conciliators
Human Resources Specialists
Human Resources Specialists
Human Resources Specialists

Human Resources Specialists
Compensation, Benefits, and Job Analysis Specialists
Compensation, Benefits, and Job Analysis Specialists
Compensation, Benefits, and Job Analysis Specialists
Compensation, Benefits, and Job Analysis Specialists
Compensation, Benefits, and Job Analysis Specialists
Compensation, Benefits, and Job Analysis Specialists
Human Resources Specialists
Human Resources Specialists
Human Resources Specialists
Human Resources Specialists
Human Resources Specialists
Human Resources Specialists
Human Resources Specialists
Human Resources Specialists
Labor Relations Specialists
Labor Relations Specialists

Training & Development Specialists
Business Operations Specialists, All Other
Management Analysts
Compliance Officers
Misc. Office and Administrative Support Workers, All Other
Management Analysts
Management Analysts
Management Analysts
Management Analysts
Purchasing Agents, Except Wholesale, Retail, & Farm
Purchasing Agents, Except Wholesale, Retail, & Farm
Purchasing Agents, Except Wholesale, Retail, & Farm
Business Operations Specialists, All Other
Purchasing Agents, Except Wholesale, Retail, & Farm
Business Operations Specialists, All Other

Business Operations Specialists, All Other
Business Operations Specialists, All Other
Business Operations Specialists, All Other
First-Line Supervisors of Office and Administrative Support Workers
First-Line Supervisors of Mechanics, Installers, & Repairers
First-Line Supervisors of Mechanics, Installers, & Repairers
First-Line Supervisors of Police & Detectives
First-Line Supervisors of Firefighting and Prevention Workers
Fire Inspectors and Investigators

First-Line Supervisors of Personal Service Workers
Accountants and Auditors
Accountants and Auditors
Accountants and Auditors
Accountants and Auditors
Accountants and Auditors
Accountants and Auditors
Accountants and Auditors
Accountants and Auditors
Accountants and Auditors
Financial Analysts
Budget Analysts
Budget Analysts
Budget Analysts
Budget Analysts
Budget Analysts

Budget Analysts

Budget Analysts

Fundraisers

Fundraisers

Fundraisers

Fundraisers

Fundraisers

Fundraisers

Fundraisers

Fundraisers

Fundraisers

Fundraisers

Fundraisers

Public Relations Specialists

Public Relations Specialists

Public Relations Specialists

Public Relations Specialists

Public Relations Specialists

Political Scientists

~~Political Scientists~~

Market Research Analysts & Marketing Specialists
Editors
Market Research Analysts & Marketing Specialists
Market Research Analysts & Marketing Specialists
News Analysts, Reporters, & Journalists
Editors
News Analysts, Reporters, & Journalists
Market Research Analysts & Marketing Specialists
Market Research Analysts & Marketing Specialists
Web Developers
News Analysts, Reporters, & Journalists
Producers & Directors
Producers & Directors
Broadcast Technicians
Media and Communication Worker
Media and Communication Worker
Meeting, Convention, and Event Planners
Meeting, Convention, and Event Planners
Meeting, Convention, and Event Planners

Community & Social Service Specialists, All Other
Community & Social Service Specialists, All Other
Community & Social Service Specialists, All Other
Business Operations Specialists, All Other
Postmasters and Mail Superintendents
General and Operations Managers
Construction Managers
General and Operations Managers
General and Operations Managers
General and Operations Managers
General and Operations Managers
Construction Managers
General and Operations Manager
Business Operations Specialists, All Other
Architects, Except Landscape & Naval
Landscape Architects
Engineers, All Other

Mechanical Engineers
Electrical and Electronics Engineers
Mechanical Engineers
Engineers, All Other
Electrical and Electronics Engineers
Mechanical Engineers
Engineers, All Other
Occupational Health & Safety Specialists
Occupational Health & Safety Specialists
Claims Adjusters, Appraisers, Examiners, and Investigators
First-Line Supervisors of Personal Service Workers
Teachers and Instructors, All Other
Farmers, Ranchers, & Other Agricultural Managers
Business Operations Specialists, All Other

Supervisors of Food Prep and Serving Workers
Chefs and Head Cooks
Chefs and Head Cooks
Supervisors of Food Prep and Serving Workers
Computer & Information Systems Managers
Computer & Information Systems Managers
Computer & Information Systems Managers
Computer & Information Systems Managers
Computer & Information Systems Managers
Computer & Information Systems Managers
Computer & Information Systems Managers
Network & Computer Systems Administrators
Network & Computer Systems Administrators
Database Architects
Computer Systems Analysts
Computer Systems Analysts
Computer Systems Analysts
Computer Systems Analysts
Web Developers
Web Developers
Web Developers

Computer User Support Specialists
Computer User Support Specialists
Computer Network Support Specialists
Database Administrators
Database Administrators
Database Administrators
Computer User Support Specialists
Computer User Support Specialists
Computer User Support Specialists
Computer User Support Specialists
Computer User Support Specialists
Computer User Support Specialists
Computer User Support Specialists

Network and Computer Systems Administrators
Computer Network Architects
Computer Network Architects
Network and Computer Systems Administrators
Network and Computer Systems Administrators
Computer Systems Analysts
Network and Computer Systems Administrators

Database Administrators
Computer User Support Specialists
Information Security Analysts
Information Security Analysts
Computer & Information Systems Managers

SIONALS

Life, Physical, & Social Science Occupations
Life, Physical, & Social Science Occupations
Life, Physical, & Social Science Occupations
Life, Physical, & Social Science Occupations
Life, Physical, & Social Science Occupations

Clinical Research Coordinators
Clinical Research Coordinators
Survey Researchers
Miscellaneous Managers
Life, Physical, & Social Science Technicians, All Other
Life, Physical, & Social Science Technicians, All Other
Technical Writers
Miscellaneous Managers
Project Management Specialists
Business Operations Specialists, All Other
Registered Nurses
Registered Nurses
Statisticians
Statisticians

Data Scientists

Data Scientists

Physicians

Physician Assistants

Nurse Practitioners

Registered Nurses

Pharmacists

Veterinarians

Veterinary Tech, Technicians

Dietitians and Nutritionists

Environmental Scientists &
Specialists, Including Health

Instructional Coordinators

Compliance Officers

Financial and Investment Analysts
Fundraisers
Business Operations Specialists, All Other
Public Relations Specialists
Public Relations Specialists
Public Relations Specialists
Business Operations Specialists, All Other
Business Operations Specialists, All Other
Business Operations Specialists, All Other
Business Operations Specialists, All Other
Statisticians
Athletic Trainers
Athletic Trainers
Coaches and Scouts
Coaches and Scouts
Coaches and Scouts
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