

# hep HigherEd Direct Interim Update Instructions

## 2019 Higher Education Directory®

These instructions will be your guide for updating your institution's listing in the *2019 Higher Education Directory*® using the **HigherEd Direct Update** system.

Information submitted will be published in **HigherEd Direct - The Online Higher Education Directory**®, and made available to those in and working with the higher education community via print and electronic formats.

**Since this is an interim update, there is no deadline per se, but it would be helpful to receive your corrections within the next few weeks.** If we do not receive your changes, we will display the data we now have on record.

### Getting Started

To begin your update, go to <http://ehes.hepinc.com/ehes/login.aspx> or go to <http://www.hepinc.com> and click on the "Update Listing" link located on the top navigation bar of our home page. The following page will appear:



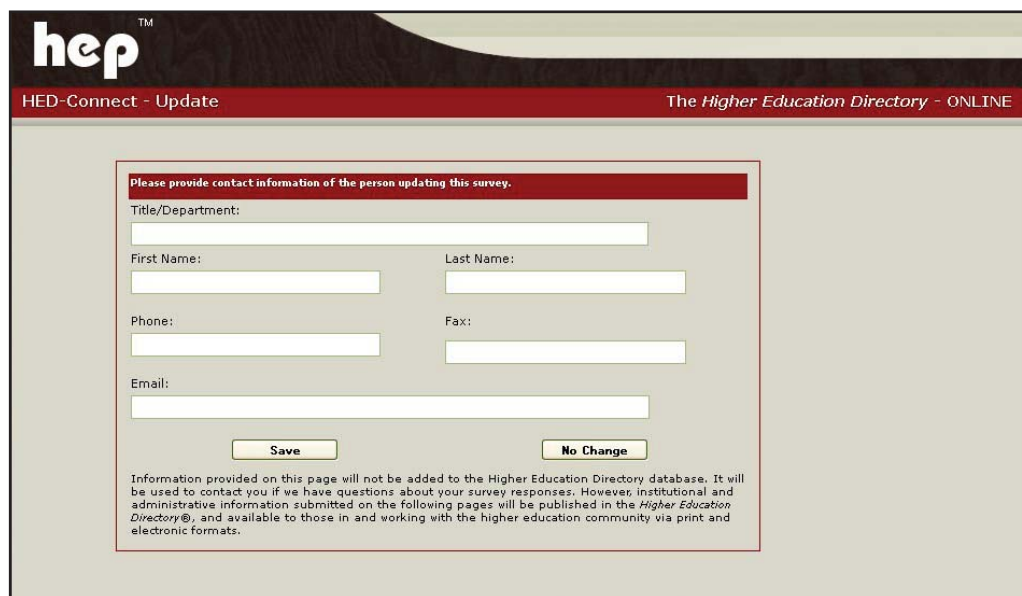
Your institution's User Name and unique Password have been emailed to you. If you do not have access to your username and password, please call us at 888-349-7715 or email us at [info@hepinc.com](mailto:info@hepinc.com).

### Your User Name and Password

Enter your institution's **User Name** and **Password** and click the "Log In" button. Please note that your Password is CASE SENSITIVE.

## Enter Your Contact Information

Once you have entered your **User Name** and your 8-character **Password**, the Contact Information screen will appear:



The screenshot shows a web form titled "HED-Connect - Update" with the "hep" logo and "The Higher Education Directory - ONLINE" text. The form is enclosed in a red-bordered box and contains the following fields:

- Title/Department: [text input]
- First Name: [text input]
- Last Name: [text input]
- Phone: [text input]
- Fax: [text input]
- Email: [text input]

Below the fields are two buttons: "Save" and "No Change". A disclaimer at the bottom states: "Information provided on this page will not be added to the Higher Education Directory database. It will be used to contact you if we have questions about your survey responses. However, institutional and administrative information submitted on the following pages will be published in the Higher Education Directory®, and available to those in and working with the higher education community via print and electronic formats."

Enter the following information:

- Your Title and/or Department
- Your First Name (*required*)
- Your Last Name (*required*)
- Your Phone (*required*)
- Your Fax
- Your Email (*required*)

then click the "Save" button. Your institution's Main Profile page will display.

Please note: Information provided on the Contact Information page will **not** be added to the *Higher Education Directory*® database. It will be used to contact you if we have questions about your survey responses.

You will not be able to proceed to the Main Profile page without first completing all of the required fields on the Contact Information page.

Once you have entered your contact information, you can log back on as often as you wish.

## Main Profile Page

After you have entered your Contact Information and clicked the "Save" button, the Main Profile page will appear:

The screenshot shows the 'Main Profile - Update' page for 'eHES Institute of Technology'. The page has a navigation bar with 'Main Profile' selected. The form is divided into several sections: Institution (Name: eHES Institute of Technology, Year Established: 1982), FICE (777999), Address (Street: 1801 Robert Fulton Drive, Suite 350, City: Reston, State: Virginia, Zip Code: 20191-5495, Main Phone: 888-349-7715, Web Address: www.hepinc.com), and Attributes (Affiliation or Control: Independent Non-Profit, IRS Status: 501c3, Calendar System: Semester, Congressional district: 16, Highest Offering: Masters, Student Body Gender: Coed, Carnegie Classification: -- select --). There are 'Save' and 'Next' buttons at the bottom. A footer contains copyright information for Higher Education Publications, Inc.

Use this page to update your institutional characteristics.

## Updating Main Profile

Please use the Main Profile page to update your institution's name, address, main telephone number, web address, etc. For detailed instructions on updating your institution's main profile, please see page 5.

You can update any item on this page that is printed in black. Items listed in gray are for informational purposes only and cannot be updated by you. If you have a question about an informational item, please call us at **888-349-7715**.

Informational fields that **cannot** be updated are:

- FICE Number
- Carnegie Classification
- Highest Offering

## Updating Main Profile *(continued)*

Drop-down menus are provided for the following fields:

Affiliation or Control  
IRS Status  
Calendar System

State  
Program Emphasis  
Student Body Gender

A screenshot of a web form showing a dropdown menu for the 'State' field. The menu is open, displaying a list of US states and territories. 'Ohio' is highlighted in blue. The visible options are: Virginia, New Mexico, New York, North Carolina, North Dakota, Northern Marianas, Ohio, Oklahoma, Oregon, Palau, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virgin Islands, and Virginia. The background shows parts of the form with labels for 'State', 'County', and 'Main Fax'.

## Enrollment & Tuition

We are not asking you to provide enrollment and tuition figures this year. Those data elements will still appear in the *Higher Education Directory*. In an effort to improve data consistency, we will be using enrollment and tuition figures as reported in the latest available IPEDS survey.

## Save Changes to Main Profile

When you have completed your updates to the Main Profile, click the "Save" button.

A screenshot of the 'Attributes' section of the Main Profile update form. The form contains several dropdown menus and text input fields. The 'Save' button is highlighted with a red arrow pointing to it. The visible fields and their values are: Affiliation or Control (Independent Non-Profit), IRS Status (501c3), Calendar System (Quarter), Congressional district (16), Highest Offering (Doctorate), Student Body Gender (Coed), and Carnegie Classification (-- select --). The 'Next' button is also visible.

To move on to the Administrator Update Page, click the "Next" button

A screenshot of the 'Attributes' section of the Main Profile update form, identical to the previous one. The 'Next' button is highlighted with a red arrow pointing to it.

## Detailed Instructions for Updating Main Profile

### Institution Section

1. Institution Name - Please provide us with the official name of your institution.
2. Year Established - Please enter the year your institution was established.
3. FICE - This is an informational field that is not available for update. Updated by HEP staff.

### Address Section

4. Mailing Address - Please include street address, city, state, and zip + four number. Use the drop down list to select your institution's state.
5. County - Please provide the name of the county in which your institution operates (if applicable).
6. Main Phone - Please provide the main telephone number for your institution.
7. Main Fax - Please provide your main or central fax number. We have only one field in the data file for this number.
8. Web Address - Please list your institution's main Website. Please list only one web address.

### Tuition & Enrollment Section

9. We are not asking you to provide enrollment and tuition figures this year. Those data elements will still appear in the *Higher Education Directory*. In an effort to improve data consistency, we will be using enrollment and tuition figures as reported in the latest available IPEDS survey.

### Attributes Section

12. Affiliation or Control - Please use the drop-down box to select the appropriate affiliation or control for your institution. Public institutions are those under federal, state, local or state-local control. Private institutions are reported as independent non-profit, proprietary or affiliated with a religious group.
13. IRS Status - Please use the drop-down box to select the appropriate IRS status for your institution.
14. Calendar System - Please use the drop-down box to select the appropriate calendar system for your institution.

## Detailed Instructions for Updating Main Profile *(continued)*

15. Congressional District - Use the district for the address of your institution.
16. Highest Offering - This is an informational field that is not available for update. Updated by HEP staff.
17. Student Body Gender - Please use the drop-down box to select the appropriate gender for your institution's student body.
18. Carnegie Classification - This is an informational field that is not available for update. Data supplied by The Carnegie Foundation for the Advancement of Teaching.

## Updating Administrator Positions

Use the Administrators page to update your institution's administrator listings. To access the Administrators page click the "Next" button at the bottom of the Main Profile page.

The screenshot shows the 'HED-Connect - Update' form for 'eHES Institute of Technology'. The form is divided into several sections:

- Institution:** Name (eHES Institute of Technology), Year Established (1982).
- FICE:** FICE (777999).
- Address:** Street (1801 Robert Fulton Drive, Suite 350), City (Reston), State (Virginia), Zip Code (20191-5495), County (Fairfax), Main Phone (888-349-7715), Main Fax (571-313-0526), Web Address (www.hepinc.com).
- Attributes:** Affiliation or Control (Independent Non-Profit), IRS Status (501c3), Calendar System (Semester), Congressional district (16), Highest Offering (Masters), Student Body Gender (Coed), Carnegie Classification (-- select --).

At the bottom of the form, there are two buttons: 'Save' and 'Next'. A red arrow points from the 'Next' button to the 'Next' button.

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Instructions for Updating Administrator Positions *(continued on next page)*

## Updating Administrator Positions *(continued)*

This page contains a complete list of the administrators that appear with your institution's listing in the 2019 Higher Education Directory® along with interim updates that were made by you and HEP editorial staff to your record during the year. Depending on the width of your monitor, you may need to use the scroll bars on the right and bottom of the page to see all of the listings.

**HEP**<sup>TM</sup>  
HED-Connect - Update The Higher Education Directory - ONLINE

> Main Profile >> Administrators >>> Commit Record >>>> Wrap Up

**eHES Institute of Technology Administrative Positions**

	Rank	MPC	Title	Vacant	Prefix	FirstName	M.I.	LastName	Suffix	Phone	Ext	Email	Fax	
<a href="#">Edit</a>	010	01	President	<input type="checkbox"/>	Mr	Frederick	F.	Hafner	Sr.	571-313-0478		ffh@hepinc.com	571-313-0526	
<a href="#">Edit</a>	020	03	Vice President	<input type="checkbox"/>	Mr	Fred	F.	Hafner	Jr.	571-313-0478		fred@hepinc.com	571-313-0526	
<a href="#">Edit</a>	030	05	Sr VP Acad Affairs & Grad Sch	<input type="checkbox"/>	Mr	William		Jones		571-313-0478		billj@hepinc.com	571-313-0526	
<a href="#">Edit</a>	040	106	Dean, Online Campus	<input type="checkbox"/>	Dr	John	T.	Gray		571-313-0478	55	jj@hepinc.com	571-313-0526	
<a href="#">Edit</a>	050	10	Director of Business Affairs	<input checked="" type="checkbox"/>										
<a href="#">Edit</a>	070	06	Registrar	<input type="checkbox"/>	Ms	Martha	V.	Ellis		517-555-1212	68	mellis@hepinc.com	517-555-1212	
<a href="#">Edit</a>	080	07	Director of Admissions	<input type="checkbox"/>	Mr	W. Thomas		Silver		517-555-1212				
<a href="#">Edit</a>	090	84	Director of Enrollment Management	<input type="checkbox"/>	Dr	Edna		White		517-555-1213		ednaw@hepinc.com	517-313-0526	
<a href="#">Edit</a>	100	12	Director of Rochester Branch Campus	<input type="checkbox"/>	Mr	W.	J.	Rodenhouse		517-555-1212		wjr@hepinc.com		
<a href="#">Edit</a>	110	29	Director of Alumni Affairs	<input type="checkbox"/>	Mr	Andrew	B.	Wilson	III	517-555-1212		abw@hepinc.com	517-555-1212	

[Add Administrator](#) [Previous](#) [Next](#)

## Edit an existing Administrative Position

To edit an existing administrator click the "Edit" button to the immediate left of the administrator's listing.

	Rank	MPC	Title	Vacant	Prefix	FirstName	M.I.	LastName	Suffix	Phone	Ext	Email	Fax	
<a href="#">Edit</a>	010	01	President	<input type="checkbox"/>	Mr	Frederick	F.	Hafner	Sr.	571-313-0478		ffh@hepinc.com	571-313-0526	
<a href="#">Edit</a>	020	03	Vice President	<input type="checkbox"/>	Mr	Fred	F.	Hafner	Jr.	571-313-0478		fred@hepinc.com	571-313-0526	

That administrator's information will be highlighted with spaces to make your edits.

	Rank	MPC	Title	Vacant	Prefix	FirstName	M.I.	LastName	Suffix	Phone	Ext		
<a href="#">Edit</a>	010	01	President	<input type="checkbox"/>	Mr	Frederick	F.	Hafner	Sr.	571-313-0478			
<a href="#">Update</a> <a href="#">Cancel</a>	020	03	Vice President	<input type="checkbox"/>	Mr	Fred	F.	Hafner	Jr.	571-313-0478			

When you have completed the entry, click "Update." If you do not wish to save your edits click "Cancel."

Instructions for Updating Administrator Positions *(continued on next page)*

## Vacate an existing Administrative Position

To set an existing administrative position to vacant first click the "Edit" button, then click the "Vacant" box to the right of the administrator's title. For example, to vacate the listing for the Vice President in the list below, click here.

	Rank	MPC	Title	Vacant	Prefix	FirstName	M.I.	LastName	Suffix	Phone	Ext
<a href="#">Edit</a>	010	01	President	<input type="checkbox"/>	Mr	Frederick	F.	Hafner	Sr.	571-313-0478	
<a href="#">Update</a> <a href="#">Cancel</a>	020	03	Vice President	<input checked="" type="checkbox"/>	Mr	Fred	F	Hafner	Jr.	571-313-0478	

To finalize your update, please click the "Update" button. Please be aware that clicking the "Vacant" box will delete all of the information in the administrator's records except for the Title.

## Add a new Administrative Position

To add a new administrative position scroll to the bottom of the Administrators page and click "Add Administrator."

<a href="#">Edit</a>	100	12	Director of Rochester Branch Campus	<input type="checkbox"/>	Mr	W.	J.	Rodenhouse		517-555-1212	wjr@hepinc.com	
<a href="#">Edit</a>	110	29	Director of Alumni Affairs	<input type="checkbox"/>	Mr	Andrew	B.	Wilson	III	517-555-1212	abw@hepinc.com	517-555-1212

[Add Administrator](#) [Previous](#) [Next](#)

A blank administrator record will appear.

<a href="#">Edit</a>	110	29	Director of Alumni Affairs	<input type="checkbox"/>	Mr	Andrew	B.	Wilson	III	517-555-1212		
<a href="#">Update</a> <a href="#">Cancel</a>				<input checked="" type="checkbox"/>								

Make the necessary edits and when you have completed click "Update." If you do not wish to save your edits click "Cancel."

## Delete an existing Administrative Position

To delete an administrative position click the trash can icon to the far right of the administrator's listing. For example, to delete the listing for the Vice President in the list below, click here.

	Rank	MPC	Title	Vacant	Prefix	FirstName	M.I.	LastName	Suffix	Phone	Ext	Email	Fax
<a href="#">Edit</a>	010	01	President	<input type="checkbox"/>	Mr	Frederick	F.	Hafner	Sr.	571-313-0478		ffh@hepinc.com	571-313-0526
<a href="#">Edit</a>	020	03	Vice President	<input type="checkbox"/>	Mr	Fred	F	Hafner	Jr.	571-313-0478		fred@hepinc.com	571-313-0526
<a href="#">Edit</a>	030	05	Sr VP Acad Affairs & Grad Sch	<input type="checkbox"/>	Mr	William		Jones		571-313-0478		billj@hepinc.com	571-313-0526
<a href="#">Edit</a>	040	106	Dean, Online Campus	<input type="checkbox"/>	Dr	John	T.	Gray		571-313-0478	55	jj@hepinc.com	571-313-0526
<a href="#">Edit</a>	050	10	Director of Business Affairs	<input checked="" type="checkbox"/>									

A caution will appear because deleting an administrative position will remove all information from that record. If you want to continue, click "OK." If you want to cancel the operation click "Cancel."



## Administrative Field Length Restrictions

Fields in the administrator records have the following character length restrictions:

Title.....	35
Rank.....	3
MPC.....	3
Prefix.....	6
First.....	20
M.I.....	1
Last.....	25
Suffix.....	10
Phone.....	10
Ext.....	10
Fax.....	10
Email.....	60

Please use abbreviations as necessary.

## Detailed Instructions for Updating Administrator Records

1. Title - The person's official administrative title. Only 35 characters are available for this field so please abbreviate when necessary. There is a character counter to the immediate right of the listing to assist you with the abbreviations.
2. Rank - Rank is the sort order in which the administrators appear in the *Higher Education Directory*. If the appropriate rank sequence of a new or changing position falls between two existing positions, for example, between 030 and 040, then add 001 to 030 to determine the new rank number of 031. If two or more positions go between the same numbers, the two new sequence numbers would be 031 and 032. If a position is to be moved to the end of the list, use the highest value existing Rank +10.
3. MPC (or Job Classification Codes) - A Manpower Code (MPC) is a numeric designation of a job classification within an institution. The numbers are not meant to indicate any sort of hierarchy. See page 13 for a complete list of MPCs and descriptions. If a code for a key administrator is not listed on page 13, use an 88 for each entry that does not have a code.  
**Note:** If possible, please list one person for each manpower code. If a person performs more than one function, then list him or her only once in the most important function. Also, please do not report department chairpersons. For reference, see listings on the following page.
4. Prefix - Administrator's preferred personal title. Since only 6 characters are available for this field, no punctuation is necessary at the end of the prefix. Please include gender-specific titles (Mr., Ms., and Mrs.) when applicable.
5. First - Administrator's preferred first name. If a person prefers to use their middle name as their given name, please include first initial and full middle name in this field (e.g. B. William, T. Susan, etc.)
6. M.I. - Administrator's middle initial.
7. Last - Administrator's last name.
8. Suffix - Administrator's generational, religious, or military suffix. Please exclude degree suffixes (e.g. Ph.D., J.D., M.D., etc.).

Detailed Instructions for Updating Administrator Records (continued on next page)

## Detailed Instructions for Updating Administrator Records *(continued)*

9. Phone - Administrator's most direct telephone number. If no number is given, the main institutional number will be used.
10. Ext - Administrator's telephone extension number.
11. Fax - Administrator's personal fax number.
12. Email - Administrator's email address.

## Finalize Your Update

Use the Commit Record page to finalize your institution's administrator listings. To access the Commit Record page click the "Next" button at the bottom of the Administrator page.

The screenshot shows the 'HED-Connect - Update' interface for 'The Higher Education Directory - ONLINE'. The breadcrumb trail is: > Main Profile >> Administrators >>> Commit Record >>>> Wrap Up. The main content area is titled 'eHES Institute of Technology Administrative Positions' and contains a table of administrators. At the bottom, there is an 'Add Administrator' button on the left and 'Previous' and 'Next' buttons on the right. A red arrow points from the text above to the 'Next' button.

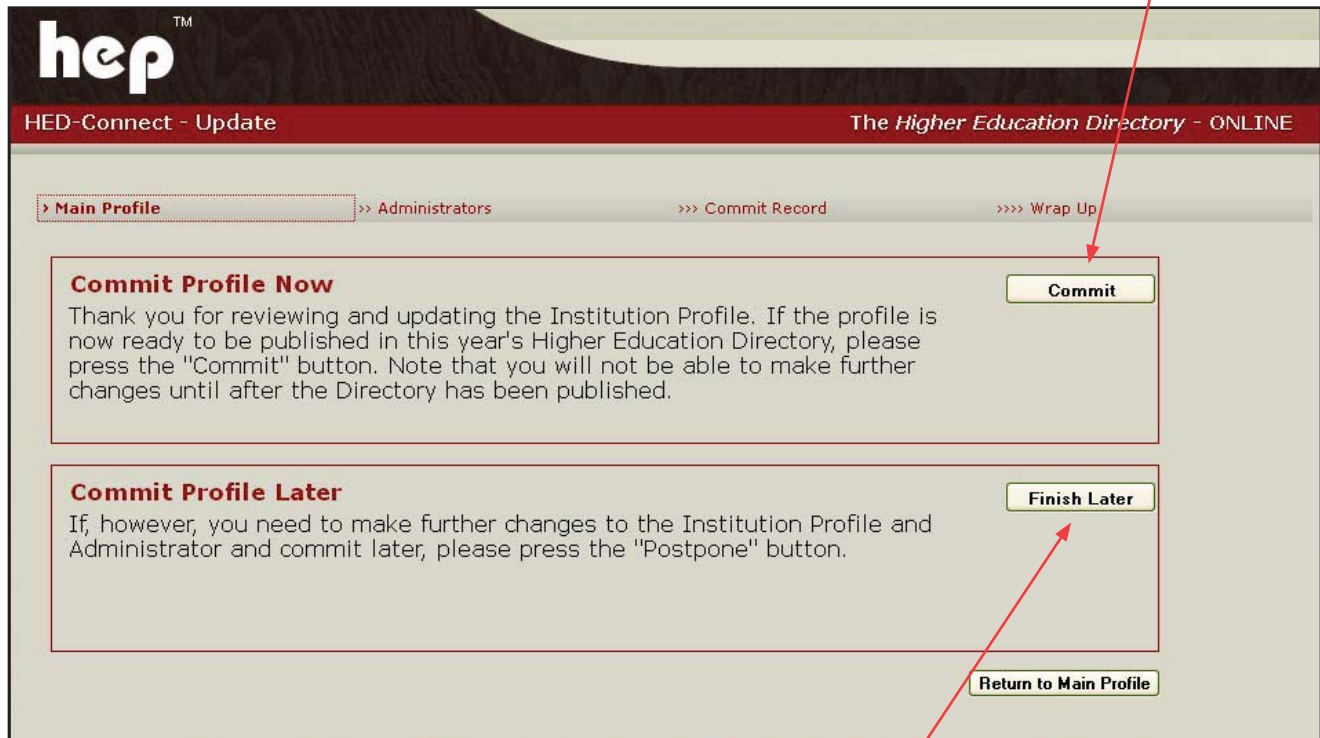
	Rank	MPC	Title	Vacant	Prefix	FirstName	M.I.	LastName	Suffix	Phone	Ext	Email	Fax	
<a href="#">Edit</a>	010	01	President	<input type="checkbox"/>	Mr	Frederick	F.	Hafner	Sr.	571-313-0478		ffh@hepinc.com	571-313-0526	
<a href="#">Edit</a>	020	03	Vice President	<input type="checkbox"/>	Mr	Fred	F.	Hafner	Jr.	571-313-0478		fred@hepinc.com	571-313-0526	
<a href="#">Edit</a>	030	05	Sr VP Acad Affairs & Grad Sch	<input type="checkbox"/>	Mr	William		Jones		571-313-0478		billj@hepinc.com	571-313-0526	
<a href="#">Edit</a>	040	106	Dean, Online Campus	<input type="checkbox"/>	Dr	John	T.	Gray		571-313-0478	55	jj@hepinc.com	571-313-0526	
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<a href="#">Edit</a>	100	12	Director of Rochester Branch Campus	<input type="checkbox"/>	Mr	W.	J.	Rodenhouse		517-555-1212		wjr@hepinc.com		
<a href="#">Edit</a>	110	29	Director of Alumni Affairs	<input type="checkbox"/>	Mr	Andrew	B.	Wilson	III	517-555-1212		abw@hepinc.com	517-555-1212	

Finalize Your Update *(continued on next page)*

## Finalize Your Update *(continued)*

The Commit Record page will appear.

If you are satisfied that you have completed all of your updates to the survey, then press "Commit." Please note that you will not be able to make further changes. **If you press "Commit" prematurely, call 1-888-349-7715 to let us know you need to make more changes.**



The screenshot shows the 'HED-Connect - Update' page for 'The Higher Education Directory - ONLINE'. The breadcrumb trail is: > Main Profile >> Administrators >>> Commit Record >>>> Wrap Up. There are two main sections:

- Commit Profile Now:** Includes the text: "Thank you for reviewing and updating the Institution Profile. If the profile is now ready to be published in this year's Higher Education Directory, please press the "Commit" button. Note that you will not be able to make further changes until after the Directory has been published." A "Commit" button is located to the right of this text.
- Commit Profile Later:** Includes the text: "If, however, you need to make further changes to the Institution Profile and Administrator and commit later, please press the "Postpone" button." A "Finish Later" button is located to the right of this text.

A "Return to Main Profile" button is located at the bottom right of the page. Red arrows point from the text above to the "Commit" and "Finish Later" buttons.

If you have more updates to make at a later time, press the "Finish Later" button. Both the "Commit" and the "Finish Later" buttons will take you to the Wrap Up page.

**Please "Commit" the completed survey with in the next few weeks**

## Wrap Up

The Wrap Up page allows you to perform the following functions:

- Create a PDF proof of your survey
- View your institution's accreditations
- Return to the Main Profile page
- Contact HEP staff
- Logout

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HED-Connect - Update The Higher Education Directory - ONLINE

> Main Profile   >> Administrators   >>> **Additional Administrators**   >>>> Commit Record   >>>>> Wrap Up

**eHES Institute of Technology (777999)**

- Print Institution Profile
- View Accreditations
- Return to Institution Profile Page
- Contact HEP
- Logout

Thank you for your interim update for eHES Institute of Technology. Please be sure to complete and commit your online survey by June 26, 2015. If you have any questions about the directory or your update, please call us at 1-888-349-7715 or email to [info@hepinc.com](mailto:info@hepinc.com).

## Contact HEP Staff

If you have questions about the **HigherEd Direct Update** system or any part of your listing you can call us anytime at **888-349-7715** or click on the "Contact HEP" button on the Wrap Up page. Clicking on the "Contact HEP" button will start your email software and address an email to:

[info@hepinc.com](mailto:info@hepinc.com)

Additional contact information is listed below:

Street Address: Higher Education Publications, Inc.  
1801 Robert Fulton Drive  
Suite 350  
Reston, VA 20191-5495

Toll-free: 888-349-7715  
Local: 571-313-0478  
Fax: 571-313-0526

We are very interested in your feedback on this new system. Please feel free to contact Mark Schreiber directly by telephone at 888-349-7715, ext. 204 or by email at [marks@hepinc.com](mailto:marks@hepinc.com) with comments and suggestions.

## Detailed MPC (Manpower Code) List

We have modified the Manpower Codes used in the *Higher Education Directory* to better reflect the organizational structures of colleges and universities. Codes are now grouped by major organizational division—Executive, Academic, External Affairs, Fiscal Affairs, Institutional Affairs, Information Technology, and Student Affairs. Some codes have been redefined and several have been added. New and modified codes are marked by an asterisk (\*).

### Executive

- (01) **Chief Executive Officer (President/Chancellor)** - Directs all affairs and operations of a higher education institution.
- (02) **Chief Executive Officer Within a System (President/Chancellor)** - Directs all affairs and operations of a campus or an institution which is part of a university-wide system.
- (03) **Executive Vice President** - Responsible for all or most functions and operations of an institution under the direction of the Chief Executive Officer.
- (100) **Chief of Staff** - Senior non-secretarial staff assistant to the President/Chancellor. Manages administration and operations of the Office of the President.
- (00)\* **Chairman of the Board** - Directs the operations of the institution's Board of Directors.
- (101) **Secretary of the Institution/Board** - Responsible for liaison between the Board and the institution. Maintains governance and official Board records.
- (125)\* **President/Chancellor Emeritus** - A past chief executive currently holding an advisory or honorary position at the institution.
- (17) **Chief Health Care Professions** - Senior administrator of academic health care programs, hospitals, clinic or affiliated healthcare programs.
- (12) **Director of Branch Campus** - Official who is in charge of a branch campus.
- (04) **Administrative Assistant to the President** - Senior administrative assistant to the Chief Executive Officer.
- (41) **Athletic Director** - Manages intramural and intercollegiate athletic programs including employment, scheduling, promotion, maintenance and related functions.

### Academic Affairs

- (05) **Chief Academic Officer (Provost)** - Directs the academic program of the institution. Typically includes academic planning, teaching, research, extensions and coordination of interdepartmental affairs. May include Provost.
- (20) **Associate Academic Officer** - Responsible for many of the functions and operations under the direction of the Chief Academic Officer.
- (08) **Chief Library Officer** - Directs the activities of all institutional libraries.
- Dean or Director**. Serves as the principal administrator for the institutional program indicated:
  - (47) **Agriculture**
  - (76) **Allied Health Sciences**
  - (48) **Architecture/Interior Design**
  - (49) **Art and Sciences**
  - (50) **Business**
  - (77) **Computer and Information Science**
  - (51) **Continuing Education**
  - (78) **Cooperative Education**
  - (52) **Dentistry**
  - (53) **Education**
  - (54) **Engineering**
  - (55) **Evening/Adult Programs**
  - (56) **Extension**
  - (57) **Fine Arts**
  - (97) **General Studies**
  - (80) **Government/Public Affairs**
  - (58) **Graduate Programs**
  - (59) **Family and Consumer Sciences**
  - (92) **Honors Program**
  - (79) **Humanities**
  - (60) **Journalism/Communications**
  - (61) **Law**

- (62) **Library Sciences**
- (81) **Mathematics/Sciences**
- (63) **Medicine**
- (64) **Music**
- (65) **Natural Resources**
- (66) **Nursing**
- (75) **Occupational Education**
- (106) **Online Education/E-learning**
- (67) **Pharmacy**
- (68) **Physical Education**
- (82) **Political Science/International Affairs**
- (107) **Professional Programs**
- (69) **Public Health**
- (83) **Social and Behavioral Sciences**
- (70) **Social Work**
- (87) **Summer Session/School**
- (72) **Technology**
- (73) **Theology**
- (74) **Veterinary Medicine**
- (94) **Women's Studies**

### External Affairs

- (111)\* **Director of Institutional Advancement** - Responsible for the comprehensive plan to ensure ongoing growth in public awareness of an institution and its strategic goals.
- (30) **Director of Development** - Organizes and directs programs connected with the fundraising activities of the institution.
- (110)\* **Associate Development Officer** - Assists and supports the Chief Development Officer.
- (29) **Director Alumni Affairs** - Coordinates alumni activities between the institution and the alumni.
- (44) **Director Annual Giving** - Operates the annual giving from all supporters of the institutions.
- (112)\* **Director Planned Giving/Major Gifts** - Identifies, cultivates and solicits planned and major gifts for ongoing financial support.
- (102) **Director Foundation/Corporate Relations** - Directs institution's efforts in the area of soliciting grants and gifts from foundations and corporations.
- (26) **Chief Public Relations/Marketing/Communications Officer** - Directs public relations program. May include marketing, alumni relations, publication and development.
- (27) **Associate Public Relations/Marketing/Communications Officer** - Assists and reports to the Chief Public Relations/Marketing/Communications Officer.
- (31) **Chief Community Relations Officer** - Directs the educational (usually non-credit), cultural and recreational services to the community.
- (103) **Director Workforce Development** - Directs the institution's efforts in course development and instruction for students and the community in skills necessary to gain employment.

### Fiscal Affairs

- (10) **Chief Financial/Business Officer** - Directs business and financial affairs including accounting, purchasing, investments, auxiliary enterprises and related business.
- (21) **Associate Financial/Business Officer** - Assists and reports to the Chief Business Officer. May include Controller.
- (45) **Chief Institutional Planning Officer** - Directs the long-range planning and the allocation of the institution's resources.
- (115)\* **Chief Investment Officer** - Responsible for the oversight of the endowment and other financial assets of the college.
- (25) **Chief Contract and Grants Administrator** - Conducts administrative activities in connection with contracts and grants.

Detailed MPC (Manpower Code) List *(continued on next page)*

## Detailed MPC (Manpower Code) List *(continued)*

- (109) **Chief Auxiliary Services Officer** - Responsible for management and operations of college support services including food service, bookstore, vending, student union, and printing.
- (114)\* **Chief Budget Administrator** - Responsible for preparation and management of institutional budgets.
- (113)\* **Bursar** - Responsible for the overall operations of student financial services including billing, receivables and cashiering functions.
- (96) **Director of Purchasing** - Coordinates purchasing of goods and services.
- (116)\* **Audit Officer** - Responsible for independent assessment of the effectiveness of internal administrative accounting controls and helps ensure conformance with managerial policies.
- (40) **Director Bookstore** - Responsible for the operation of the bookstore including purchasing, advertising, sales, employment, inventory and related functions.

### Institutional Affairs

- (11) **Chief of Operations/Administration** - Responsible for administrative functions that are generally non-academic and non-financial.
- (117)\* **Chief Risk Management Officer** - Responsible for the oversight of the college's risk management programs including emergency and crisis response management, operational risk, technology and cyber risks, insurance and facility vulnerability, and threat assessment.
- (15) **Chief Human Resources Officer** - Administers the institution's personnel policies and programs for faculty and/or staff.
- (16) **Associate Human Resources Officer** - Assists and reports to the Chief Human Resources Officer.
- (118)\* **Director Employee Benefits** - Manages the college's compensation and benefit programs, policies and procedures.
- (09) **Director of Institutional Research** - Conducts research and studies on the institution including design of studies, data collection, analysis and reporting.
- (46) **Chief Research Officer** - Initiates and directs research in using the facilities and personnel in new areas of academic and scientific exploration.
- (108) **Director Institutional Assessment** - Facilitates and directs institution-wide assessment activities for academic programs and non-academic departments.
- (22) **Director Affirmative Action/Equal Opportunity** - Responsible for the institution's program relating to affirmative action and equal opportunity.
- (28) **Director of Diversity** - Responsible for the institution's diversity programs.
- (43) **Director Legal Services (General Counsel)** - Salaried staff person responsible for advising on legal rights, obligations and related matters.
- (19) **Director Security/Safety** - Manages campus police. Responsible for security programs, training, traffic and parking regulations.
- (18) **Chief Facilities/Physical Plant Officer** - Responsible for the construction, rehabilitation and maintenance of buildings and grounds.
- (86) **Director Government Relations** - Coordinates institution's relations with local, state, and federal government.

### Information Technology (IT)

- (13) **Chief Information Technology Officer (CIO)** - Responsible for oversight of IT infrastructure and support; computation, communication infrastructure and services; and administrative information systems across the institution.
- (14) **Associate Information Technology Officer** - Assists and reports to the Chief Information Officer.
- (24) **Director Educational Media** - Responsible for audio-visual services and multimedia learning devices.
- (90) **Director Academic Computing** - Responsible for operation and coordination of the institution's various academic computer facilities and labs.
- (91) **Director Administrative Computing** - Responsible for operation of the institution's administrative computing facility.
- (105) **Director Web Services** - Directs the development, operations and content of the institution's web sites.
- (119)\* **Director of IT Security** - Responsible for technology security in order to protect information and prevent unauthorized access.
- (120)\* **Director of Online/E-learning Platform** - Coordinates all aspects of institution's online learning platforms.

### Student Affairs

- (32) **Chief Student Affairs/Student Life Officer** - Responsible for the direction of student life programs including counseling and testing, housing, placement, student union, relationships with student organizations and related functions.
- (35) **Associate Student Affairs/Student Life Officer** - Assists Chief Student Life Officer in the non-academic student life activities.
- (84) **Director Enrollment Management** - Plans, develops, and implements strategies to sustain enrollment. Supervises administration of all admissions and financial aid operations.
- (07) **Director of Admissions** - Responsible for the recruitment, selection and admission of students.
- (123)\* **Director of Graduate Admissions** - Responsible for the recruitment, selection and admission of graduate students.
- (06) **Registrar** - Responsible for student registration, scheduling of classes, examinations and classroom facilities, student records and related matters.
- (37) **Director Student Financial Aid** - Directs the administration of all forms of student aid.
- (39) **Director Resident Life/Student Housing** - Manages student housing operations.
- (36) **Director Student Placement** - Directs the operation of the student placement office to provide career counseling and job placement services to undergraduates, graduates and alumni.
- (38) **Director Student Counseling** - Directs non-academic counseling and testing for students including referral to outside agencies.
- (121)\* **Director of Student Success/Academic Advising** - assists students in the development and ongoing achievement of their educational goals through academic support and planning.
- (124)\* **Director of Student Retention** - Develops and evaluates programs and initiatives to improve student retention, engagement and transition.
- (89) **Director of First Year Experience** - Works with academic and students affairs to facilitate freshman engagement, learning, transition and integration into the college community.
- (93) **Director of Minority Education/Students** - Develops and supports the overall success of students, particularly those from underrepresented minority groups.
- (23) **Director Health Services** - Directs the operation of clinics, medical staff and other programs which provide institutional health services.
- (42) **Chaplain/Director Campus Ministry** - Plans, directs the pastoral ministry and religious activities.
- (85) **Director Foreign Students** - Directs student life activities solely concerned with foreign students.
- (104) **Director Study Abroad** - Coordinates and advises students and faculty on academic studies conducted internationally.
- (33) **Dean of Men** - Directs student life activities solely concerned with male students.
- (34) **Dean of Women** - Directs student life activities solely concerned with female students.
- (122)\* **Director of Greek Life** - Responsible for all aspects of fraternity and sorority life on campus.

### Other

- (88) Use this code for those titles that do not fit the above positions.

\* New or modified Manpower code in 2018