

Codes and Descriptions of Administrative Officers

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.
- (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**
 - (59) **Family and Consumer Sciences**
 - (57) **Fine Arts**
 - (97) **General Studies**
 - (80) **Government/Public Affairs**
 - (58) **Graduate Programs**
 - (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 Advancement/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.

- (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