

Codes and Descriptions of Administrative Officers

- (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.
- (04) **Administrative Assistant to the President** - Senior administrative assistant to the Chief Executive Officer.
- (05) **Chief Academic Officer** - Directs the academic program of the institution. Typically includes academic planning, teaching, research, extensions and coordination of interdepartmental affairs.
- (06) **Registrar** - Responsible for student registration, scheduling of classes, examinations and classroom facilities, student records and related matters.
- (07) **Director of Admissions** - Responsible for the recruitment, selection and admission of students.
- (08) **Head Librarian** - Directs the activities of all institutional libraries.
- (09) **Director of Institutional Research** - Conducts research and studies on the institution including design of studies, data collection, analysis and reporting.
- (10) **Chief Financial/Business Officer** - Directs business and financial affairs including accounting, purchasing, investments, auxiliary enterprises and related business matters.
- (11) **Chief of Operations/Administration** - Responsible for administrative functions that are generally non-academic and non-financial.
- (12) **Director of Branch Campus** - Official who is in charge of a branch campus.
- (13) **Director, Computing and Information Management** - Coordinates computing systems and the flow of information to and from computing operations.
- (14) **Director, Computer Center** - Directs the institution's major data processing facilities and services.
- (15) **Director, Personnel Services** - Administers the institution's personnel policies and programs for staff or faculty and staff.
- (16) **Chief, Personnel** - Responsible for establishing and directing personnel policies including government related requirements.
- (17) **Chief, Health Care Professions** - Senior administrator of academic health care programs, hospitals, clinic or affiliated healthcare programs.
- (18) **Chief, Facilities/Physical Plant** - Responsible for the construction, rehabilitation and maintenance of buildings and grounds.
- (19) **Director, Security/Safety** - Manages campus police. Responsible for security programs, training, traffic and parking regulations.
- (20) **Associate Academic Officer** - Responsible for many of the functions and operations under the direction of the Chief Academic Officer.
- (21) **Associate Business Officer** - Assists and reports to the Chief Business Officer.
- (22) **Director, Affirmative Action/Equal Opportunity** - Responsible for the institution's program relating to affirmative action and equal opportunity.
- (23) **Director, Health Services** - Directs the operation of clinics, medical staff and other programs which provide institutional health services.
- (24) **Director, Educational Media** - Responsible for audio-visual services and multi-media learning devices.
- (25) **Contract Administrator** - Conducts administrative activities in connection with contracts and grants.
- (26) **Chief Public Relations Officer** - Directs public relations program. May include alumni relations, publication, marketing and development.
- (27) **Chief Information Officer** - Provides information about the institution to students, faculty, staff and the public.
- (28) **Director of Diversity** - Responsible for the institution's programs relating to diversity.
- (29) **Director, Alumni Relations** - Coordinates alumni activities between the institution and the alumni.
- (30) **Chief, Development** - Organizes and directs programs connected with the fund raising activities of the institution.
- (31) **Chief Community Relations Officer** - Directs the educational (usually non-credit), cultural and recreational services to the community.
- (32) **Chief 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.
- (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.
- (35) **Director, Student Affairs** - Assists Chief Student Life Officer in the non-academic student life activities.
- (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.
- (37) **Director, Student Financial Aid** - Directs the administration of all forms of student aid.
- (38) **Director, Student Counseling** - Directs non-academic counseling and testing for students including referral to outside agencies.
- (39) **Director, Student Housing** - Manages student housing operations.
- (40) **Director, Bookstore** - Responsible for the operation of the bookstore including purchasing, advertising, sales, employment, inventory and related functions.
- (41) **Athletic Director** - Manages intramural and intercollegiate programs including employment, scheduling, promotion, maintenance and related functions.
- (42) **Chaplain, Director Campus Ministry** - Plans, directs the pastoral ministry and religious activities.
- (43) **Director, Legal Services (General Counsel)** - Salaried staff person responsible for advising on legal rights, obligations and related matters.
- (44) **Director, Annual or Planned Giving** - Operates the annual giving from all supporters of the institutions.
- (45) **Chief Planning Officer** - Directs the long-range planning and the allocation of the institution's resources.
- (46) **Chief, Research and Development (not fundraising)** - Initiates and directs research in using the facilities and personnel in new areas of academic and scientific exploration.
- Dean or Director.** Serves as the principal administrator for the institutional program indicated:
- (47) **Agriculture**
 - (48) **Architecture**
 - (49) **Art and Sciences**
 - (50) **Business**
 - (51) **Continuing Education**
 - (52) **Dentistry**
 - (53) **Education**
 - (54) **Engineering**
 - (55) **Evening Division**
 - (56) **Extension**
 - (57) **Fine Arts**
 - (58) **Graduate Programs**
 - (59) **Home Economics**
 - (60) **Journalism/Communications**
 - (61) **Law**
 - (62) **Library Services**
 - (63) **Medicine**
 - (64) **Music**
 - (65) **Natural Resources**
 - (66) **Nursing**
 - (67) **Pharmacy**
 - (68) **Physical Education**
 - (69) **Public Health**
 - (70) **Social Work**
 - (71) **Special Session**
 - (72) **Technology**
 - (73) **Theology**
 - (74) **Veterinary Medicine**
 - (75) **Vocational/Occupational Education**
 - (76) **Allied Health Sciences**
 - (77) **Computer Science**
 - (78) **Cooperative Education**
 - (79) **Humanities**
 - (80) **Government/Public Affairs**
 - (81) **Mathematics/Sciences**
 - (82) **Political Science/International Affairs**
 - (83) **Social and Behavioral Sciences**
 - (87) **Summer School/Session**
 - (89) **Freshmen Studies**
 - (92) **Honors Program**
 - (93) **Minority Students**
 - (94) **Women's Studies**
 - (97) **General Studies**
 - (106) **Online Education/E-learning**
 - (107) **Professional Studies**
- (84) **Director, Enrollment Management** - Plans, develops, and implements strategies to sustain enrollment. Supervises administration of all admissions and financial aid operations.
- (85) **Director, Foreign Students** - Directs student life activities solely concerned with foreign students.
- (86) **Director, Government Relations** - Coordinates institution's relations with local, state, and federal government.
- (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.
- (96) **Director of Purchasing** - Coordinates purchasing of goods and services.
- (100) **Chief of Staff** - Senior non-secretarial staff assistant to the President/Chancellor. Manages administration and operations of The Office of the President.
- (101) **Secretary of the Institution/Board of Governors** - Responsible for liaison between the Board and the institution. Maintains governance and official Board records.
- (102) **Director, Foundation/Corporate Relations** - Directs institution's efforts in the area of soliciting grants and gifts from foundations and corporations.
- (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.
- (104) **Director, Study Abroad** - Coordinates and advises students and faculty on academic studies conducted internationally.
- (105) **Director, Web Services** - Directs the development, operations and content of the institution's web sites.
- (88) **Use this code for those titles that do not fit the above positions.**
- (00) **President Emeritus**