

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) **Assistant to the President.** Senior staff 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, physical plant and property management, personnel services, food services, 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 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**
- (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 administrative 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 on academic studies conducted abroad.
- (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.**

* New Manpower Code for 2009

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