

Administrative Support Titles by Pay Grade

Updated October 3, 2011

Position Title	Grade
Administrative Assistant IV - Counseling & Student Dev	F
Administrative Assistant IV - Records & Registration	F
Administrative Assistant III - Corporate Services	E
Administrative Assistant III - Fine Arts & Social Sciences	E
Administrative Assistant III - Registration & Cashiers	E
Administrative Assistant III - Testing Center	E
Administrative Assistant II - Business	D
Administrative Assistant II - Career & Employment Services	D
Administrative Assistant II - Grant Development	D
Administrative Assistant II - Information Technology Services	D
Administrative Assistant II - Science & Math	D
Administrative Assistant II - Technology	D
Administrative Assistant I - Academic Operations/Planning, Research & Quality	C
Administrative Assistant I - Admissions & Recruitment	C
Administrative Assistant I - Advisement Center	C
Administrative Assistant I - Counseling & Student Development	C
Administrative Assistant I - Financial Aid	C
Administrative Assistant I - Health Sciences/Special Projects	C
Administrative Assistant I - Humanities	C
Administrative Assistant I - Lapeer	C
Administrative Assistant I - Learning Center & Disability Services	C
Administrative Assistant I - Library Services	C
Administrative Assistant I - Marketing & Public Relations	C
Administrative Assistant I - Northern Tier	C
Administrative Assistant I - Office of Physical Plant	C
Administrative Assistant I - Professional Development & Experiential Learning	C
Administrative Assistant I - Public Safety	C
Administrative Assistant I - Science & Math	C
Administrative Assistant I - Southern Lakes	C
Administrative Assistant I - Student Services	C
Administrative Assistant I - TRiO/Upward Bound	C
Lead Operator - Printing & Duplicating	C
Staff Assistant III - Technology	C
Cashier Generalist	B
Office Assistant II - College/Community Advancement	B
Office Assistant II - Counseling & Student Development	B
Office Assistant II - Health Sciences / Nursing Programs	B
Records & Transcripts Processor	B
Secretary II - Business	B
Secretary II - Regional Technology Initiatives	B

Administrative Support Titles by Pay Grade

Updated October 3, 2011

Position Title	Grade
Secretary II - Social Sciences, Fine Arts & Cosmetology	B
Staff Assistant II - Career & Technical Education	B
Staff Assistant II - Continuing Education	B
Staff Assistant II - Counseling & Student Dev / Art & Transfers	B
Staff Assistant II - Library Services/Circulation	B
Staff Assistant II - Testing Center	B
<hr/>	
Clerk - Admissions (Temp Title)	A
Office Assistant I - Counseling & Student Development	A
Office Assistant I - Health Sciences	A
Office Assistant I - Humanities	A
Operator - Printing & Duplicating	A
Secretary I - Southern Lakes	A
Staff Assistant I - Continuing Education	A
Staff Assistant I - Library Services / Acquisitions & Serials	A
Staff Assistant I - Mailroom	A
Staff Assistant I - Registration	A