

Administrative Support Titles by Pay Grade
Updated September 4, 2009

Position Title	Grade
Admin Assistant IV - Counseling & Student Dev	F
Admin Assistant IV - Educational Systems & Info Tech	F
Admin Assistant III - Corporate Services	E
Admin Assistant III - Educational Systems / VLT Center	E
Admin Assistant III - Social Sciences	E
Admin Assistant II - Academic Affairs	D
Admin Assistant II - Academic Scheduling	D
Admin Assistant II - Business	D
Admin Assistant II - Career & Employment Services	D
Admin Assistant II - Grant Development	D
Admin Assistant II - Management Information Systems	D
Admin Assistant II - Science & Math	D
Admin Assistant II - Technology	D
Admin Assistant I - Admissions & Recruitment	C
Admin Assistant I - Advisement Center	C
Admin Assistant I - Counseling & Student Development	C
Admin Assistant I - Facilities & Construction	C
Admin Assistant I - Fine Arts	C
Admin Assistant I - Health Sciences	C
Admin Assistant I - Health Sciences/Special Projects	C
Admin Assistant I - Humanities	C
Admin Assistant I - Lapeer Extension Site	C
Admin Assistant I - Learning Center & Disability Services	C
Admin Assistant I - Library Services	C
Admin Assistant I - Marketing & Public Relations	C
Admin Assistant I - Public Safety	C
Admin Assistant I - Reg & Cashier/Student Receivables	C
Admin Assistant I - Science & Math	C
Admin Assistant I - Southern Lakes Branch Campus	C
Admin Assistant I - Student Services	C
Admin Assistant I - Student Support Services Program	C
Admin Assistant I - Upward Bound	C
Lead Operator - Printing & Duplicating	C
Staff Assistant III - Financial Aid / Intake Representative	C
Staff Assistant III - Financial Aid / Scholarships	C
Staff Assistant III - Technology	C
Office Assistant II - Health Sciences / Dental Program	B
Office Assistant II - College/Community Advancement	B
Office Assistant II - Counseling & Student Development	B
Office Assistant II - Health Sciences	B
Office Assistant II - Health Sciences / Nursing Programs	B
Registration Clerk	B
Secretary II - Athletics	B

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Position Title	Grade
Secretary II - Curriculum Office	B
Secretary II - Regional Technology Initiatives	B
Secretary II - Social Sciences	B
Secretary II - Business	B
Sr Cashier - Attendance & Transfer Credit Processor	B
Sr Cashier - Graduation & Veterans Processor	B
Sr Cashier / Records Processor	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 - Technology	B
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Cashier	A
Cashier /Transcripts Processor	A
Office Assistant I - Counseling & Student Development	A
Office Assistant I - Fine Arts & Business	A
Office Assistant I - Health Sciences	A
Office Assistant I - Humanities	A
Operator - Printing & Duplicating	A
Secretary I - Health Services	A
Secretary I - Lapeer Extension Site	A
Secretary I - SLBC	A
Staff Assistant I - Continuing Education	A
Staff Assistant I - Educational Systems / VLC Center	A
Staff Assistant I - Library Services / Acquisitions & Serials	A
Staff Assistant I - Mailroom	A