

JOB TITLE STRUCTURE

	Exempt	S&M	Pro-Tech	Admin Support (<i>Pay Grade</i>)
Standard Titles	Chief Officer	Dean ****	Administrator	Administrative Assistant (C,D,E,F)
	Director	Director ***	Analyst	Office Assistant (A,B)
	Executive Assistant	Executive Director ***	Coordinator	Staff Assistant (A,B,C)
	Executive Dean	Manager **	Specialist	Secretary (A, B)
	Executive Director	Supervisor *	Technician	
	Manager			
	Vice President			
	Supervisor			
Specialized Titles	HR Generalist	Lieutenant	Accountant	Cashier (A)
	Sr. HR Generalist	Registrar	Interpreter	Sr. Cashier (B)
		Sergeant	Librarian	Operator (A)
			Recruiter	Lead Operator (C)
			Team Leader (Work Group Leader)	
			Writer	
Possible Titles			Developer	Processor
				Receptionist
				Student Services Representative

* A Supervisor is in charge of a single area or function within the College and directly supervises a group of employees in that area. This is typically a first-line supervisor. A Supervisor usually is in charge of one sub-section of a department.

** A Manager is in charge of two or more areas or departments. These positions may supervise work group leaders. A Manager is usually in charge of two or more areas of a department, or in charge of the entire department.

*** A Director oversees a major function of the College, sometimes with two or more autonomous departments underneath it. In some cases, we give a position that would typically be called a Manager the title of Director for external credibility (an example is Director - Athletics). Directors and Executive Directors are usually over a major functional area/department of the College. In some cases, the Vice President has requested the designation of Director or Executive Director for some other purpose, such as external reasons.

**** Deans are equivalent to Directors/Executive Directors, except they are in charge of an academic division.