

TASB Salary Survey Position Descriptions

Leadership	
President/Chancellor	Acts as the chief executive officer and reports to a board of trustees. Responsible for all operations at the institution including its finances, academic programs, fundraising, and administration of resources. Maintains a visible role in the community. Do not report an interim president. (Report only one person in this position.)
Executive Vice President/Vice Chancellor	Scope and authority encompass several or all major operations of an institution. Reports directly to the president/Chancellor/CEO. Serves in place of the president in his or her absence. May supervise vice presidents, executive directors or directors. (Report only one person in this position.)
Vice President, Facilities/Operations	Acts as the top facilities and operations executive. Responsible for overall planning and strategy of an institution's facilities, construction, and capital improvement programs. Scope of authority includes the oversight of all physical plant maintenance, operations, construction, and purchasing. May be called chief facilities or operations officer, executive director or other title. Reports directly to the president. (Report only one person in this position.)
Vice President, Finance	Acts as the top financial executive. Responsible for overall financial planning and strategy. Scope of authority includes the general oversight of all financial and business affairs. Serves as the chief financial and budget advisor to the president. May be called CFO, executive director or other title. Reports directly to the president. (Report only one person in this position.)
Vice President, Human Resources	Acts as the top human resources executive. Scope of authority includes implementation and administration of all human resource programs. May have responsibility for another minor administrative area. May be called chief human resources officer, executive director or other title. Reports to the president or vice chancellor. (Report only one person in this position.)
Vice President, Academics	Acts as the institution's top instruction executive. Responsible for overall planning, strategy, and evaluation of instructional programs and services. Supervises other administrators responsible for portions of the college's instructional program. May be called chief instruction officer, provost, executive director or other title. Reports directly to the president. (Report only one person in this position.)
Vice President, Student Services	Acts as the top student services and student life programs executive. Responsible for overall student retention and recruiting, counseling and testing, student activities, and housing. May be called chief student affairs officer, executive director or other title. Reports directly to the president. (Report only one person in this position.)
Vice President, Technology	Acts as the institution's top information technology administrator. Responsible for strategic planning and implementation of technology systems institution-wide. Provides expertise and direction in the development, deployment, and use of information technology in the institution. May be called chief technology officer, executive director, or other title. (Report only one person in this position.)

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Business/Finance	
Director of Finance	Directs and manages the institution's business functions which may include accounting, payroll, accounts payable, and purchasing. Manages staff engaged in these activities. If position reports directly to the president, report under vice president, finance.
Director of Institutional Research	Directs institutional research for a college. Conducts research and studies, including design of studies, data collection, analysis and reporting on the college. May be responsible for Federal and State reporting requirements.
Director of Purchasing	Directs all purchasing activities for an institution including bid/RFP processes. Oversees subordinate staff engaged in purchasing transactions. Reports to top facilities and operations or financial executive.
Director of Risk Management	Plans, directs, and coordinates safety and insurance programs of an institution to control risks and losses. Analyzes and classifies risks and measures the financial effect of risks on the college. May be called risk manager.
Internal Auditor	Examines the adequacy and effectiveness of the institution's system of internal controls to ensure compliance with accounting standards, laws, regulations, and policies. Conducts audits of institution standards and procedures and reports on findings following generally accepted auditing principles. May report directly to the board of trustees or president.
Accountant (Degreed)	Performs professional accounting work involving compilation, consolidation, analysis, and reporting of financial data. Computes and prepares data for journal entry. May perform cost accounting activities, bank reconciliation, or accounting for grant expenditures. Requires a bachelor's degree in accounting.
Accounting Supervisor	Supervises staff engaged in accounting activities for the institution. Manages at least two employees engaged in accounting. Prepares financial reports, special projects, and analyses as needed. Excludes controllers.
Accounting Clerk	Maintains records of financial transactions for the institution. Verifies and enters details of transactions, summarizes details in separate ledgers, balances bank statements, and compiles reports showing revenues and expenditures. Reports to the accounting supervisor or accountant.
Payroll Supervisor	Supervises staff engaged in payroll and manages daily payroll activities for the institution. Manages at least two employees engaged in payroll processing. May also perform routine payroll activities to ensure payroll deadlines are met.
Payroll Clerk	Compiles and prepares regular institution payroll under supervision. Calculates employee wages, salaries, hours worked, overtime pay and determines withholdings, deductions, and net pay. Prepares paychecks, maintains employee payroll history and provides reports to outside agencies.
Buyer	Responsible for purchasing and negotiating materials, equipment, and services for institution. Evaluates vendor quotes and services. Determines vendor suppliers and product availability. Maintains contact with vendors and ensures compliance with contracts.
Accounts Payable Clerk	Pays vendor invoices and records transactions in a general ledger. Maintains accounts payable records and vendor invoices. Uses standard accounting procedures and forms.

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Purchasing Clerk	Purchases supplies and equipment for the institution. Prepares and maintains purchase orders and verifies funds and authorizations before purchasing.
Communications/Marketing	
Director of Development	Responsible for institutional fundraising and alumni relations. Establishes strategies for identifying and qualifying prospective gift donors. Participates in proposal preparation as required for donors.
Director of Marketing/Public Relations	Directs the institution's marketing initiatives and dissemination of public information. Designs, coordinates, and evaluates marketing and advertising programs and projects at the institution. Coordinates the exchange of information with media outlets and the general public. May be called director of external affairs.
Public Relations Specialist	Provides support for public and community relations initiatives for the institution. Duties may include creating PR campaigns, marketing and promotional materials, literature and other forms of communication to maintain a favorable public perception of the institution.
Human Resources	
Director of Human Resources	Directs and coordinates the activities, operations, and staff of a human resources function such as employee relations, staffing, compensation, and employee relations.
Human Resources Specialist	Provides support for daily human resources operations. Duties may include processing new hire paperwork, maintaining employee records, data entry of employee status changes, assisting in the hiring process, posting job vacancies, and explaining HR policies and practices to employees.
Employee Benefits Specialist	Coordinates the employee benefits program for the institution. Duties may include benefits administration, maintaining benefits-related records, handling employee benefit inquiries, and preparing insurance statements.
Compensation Analyst	Coordinates the compensation program for the institution. Duties may include salary structure administration and development, compensation and market analysis, budgeting, performing job audits, and handling employee salary inquiries.
Academics/Instruction	
Dean of Academic Programs	Principal administrator/head of an academic program, which may be a school, college or department at an institution. Responsibilities include developing the curriculum, staffing the department, and reviewing faculty performance. Only report those whose administrative, non-teaching, non-research responsibilities represent at least 50% of their fulltime responsibilities.
Associate/Assistant Dean	Supports the dean in administration of an institutional academic program, which may be a school, college or department. Duties may include planning, organizing, and directing the day-to-day operations of a department under administrative direction. Only report those whose administrative, non-teaching responsibilities represent at least 50% of their fulltime responsibilities.
Director of Library & Media Services	Oversees the administration of library media centers for the institution. Coordinates all library and related media/software purchasing. Ensure campus libraries have the facilities, resources and materials needed to support instruction.

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Director of Workforce/Continuing Education	Oversees the institution’s workforce and continuing education initiatives. Duties may include delivering on- and off-campus workforce programs, providing employment services, coordinating outreach initiatives, and advising students regarding programs.
Director of Distance Learning	Oversees the distance learning initiatives for the institution. Duties may include developing distance education courses, utilizing the latest online technologies and other delivery options, and providing training for faculty on distance teaching. May be called dean, executive director or other title.
Student Services	
Dean of Students	Directs the overall operations of the student services programs. Responsibilities may include academic advising and testing, counseling, enrollment, student conduct, and student activities and housing programs.
Director of Admissions/Registrar	Directs the admission of students at an institution. Responsibilities include determining admissibility, transcript evaluation, management of student records, transferability of credit, and student residency.
Director of Academic Advising	Directs the academic advising department at an institution, including its processes and advisors. Assists dean to prepare and implement department goals, procedures and controls. Works with academic advisors to meet students advising needs.
Director of Financial Aid	Directs the financial aid program at an institution. Makes decisions on awarding scholarships, grants, and other monetary assistance. May instruct students and parents on the application process. Audits financial aid accounts.
Director of Athletics	Directs and manages the entire institution's athletic program, including intramural and intercollegiate sports. Manages the coaching staff. Schedules use of facilities, transportation, and sporting events. Is responsible for compliance with local and state rules and regulations.
Academic Advisor	Advises current and potential students in course and major selection, requirements for selected area of concentration, and post-college plans. Assists in providing an orientation program for new students.
Admissions/Recruiting Coordinator	Coordinates recruiting prospective students at an institution. Leads information sessions and organizes campus tours for students and parents. Provides guidance through the admissions process to prospective students.
Adult Education Coordinator	Directs and plans all aspects the institution's adult education program. Oversees on and off-campus programs, activities, faculty affairs, and academic support services. Ensures that the curriculum is in compliance with accreditation standards. Duties may include teaching adult education classes.
Assessment Coordinator	Coordinates the student assessment programs for the institution. Ensures security and integrity of data as related to accountability systems. Provides staff development and support to ensure testing procedures are followed. Assists with the interpretation and distribution of assessment results.
Counselor	Administers a comprehensive guidance counseling program addressing students' academic, financial, personal, and social needs. Responsibilities may include therapy, monitoring academically at risk students, and outreach activities. Requires a master's degree.

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Dual Credit Coordinator	Coordinates the dual credit program at the institution. Serves as liaison between high schools and the institution. Duties may include recruiting students, assisting with registration, supporting dual credit instructors, and establishing partnerships with schools.
Grants Specialist	Coordinates the activities related to grants or contracts in an institution. Responsibilities may include program development, developing grant applications, ensuring that grants or contracts adhere to organizational standards, and disbursement of funds.
Student Activities Coordinator	Coordinates the extra-curricular programs at an institution. Responsible for planning and coordinating student organizations, student government, Greek programs, and special events. May approve funding for various student activities.
Residence Hall Manager	Manages residence life and student housing activities at an institution. Duties may include student housing assignment, maintenance of facilities, and ensuring safety of residents. Follows conduct policies and takes appropriate disciplinary actions when rules are broken by students. If housing is provided add its value to the reported salary for this position.
Student Success Advisor	Provides support to students through academic and career planning from the point of admission to graduation. Offers services related to orientation, registration, assessment of learning, referral, and facilitates student engagement in academic and career planning activities. Duties may include learning strategy support, graduation planning, and monitoring student progress toward degree.
Veterans Affairs Coordinator	Provides academic counseling and additional support to veterans, regarding intake, academic, and veteran's education benefits at an institution. Duties may include recruitment, retention, and graduation of veterans, military personnel and their families. Provides information about academic program and admissions requirements and assists students in course selection to meet degree requirements.
Bookstore Manager	Supervises day-to-day operation of campus bookstore. Hires, trains, and evaluates bookstore staff. Purchases the necessary texts for university courses, makes pricing decisions, and keeps track of inventory and sales.
Assistant Registrar	Assists with one or several areas of student registration and records in an institution. Provides assistance to current and prospective students and parents with inquiries. May be responsible for actual registration, add/drop, and withdrawal functions. May be called admissions coordinator or other title.
Career Services Specialist	Provides employment assistance programs for students, graduates and alumni. May work with local organizations to facilitate employment, internship, or co-op opportunities for students and alumni.
Financial Aid Specialist	Supports various aspects of the financial aid program at an institution. Helps students and parents with the application process and may notify students of financial aid eligibility and application status. May audit financial aid accounts.
Clerical	
Executive Assistant to President	Provides primary administrative support to the president. Maintains the president's and board calendars. Resolves routine issues and directs calls and other correspondence for the president. May lead other administrative support personnel in the central office. (Report only one person in this position even if more than one individual works in the president's office).

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Executive Assistant	Provides administrative support to an executive or management level administrator. Gathers data, compiles various reports, maintains the executive's calendar and makes travel arrangements. Coordinates events and projects impacting multiple departments. Communicates with executive staff, community members, and institution employees. Typically requires previous administrative support experience and proficiency with standard office software.
Administrative Assistant	Performs administrative support activities. Gathers data, compiles reports, manages the department/director's calendar, arranges travel, communicates with institution staff, and reports payroll and timesheet information. May answer department phones and order supplies. Typically requires proficiency with standard office software.
Receptionist	Greets, receives, and directs visitors and routes inquiries to the appropriate information source. Duties may include distributing commonly used forms, responding to frequently asked questions, or operating a switchboard. May also do general office word processing.
Instructional Support	
Laboratory Assistant	Performs support tasks in a laboratory including maintenance, cleaning and sterilization of equipment and the laboratory, maintenance and ordering of inventory, and various recordkeeping functions. May help prepare findings for publication and assist in analysis, quality control, or data management.
Librarian	Works as a librarian on an institution campus or campuses. May supervise library aides or media clerks at the assigned campus.
Library/Multimedia Specialist	Assists in preparation of physical and electronic library materials for use, including maintenance of data records, physical processing, and data loading. Performs loading and file transfer from approved vendor sources.
Research Assistant	Assists researchers by collecting, compiling, and analyzing research data. Aids in planning research projects. May help to prepare reports and present research findings.
Auxiliary	
Director of Physical Plant	Oversees the institution's physical plant maintenance operations including custodial services, preventive maintenance, and/or facility repair. Ensures the efficient operation of the institution's physical plant. Supervises skilled trades workers and foremen. Develops or provides input into institution maintenance budget. May report to top facilities and operations executive.
Maintenance Supervisor	Supervises employees who maintain, repair, and service facilities at an institution. Directs, coordinates, and monitors maintenance activities. May inspect buildings, materials, and equipment to determine needs with regard to emergencies, daily needs, and long-range planning. Reports to the director of physical plant.
Construction & Facilities Manager	Coordinates and oversees all new construction and renovation projects at the college. Serves as liaison to architects and engineers to develop, review, and finalize project plans, drawings, schematics, and specifications. Ensures compliance with all planning and zoning requirements. Conducts project development and construction progress meetings.

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Custodial Supervisor	Directly supervises at least two custodial staff, including lead custodians. Inspects buildings for cleanliness, quality and safety. Responsible for custodial training, setting staff work assignments and maintaining supply inventory. May have hiring and disciplinary responsibilities. Reports to a director of maintenance or other administrator.
Custodian	Cleans a school or institution building. Does not supervise other custodians.
Groundskeeper	Duties include lawn mowing, athletic field maintenance, and landscape maintenance using a variety of hand-operated or self-propelled equipment.
General Maintenance Worker	Unlicensed skilled trades employee who performs general maintenance and repair of building structures and their mechanical, electrical, or sanitary systems. Work requires basic knowledge of several maintenance trades to perform all or some of the following tasks: repair building woodwork; replace electrical switches and fixtures; painting; repair or replace plumbing fixtures; and replace broken glass. May work under the direction of a licensed trades worker or maintenance foreman.
Electrician (Journeyman License)	Spends more than 50 percent of work time doing electrical work and has primary responsibility for related tasks. Installs, maintains, or repairs electrical equipment and systems. Locates, diagnoses, and repairs malfunctioning electrical systems or equipment. Maintains journey-level electrician licensure.
Plumber (Journeyman License)	Spends more than 50 percent of work time doing plumbing work and has primary responsibility for related tasks. Installs, maintains, and repairs water, wastewater, and sanitary systems in institution facilities. Maintains journey-level plumber license.
HVAC Mechanic (Licensed)	Spends more than 50 percent of work time in HVAC maintenance, installation and repair. Troubleshoots and repairs problems with heating and cooling systems. Conducts routine maintenance checks of HVAC systems. Maintains required licenses and certifications for heating, air conditioning and ventilation systems.
Vehicle Mechanic	Repairs and maintains college vehicles including maintenance trucks and other vehicles. Diagnoses mechanical problems and performs repairs that may include disassembly or rebuilding engines. Reports to a foreman or supervisor. May work on other motorized equipment.
Carpenter	Spends more than 50 percent of work time doing carpentry work and has primary responsibility for related tasks. Performs carpentry duties necessary to construct and maintain building woodwork and equipment.
Painter	Spends more than 50 percent of work time preparing and painting surfaces and has primary responsibility for related tasks. Applies, removes, mixes and matches paint. Removes old finishes and prepares surfaces for painting on institution grounds.
Warehouse Supervisor	Coordinates receipt and distribution of materials purchased. Assists with or supervises the moving and distribution of supplies, equipment and materials. Ensures the security of materials and equipment stored in college warehouses. Supervises warehouse assistants.
Warehouse Assistant	Operates forklift; processes receipt and distribution of supplies, equipment and materials; and secures inventory.

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Safety/Security	
Chief of Police	Establishes and administers adequate security regulations and procedures to protect students, staff, and property. Supervises and oversees an adequately staffed, trained, and equipped force of certified police officers. Coordinates contacts with outside law enforcement agencies.
Police Lieutenant	Coordinates daily operations of department to provide adequate security regulations and procedures to protect students, staff, and property. Supervises and oversees district sergeants and other first line supervisors as assigned. May assist the police chief in the development and implementation of department procedures. Reports to chief of police. Requires TCOLE peace officer licensure.
Police Sergeant	Directly oversees certified police officers on a shift. Responsible for advising, training, and disciplinary action. Under supervision conducts and coordinates investigations. Prepares reports and performs other tasks as assigned. Reports to chief of police or lieutenant. Requires TCOLE peace officer licensure.
Police Officer/Certified Peace Officer	Enforces laws and institution regulations established for the protection of people and property. To maintain order, the officer may be required to patrol institution facilities or sites in a vehicle or on foot at any time of the day. Related duties, such as surveillance and investigation, may also be assigned. Requires TCOLE peace officer licensure.
Campus Security Guard	Enforces institution regulations established for the protection of people and property. May be required to secure or patrol institution facilities (buildings, warehouses, etc.) or sites (fields, parking lots, etc.) in a vehicle or on foot at any time of day. Does not require TCOLE peace officer licensure.
Information Technology	
Director of Technology	Directs and manages the information technology systems at an institution. May be responsible for such areas as network, internet, e-mail, data systems, and information security. Assists in the strategic planning and implementation of technology systems institution-wide. Responsible for budgeting for current and future development of district technology infrastructure.
Network Administrator	Installs, maintains, and monitors the operations of the information network consisting of multiple data and file servers and associated work stations with a large number of users. Manages performance of network systems to ensure availability and security of network resources. Requires an understanding of operational and applications software and network operations. May require specialized network certification.
Database Administrator	Manages, monitors, and maintains institution databases. Makes requested changes, updates and modifications to database structure and data. Ensures database integrity, stability, security, and system availability. Maintain database backup and recovery infrastructure. May require a professional database certification.
Web Administrator	Responsible for the institution's Internet and/or intranet functions. Supervises development efforts including firewall, intranets, domain name services, content, design and production, site maintenance, and updating. Acts as a liaison between the site and users. Position requires specialized knowledge of Web technologies, HTML, graphic design and layout, and computer file management.

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Systems Programmer/Analyst - Senior	Interfaces with users to apply systems solutions to business problems through the design and programming of automated systems. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents programs. Able to work in all phases of system analysis and programming activities. May serve in a lead role on software development or modification projects. May require 5–7 years of experience.
Systems Programmer/Analyst - Entry	Maintains and prepares detailed specifications of automated and manual programs and systems. Designs, specifies, codes, tests, maintains, and documents computer programs. Projects are limited in scope or guided by a senior programmer/analyst. Analyzes new systems functions. May require 1–2 years of information technology experience.
Graphic Designer	Creates and produces graphic art and visual materials for promotions, advertisements, and informative and instructional material using graphic design software. Requires formal training in graphic design.
Computer Technician	Responsible for providing on-site preventive maintenance, testing, and repair of computer hardware and equipment using manuals or directions from a technical supervisor or specialist. Troubleshoots routine problems and installs and configures personal computers, printers and other peripherals. Typically requires 1–2 years of related experience.
Telecommunications Technician	Performs tasks and activities related to the operation, installation, and/or maintenance of telecommunications voice and data networks. Handles routine to moderately complex network problems. Typically requires 1–2 years of related experience.
Help Desk Technician	Provides remote assistance to users in resolving problems through diagnosis and discussion of the particular problem. Will isolate, problem solve and follow up with users to resolve information technology problems of moderate complexity, typically by phone. Refers complex problems to technical support. Typically requires 1–2 years of related experience.
Network Technician	Monitors, troubleshoots, and repairs the institution's information network system under general supervision. Monitors network performance and assesses performance within defined parameters. May serve as technical resource for network users. May require entry-level network certification. Typically requires 1–2 years of related experience.
Audio Visual Technician	Responsible for setting up and adjusting audio-visual equipment, performing routine maintenance, and assisting in editing tapes. Typically requires 1–2 years of related experience.