

Q. There are a number of questions about the classifications of secretarial, clerical, and administrative professional positions in academic departments in the new job family structure. The Executive Committee requests a report documenting the current classifications for all non-faculty employees in academic departments and their proposed classifications in the new job family structure.

A. (See table below)

Department	Former Position Title	New "System" Job Title	Career Stream
Academic Affairs Adm	ViC Academic Affairs & Enroll Mgt	Vice Chancellor, Academic Affairs	E1
Library Admin	Circulation Manager	Library Services, Supervisor	M1
Financial Aid	Assistant Director, Business Operations	Financial Aid, Manager	M2
Academic Affairs Adm	Executive Assistant to the VCAA	Operations, Manager	M2
OACS	Director of OACS	Program Administration, Manager	M2
A&S Student Success	Director of Advising and Student Success	Academic Advising, Senior Manager	M3
Small Business Devel	Regional Director, NEISBDC	Business Partnerships, Senior Manager	M3
DCS Marketing	Director of Marketing	Communications, Senior Manager	M3
Continuing Studies	Director Online Learning & Credit Prog	Continuing Education, Senior Manager	M3
DCS Non-Credit Ops	Director of Training Outreach	Continuing Education, Senior Manager	M3
Financial Aid	Financial Aid Operations Director	Financial Aid, Senior Manager	M3
SIS Support Svcs	Student Info System Business Analyst	IT Business Analysis, Senior Manager	M3
International Educat	Director of International Education	Program Administration, Senior Manager	M3
Ofc of Sp Programs A	Director of Sponsored Programs	Sponsored Programs, Senior Manager	M3
College of Prof Std	Director of Student Success	Student Affairs, Senior Manager	M3
Doermer School of Bu	Director of Prof Development & Outreach	Student Affairs, Senior Manager	M3
DSBMS Student Adv Ce	Director of Student Success Center	Student Affairs, Senior Manager	M3
General Studies	Director of General Studies	Student Affairs, Senior Manager	M3
OACS	Director of Testing Services	Student Affairs, Senior Manager	M3
Student Success & Tr	Director Student Success & Transition	Student Affairs, Senior Manager	M3
TRIO Programs	Director of Student Support Services	Student Affairs, Senior Manager	M3
TRIO Programs	Project Director Upward Bound	Student Affairs, Senior Manager	M3
Academic Affairs Adm	Associate Vice Chancellor for Teaching & Learning	Program Administration, Senior Director	M6

Academic Affairs Adm	Associate Vice Chancellor Academic Programs/Director Graduate Studies	Program Administration, Senior Director	M6
Continuing Studies	Executive Director Continuing Studies	Program Administration, Senior Director	M6
Admissions Admin	Associate Vice Chancellor of Admissions	Student Affairs, Senior Director	M6
Registrar Admin	Associate Vice Chancellor and Registrar	Student Affairs, Senior Director	M6
Student Success & Tr	Interim Vice Chancellor for Student Affairs & Assoc VC Student Success & Dir Fin Aid	Student Affairs, Senior Director	M6
Library Admin	Business Assistant	Accounting Technician, Senior	OT (S3)
Academic Affairs Adm	Senior Administrative Assistant, Academic Events Coordinator & Support	Administrative Assistant, Senior	OT (S3)
CELT	Senior Administrative Assistant, Program Assistant	Administrative Assistant, Senior	OT (S3)
College of Prof Std	Senior Administrative Assistant to the Dean - CEPP	Administrative Assistant, Senior	OT (S3)
Doerner School of Bu	Administrative Assistant, Senior	Administrative Assistant, Senior	OT (S3)
Honor's Programs	Assistant Director-Honors	Administrative Assistant, Senior	OT (S3)
OACS	Senior Administrative Assistant, Program Assistant	Administrative Assistant, Senior	OT (S3)
Ofc of Sp Programs A	Senior Administrative Assistant, Program Assistant	Administrative Assistant, Senior	OT (S3)
Student Success & Tr	Senior Administrative Assistant, New Student Program Coordinator	Administrative Assistant, Senior	OT (S3)
Assessment Admin	Assessment Management System Admin.	Administrative Clerk, Senior	OT (S3)
Financial Aid	ESC Advisor	Administrative Clerk, Senior	OT (S3)
Registrar Admin	Transfer Services Specialist	Administrative Clerk, Senior	OT (S3)
Continuing Studies	Online Learning Technology Coordinator	IT Technician, Senior	OT (S3)
FW Computer Science	Application Software Developer	IT Technician, Senior	OT (S3)
Library Admin	Information Services Technician	IT Technician, Senior	OT (S3)
Library Admin	Digital Initiatives Assistant	Library Assistant, Senior	OT (S3)
Chemistry	Demonstration Assist - Stockroom Manager	Operations Clerk, Senior	OT (S3)
Financial Aid	Student Financial Services Assistant	Operations Clerk, Senior	OT (S3)
Financial Aid	Enrollment Services Center Coordinator	Operations Clerk, Senior	OT (S3)
Student Success & Tr	Student Support Specialist	Operations Clerk, Senior	OT (S3)
CRI	Research Assistant	Research Technician, Senior	OT (S3)
Arts & Sciences Admi	Lead Administrative Assistant, Arts and Sciences	Administrative Assistant, Lead	OT (S4)

A&S Student Success	Academic Advisor - Biology	Academic Advisor, Associate	P1
Student Success	Academic Advisor	Academic Advisor, Associate	P1
Student Success	Academic Advisor	Academic Advisor, Associate	P1
Student Success	Academic Advisor-ETCS	Academic Advisor, Associate	P1
Student Success & Tr	Enrollment Services Counselor	Academic Advisor, Associate	P1
Student Success & Tr	Enrollment Services Counselor	Academic Advisor, Associate	P1
Visual & Perf. Arts	Coordinator of Advising	Academic Advisor, Associate	P1
Admissions Admin	Admissions Counselor	Admissions Recruiter, Associate	P1
Small Business Devel	Business Advisor	Business Advisor, Associate	P1
SIS Support Svcs	Entry Lvl-Business Analyst- Degree Audit	IT Business Analyst, Associate	P1
SIS Support Svcs	Business Analyst - Reporting	IT Business Analyst, Associate	P1
SIS Support Svcs	Business Analyst - Web	IT Business Analyst, Associate	P1
Biology	Manager of Life Sci Support Service	Laboratory Operations Specialist, Associate	P1
Ceremonies Admin	CoordofAcademicCeremonies&Web Content	Operations Administrator, Associate	P1
TRIO Programs	Academic Coordinator	Student Affairs Administrator, Associate	P1
TRIO Programs	Academic Specialist-Recruitment Services	Student Affairs Administrator, Associate	P1
TRIO Programs	Academic Spec. Tutorial Services	Student Affairs Administrator, Associate	P1
A&S Student Success	Academic Advisor - Psychology	Academic Advisor	P2
College of Prof Std	Academic Advisor	Academic Advisor	P2
Doermer School of Bu	Academic Advisor	Academic Advisor	P2
General Studies	Academic Advisor	Academic Advisor	P2
General Studies	Academic Advisor	Academic Advisor	P2
Student Success & Tr	Coordinator for Collegiate Connection	Academic Advisor	P2
Student Success & Tr	Transfer&SpecialPopulationsCoordinator	Academic Advisor	P2
DCS Marketing	Senior Administrative Assistant, Web & Data Research Specialist	Marketing and Public Relations Administrator	P2
International Educat	Assistant Director for Int'l Admissions	Admissions Administrator	P2
Admissions Admin	Admissions Counselor	Admissions Recruiter	P2
Admissions Admin	Admissions Counselor	Admissions Recruiter	P2
Admissions Admin	Admissions Counselor	Admissions Recruiter	P2
Admissions Admin	Admissions Counselor	Admissions Recruiter	P2
Admissions Admin	Assistant Director of Admissions	Admissions Recruiter	P2
Financial Aid	AsstDirector,EnrollMgmt &UnivScholarship	Admissions Recruiter	P2
SIS Support Svcs	Banner SIS Programmer/Analyst	Application Developer	P2

Small Business Devel	Business Advisor	Business Advisor	P2
Small Business Devel	Business Advisor	Business Advisor	P2
International Educat	Asst Dir Int'l Student Services	Compliance Officer	P2
Continuing Studies	Asst Director Personal & Profession Dev	Continuing Education Administrator	P2
DCS Credit Ops	Assist Director,Online & Credit Programs	Continuing Education Administrator	P2
CELT	CELT Instructional Consultant/Designer	Curriculum Developer	P2
English & Linguistic	Coord of Comp, Comm and Foreign Language	Curriculum Developer	P2
Mathematics	Coord of Math & Science Tutoring	Curriculum Developer	P2
Institutional Resear	Research Analyst	Data Analyst	P2
Financial Aid	Assist Dir,Federal Work Study & Stu Emp	Financial Aid Administrator	P2
SIS Support Svcs	Business Analysts-Degree Audit	IT Business Analyst	P2
Accounting	Continuing Lecturer	Lecturer - Continuing	P2
Accounting	Continuing Lecturer	Lecturer - Continuing	P2
Anthro and Sociology	Continuing Lecturer Sociology	Lecturer - Continuing	P2
Anthro and Sociology	Continuing Lecturer	Lecturer - Continuing	P2
Biology	Continuing Lecturer Biology	Lecturer - Continuing	P2
Biology	Continuing Lecturer Biology	Lecturer - Continuing	P2
Comm Sci & Disorders	Continuing Lecturer	Lecturer - Continuing	P2
DSBMS Grad Bus. Ofc	Continuing Lecturer in Econ/MBA Director	Lecturer - Continuing	P2
Economics & Finance	Continuing Lecturer	Lecturer - Continuing	P2
English & Linguistic	Continuing Lecturer	Lecturer - Continuing	P2
English & Linguistic	Continuing Lecturer	Lecturer - Continuing	P2
English & Linguistic	Continuing Lecturer	Lecturer - Continuing	P2
English & Linguistic	Continuing Lecturer	Lecturer - Continuing	P2
Fine Arts/Vis. Comm	AssDirVD&InnovCtr/AstChairA&D/ConLect	Lecturer - Continuing	P2
Fine Arts/Vis. Comm	Continuing Lecturer	Lecturer - Continuing	P2
Fine Arts/Vis. Comm	Continuing Lecturer	Lecturer - Continuing	P2
Fine Arts/Vis. Comm	Continuing Lecturer	Lecturer - Continuing	P2
Fine Arts/Vis. Comm	Continuing Lecturer in Web Design	Lecturer - Continuing	P2
FW Communications	Continuing Lecturer	Lecturer - Continuing	P2
FW Communications	Continuing Lecturer	Lecturer - Continuing	P2
FW Communications	ContLectDigitalMedia/ConvergJrnis	Lecturer - Continuing	P2
FW Communications	Continuing Lecturer in COM & Dir of CELT	Lecturer - Continuing	P2
FW Computer Science	Continuing Lecturer	Lecturer - Continuing	P2
FW Computer Science	Continuing Lecturer	Lecturer - Continuing	P2
History	Cont Lect in Phil & Religious Studies	Lecturer - Continuing	P2
History	Continuing Lecturer History	Lecturer - Continuing	P2
History	Continuing Lecturer Philosophy	Lecturer - Continuing	P2
Hosp & Tour Mgmt	Continuing Lecturer	Lecturer - Continuing	P2
Intl Language & Cult	Continuing Lecturer in ILCS & Dir Honors	Lecturer - Continuing	P2
Intl Language & Cult	Continuing Lecturer	Lecturer - Continuing	P2
Intl Language & Cult	Continuing Lecturer	Lecturer - Continuing	P2
Intl Language & Cult	Continuing Lecturer - Spanish	Lecturer - Continuing	P2
Intl Language & Cult	Continuing Lecturer	Lecturer - Continuing	P2
Management & Marketi	Continuing Lecturer	Lecturer - Continuing	P2

Management & Marketi	Continuing Lecturer	Lecturer - Continuing	P2
Management & Marketi	Continuing Lecturer Management & Market	Lecturer - Continuing	P2
Management & Marketi	Continuing Lecturer	Lecturer - Continuing	P2
Mathematics	Continuing Lecturer Mathematics	Lecturer - Continuing	P2
Mathematics	Continuing Lecturer	Lecturer - Continuing	P2
Mathematics	Professional Actuary in Res/Cont Lect	Lecturer - Continuing	P2
Mathematics	Continuing Lecturer	Lecturer - Continuing	P2
Mathematics	Continuing Lecturer	Lecturer - Continuing	P2
Music	Continuing Lecturer	Lecturer - Continuing	P2
Music	Continuing Lecturer Music	Lecturer - Continuing	P2
Music	Continuing Lecturer	Lecturer - Continuing	P2
Music	Continuing Lecturer	Lecturer - Continuing	P2
Music	Cont Lect & Dir Music Technology	Lecturer - Continuing	P2
Music	Continuing Lecturer	Lecturer - Continuing	P2
Music	Continuing Lecturer	Lecturer - Continuing	P2
Org Leadership/Supv	Continuing Lecturer	Lecturer - Continuing	P2
Org Leadership/Supv	Continuing Lecturer	Lecturer - Continuing	P2
Physics	Continuing Lecturer in Geosciences	Lecturer - Continuing	P2
Physics	Continuing Lecturer	Lecturer - Continuing	P2
Physics	Continuing Lecturer	Lecturer - Continuing	P2
Political Science	Continuing Lecturer	Lecturer - Continuing	P2
Psychology	Continuing Lecturer Psychology	Lecturer - Continuing	P2
Schl of Polytechnic	Continuing Lecturer	Lecturer - Continuing	P2
Schl of Polytechnic	Continuing Lecturer	Lecturer - Continuing	P2
Theatre	Continuing Lecturer	Lecturer - Continuing	P2
Visual & Perf. Arts	Marketing/Public Relations Specialist	Marketing and Public Relations Administrator	P2
DCS Marketing	Senior Graphic Designer	Multimedia Designer	P2
Continuing Studies	IPFW-Acelink Project Director	Program Administration Specialist	P2
Engagement Admin	University Engagement Project Manager	Program Administration Specialist	P2
International Educat	Assist Dir for International Programs	Program Administration Specialist	P2
Summit Scholars Prog	ChapSchlrsPrgDir&SumitSchlrsCompCord	Program Administration Specialist	P2
Tutoring Center	Tutoring Development Director	Program Administration Specialist	P2
Registrar Admin	Assistant Registrar- Student Services	Registrar Operations Administrator	P2
Registrar Admin	Assistant Registrar, Communications	Registrar Operations Administrator	P2
Registrar Admin	AssistantRegistrar-Course&RoomScheduling	Registrar Operations Administrator	P2
Ofc of Sp Programs A	Assistant Director of Sponsored Programs	Sponsored Funding Administrator	P2
General Studies	Director - Student Success Program	Student Affairs Administrator	P2
TRIO Programs	Asst. Director-Upward Bound	Student Affairs Administrator	P2

TRIO Programs	Assistant Director	Student Affairs Administrator	P2
A&S Student Success	Lead Academic Advisor	Academic Advisor, Senior	P3
College of Prof Std	Licensing and Student Teaching Director	Academic Advisor, Senior	P3
College of Prof Std	Senior Academic Advisor	Academic Advisor, Senior	P3
Human Services	Director of BHFSI/Adv Ret Spec	Academic Advisor, Senior	P3
Admissions Admin	Assistant Director, Academic Liaison & Community Engagement	Admissions Administrator, Senior	P3
Admissions Admin	Associate Director-Undergrad Admissions	Admissions Administrator, Senior	P3
DCS Credit Ops	Assoc Dir Online Learning & Cred Prog	Continuing Education Administrator, Senior	P3
College of Prof Std	Director of Assessment and Analytics	Data Analyst, Senior	P3
Institutional Resear	Senior Research Analyst	Data Scientist, Senior	P3
Financial Aid	Assistant Director, Financial Literacy & Student Loans	Financial Aid Administrator, Senior	P3
Schl of Polytechnic	Manager Support Services/Mechanical	Instruction Specialist, Senior	P3
CRI	Director Community Research Institute	Program Administration Specialist, Senior	P3
Outreach Prgrm	Director of Outreach Programs	Program Administration Specialist, Senior	P3
Psychology	Program Manager	Program Administration Specialist, Senior	P3
School of Education	Clinical Director	Program Administration Specialist, Senior	P3
Visual & Perf. Arts	Assistant to the Dean for Community Engagement	Program Administration Specialist, Senior	P3
Registrar Admin	Associate Registrar	Registrar Operations Administrator, Senior	P3
Registrar Admin	Associate Registrar	Registrar Operations Administrator, Senior	P3
Registrar Admin	AssociateRegistrar-IURegistrationsystLia	Registrar Operations Administrator, Senior	P3
Animal Research Clin	Supervisor of LSRC	Research Analyst, Senior	P3
Systems Engineering	AssocDirIPFWCESE	Research Associate, Senior - Engineering	P3
Systems Engineering	Senior Research Associate	Research Associate, Senior - Engineering	P3
Student Success & Tr	Assistant Director, Student Success Curriculum Assessment	Curriculum Developer, Lead	P4
Theatre	Costume Shop Supervisor	Multimedia Designer, Lead	P4
Theatre	Technical Director	Multimedia Designer, Lead	P4
Engagement Admin	Director of University Engagement	Program Administration Specialist, Principal	P5
Assessment Admin	Director of Assessment	Data Scientist, Senior Principal	P6
Institutional Resear	Director of Institutional Research	Data Scientist, Senior Principal	P6
Biology	Associate Administrative Assistant	Administrative Assistant, Associate	S1
College of Prof Std	Associate Administrative Assistant	Administrative Assistant, Associate	S1

English & Linguistic	Associate Administrative Assistant	Administrative Assistant, Associate	S1
Music	Associate Administrative Assistant	Administrative Assistant, Associate	S1
OACS	Associate Administrative Assistant	Administrative Assistant, Associate	S1
Continuing Studies	Clerk	Administrative Clerk, Associate	S1
Financial Aid	Clerk	Administrative Clerk, Associate	S1
Financial Aid	Clerk	Administrative Clerk, Associate	S1
Financial Aid	Enrollment Services Center Assistant	Administrative Clerk, Associate	S1
Registrar Admin	Clerk	Administrative Clerk, Associate	S1
Registrar Admin	Clerk	Administrative Clerk, Associate	S1
Library Admin	Library Clerk	Library Assistant, Associate	S1
Library Admin	Library Assistant	Library Assistant, Associate	S1
Library Admin	Information Assistant	Library Assistant, Associate	S1
Library Admin	Library Assistant	Library Assistant, Associate	S1
Library Admin	Library Assistant	Library Assistant, Associate	S1
Library Admin	Library Assistant	Library Assistant, Associate	S1
Library Admin	Library Assistant	Library Assistant, Associate	S1
Library Admin	Library Clerk	Library Assistant, Associate	S1
Library Admin	Library Assistant	Library Assistant, Associate	S1
Biology	Laboratory Technician	Research Technician, Associate	S1
A&S Student Success	Administrative Assistant	Administrative Assistant	S2
Academic Affairs Adm	Administrative Assistant	Administrative Assistant	S2
Accounting	Administrative Assistant	Administrative Assistant	S2
Anthro and Sociology	Administrative Assistant	Administrative Assistant	S2
Arts & Sciences Admi	Administrative Assistant	Administrative Assistant	S2
Biology	Administrative Assistant	Administrative Assistant	S2
Chemistry	Administrative Assistant	Administrative Assistant	S2
Civil & Mech Engr	Administrative Assistant	Administrative Assistant	S2
College of Prof Std	Administrative Assistant	Administrative Assistant	S2
Comm Sci & Disorders	Administrative Assistant	Administrative Assistant	S2
DSBMS Grad Bus. Ofc	Administrative Assistant, MBA	Administrative Assistant	S2
Elect & Compu Engr	Administrative Assistant	Administrative Assistant	S2
English & Linguistic	Administrative Assistant	Administrative Assistant	S2
English & Linguistic	Administrative Assistant	Administrative Assistant	S2
ETCS Admin	Administrative Assistant	Administrative Assistant	S2
ETCS Admin	Administrative Assistant	Administrative Assistant	S2

Fine Arts/Vis. Comm	Administrative Assistant	Administrative Assistant	S2
FW Communications	Administrative Assistant	Administrative Assistant	S2
FW Computer Science	Administrative Assistant	Administrative Assistant	S2
General Studies	Administrative Assistant	Administrative Assistant	S2
History	Administrative Assistant	Administrative Assistant	S2
Hosp & Tour Mgmt	Administrative Assistant	Administrative Assistant	S2
Human Services	Administrative Assistant	Administrative Assistant	S2
International Educat	Administrative Assistant	Administrative Assistant	S2
Intl Language & Cult	Administrative Assistant	Administrative Assistant	S2
Management & Marketi	Administrative Assistant	Administrative Assistant	S2
Mathematics	Administrative Assistant	Administrative Assistant	S2
Mathematics	Administrative Assistant	Administrative Assistant	S2
Music	Administrative Assistant	Administrative Assistant	S2
OACS	Administrative Assistant	Administrative Assistant	S2
Ofc of Grad Studies	Administrative Assistant	Administrative Assistant	S2
Org Leadership	Administrative Assistant	Administrative Assistant	S2
Physics	Administrative Assistant	Administrative Assistant	S2
Political Science	Administrative Assistant	Administrative Assistant	S2
Psychology	Administrative Assistant	Administrative Assistant	S2
Psychology	Administrative Assistant	Administrative Assistant	S2
Public Policy	Administrative Assistant	Administrative Assistant	S2
Schl of Polytechnic	Administrative Assistant	Administrative Assistant	S2
School of Education	Administrative Assistant	Administrative Assistant	S2
Student Success & Tr	Administrative Assistant	Administrative Assistant	S2
Theatre	Administrative Assistant	Administrative Assistant	S2
TRIO Programs	Administrative Assistant	Administrative Assistant	S2
Visual & Perf. Arts	Administrative Assistant	Administrative Assistant	S2
A&S Student Success	Clerk	Administrative Clerk	S2
Academic Affairs Adm	Clerk	Administrative Clerk	S2
Admissions Admin	Administrative Clerk	Administrative Clerk	S2
Admissions Admin	Clerk	Administrative Clerk	S2
Admissions Admin	Clerk	Administrative Clerk	S2
Continuing Studies	System and Contract Assistant-Clerk V	Administrative Clerk	S2
Continuing Studies	Clerk	Administrative Clerk	S2
Continuing Studies	Clerk	Administrative Clerk	S2
Continuing Studies	Clerk - Program Support Coordinator	Administrative Clerk	S2
DCS Credit Ops	Clerk	Administrative Clerk	S2
Physics	Demonstration Assistant	Demonstration Assistant	S2
Visual & Perf. Arts	Computer Technician	IT Technician	S2
Library Admin	Library Assistant	Library Assistant	S2
Civil & Mech Engr	Civil Engineering Lab Technician	Research Technician	S2
Outreach Prgrm	Senior Administrative Assistant, ETCS Outreach & OL Program	Administrative Assistant, Senior	S3
Academic Affairs Adm	Faculty Appointment Specialist	Administrative Clerk, Senior	S3
Chemistry	Electronics Technician	Electronics Technician	SK2
Civil & Mech Engr	Machinist	Machinist	SK2
Schl of Polytechnic	Electronics Technician	Electronics Technician, Senior	SK3

Q. The pay bands in the new job family structure already have been used to determine which employees are paid outside the pay bands for their classifications. In spite of this, the pay bands have not been released. The Executive Committee requests the **pay bands be provided** to the Executive Committee.

A. The pay bands have not been finalized, and are not available to be provided to the Executive Committee.