

**CAREER GROUPS**

**Administrative Services – Occupational Family**  
**Administrative and Office Support – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>15</b>			Executive Administrative Assistant	100
<b>10</b>			<u>Senior Administrative Assistant</u>	102
<b>6</b>	Administrative Assistant	103		
<b>4</b>	Associate Administrative Assistant	104		

**Administrative Services – Occupational Family**  
**Audit and Management Services – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>27</b>			Director of Internal Audit	105
<b>21</b>			<b>Senior Auditor</b>	107
<b>17</b>	<b>Associate Auditor</b>	108		
<b>10</b>	<b>Assistant Auditor</b>	109		

**Administrative Services – Occupational Family**  
**Financial Services I – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
			Associate Vice President for Fiscal Affairs	003
<b>25</b>			Controller/Senior Accounting Manager	110
<b>18</b>			<b>Accounting Manager</b>	111
<b>16</b>			Senior Accountant/Payroll/ Grants Accountant	112
<b>12</b>	<b>Accountant</b>	113		
<b>9</b>	Junior Accountant/Grant Accountant	114		

**Administrative Services – Occupational Family**  
**Financial Services II – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>12</b>			Student Accounts Manager	118
<b>7</b>	<b>Student Accounts Specialist II</b>	120		

**Administrative Services – Occupational Family**  
**Financial Services III – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>9</b>			Fiscal Specialist III	125
<b>7</b>	<b>Fiscal Specialist II</b>	126		
<b>5</b>	Fiscal Specialist I	127		

**Administrative Services – Occupational Family**  
**General Administration – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>21</b>			Executive Director of Community Development Corporation	130

**Administrative Services – Occupational Family**  
**Human Resources Services – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>25</b>			Director of Human Resources (Sr.)	140
<b>17</b>			Assistant Director of Human Resources, Generalist	141
<b>10</b>	<b>Human Resources Generalist</b>	143		

**Administrative Services – Occupational Family**  
**Institutional Advancement I – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
			Assistant Vice President for Major and Planned Gifts	004
<b>24</b>			Director of Planned Giving	145
<b>23</b>			Director of Development/Proposal Writer	146
<b>22</b>			Major Gifts Officer	147
<b>20</b>			Director of Corporate/Foundation Relations	148

**Administrative Services – Occupational Family**  
**Institutional Advancement II – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>20</b>			Director of Alumni Affairs/Annual Funds	150
<b>11</b>	Manager of Annual Funds	151	Manager of Alumni Relations	152
<b>10</b>			Call Center Coordinator	153

**Administrative Services – Occupational Family**  
**Institutional Advancement III – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>17</b>			Director of Special Events	154
	<b>Events Coordinator</b>	155		

**Administrative Services – Occupational Family**  
**Institutional Advancement IV – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
			Associate Vice President for Institutional Advancement	003
			<b>Assistant V.P. for Advancement Services &amp; Data Base Management</b>	004
<b>15</b>			Director of Prospect Research	157
<b>7</b>	Coordinator of Gifts Processing & Acknowledgements	158		

**Administrative Services – Occupational Family**  
**Procurement/Auxiliary Services I – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>22</b>			<b>Director of Procurement and Management Operations</b>	160
<b>10</b>			Senior Procurement Specialist	161
<b>6</b>	<b>Procurement Specialist</b>	162		
<b>4</b>	<b>Procurement Assistant</b>	163		

**Administrative Services – Occupational Family**  
**Procurement/Auxiliary Services II – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>19</b>			<b>Director of Auxiliary Services</b>	165
<b>5</b>	Auxiliary Specialist II	167		
<b>3</b>	Auxiliary Specialist I	168		

**Administrative Services – Occupational Family**  
**Program Administration – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
26			Athletic Director	170
17			Assistant Athletic Director for Compliance/Senior Woman Administrator	171
10	Program Coordinator	173		
	Assistant Coach	176	Coach	175

**Administrative Services – Occupational Family**  
**Sponsored Programs – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
23			Director of Sponsored Programs & Title III Administrator	180
15			Sponsored Programs Administrator	182
7	Sponsored Programs/Title III Specialist	184		
6	Sponsored Programs Assistant	185		

**Administrative Services – Occupational Family**  
**Testing and Assessment – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
18			Director of Testing and Assessment	190
14	Advanced Research Coordinator	192		
10	Research and Assessment Coordinator	193		

**Educational and Media Services – Occupational Family**  
**Education Administration I – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
25			Director of Honors College	200
17	Assistant Director of Honors College	201		

**Educational and Media Services – Occupational Family**  
**Education Administration II – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
21			Director of Continuing Education	205
17	Assistant Director of Continuing Education	206		

**Educational and Media Services – Occupational Family**  
**Education Administration III – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
			Museum Director (Faculty)	013
4	Museum Assistant	208		

**Educational and Media Services – Occupational Family**  
**Education and Support Services I – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
20			Registrar	210
13			Assistant Registrar	211
8	Enrollment Technical Specialist	212		
6	Enrollment Management Specialist	213		

**Educational and Media Services – Occupational Family**  
**Education and Support Services II – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>18</b>			Director of Admissions	214
<b>13</b>			<b>Sr. Admissions Counselor</b>	216
<b>9</b>	Admissions Counselor	217		
<b>6</b>	Admissions Specialist	218		
<b>4</b>	<b>Admissions Assistant</b>	219		

**Educational and Media Services – Occupational Family**  
**Education and Support Services III – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>25</b>			Financial Aid Director (Sr.)	220
<b>17</b>			Assistant Financial Aid Director	222
<b>13</b>			Senior Financial Aid Counselor	224
<b>9</b>	Financial Aid Counselor/Specialist Sr.	225		
<b>6</b>	<b>Financial Aid Specialist</b>	226		
<b>4</b>	<b>Financial Aid Assistant</b>	227		

**Educational and Media Services – Occupational Family**  
**Education and Support Services IV – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
22			Senior Director of Academic Student Support Services/Assistant to Vice President of Student Development & Services	230
18			Director of Academic Student Support Services	231
15	Coordinator of Academic Student Activities/Coach	238	<b>Assistant Director of Academic Student Support Services</b>	232
13	Academic Student Support Coordinator	234	<b>Senior Counselor of Academic Student Support Services</b>	233
9	Academic Student Support Counselor/Workforce and Co-op Specialist	235		
6	<b>Academic Student Support Specialist</b>	236		
4	<b>Academic Student Support Assistant</b>	237		

**Educational and Media Services – Occupational Family**  
**Education and Support Services V – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
15			Program Manager	240
10	<b>Program Coordinator</b>	241		
8	Assistant Program/Laboratory Coordinator	242		

**Educational and Media Services – Occupational Family**  
**Graphics/Digital Design Services – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>13</b>			<b>Senior Graphics/Digital Design Coordinator</b>	250
<b>8</b>	Graphics/Digital Design Coordinator	251		

**Educational and Media Services – Occupational Family**  
**Library Services – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
			Library Director/Faculty	008
			Librarians/Faculty	007
<b>10</b>			Library Specialist Senior	261
<b>5</b>	Library Specialist	263		
<b>4</b>	Library Assistant	264		

**Educational and Media Services – Occupational Family**  
**Media and Production Services – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>17</b>			Senior Media Specialist	271
<b>10</b>	Media Specialist	272		

**Educational and Media Services – Occupational Family**  
**Public Relations and Marketing I – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
			Asst. V.P. for Communications & Marketing	004
<b>17</b>			Director of Public Relations	280
<b>10</b>	Public Relations Coordinator	282		
<b>6</b>	<b>Public Relations Specialist</b>	283		
	Photographer	285		

**Educational and Media Services – Occupational Family**  
**Public Relations and Marketing II – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
15			Sports Information Director	287
10			Assistant Sports Information Director	288

**Engineering and Technology – Occupational Family**  
**Information Technology Specialists – Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
27			Director of Information Technology	300
22			Information Technology Manager I	302
19			Information Technology Specialist III	303
15	Information Technology Specialist II	304		
9	Information Technology Specialist I	305		

**Engineering and Technology – Occupational Family**  
**Information Technology/Academic Computing - Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
22			Director of Academic Computing	310
15	Academic Computing Coordinator	312		

**Engineering and Technology– Occupational Family**  
**Web Developers - Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
18			Web Administrator	320
13	Web Developer	321		

**Health and Human Services – Occupational Family**  
**Chaplain/Pastoral Care Services - Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>10</b>			Chaplain (Faculty)	
<b>6</b>	Assistant Chaplain	401		

**Health and Human Services – Occupational Family**  
**Counseling Services - Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>18</b>			Director of Counseling	410
<b>10</b>	Counselor	411		

**Health and Human Services – Occupational Family**  
**Nursing/Physician Assistant Services - Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>15</b>			Senior Staff Nurse	420
<b>4</b>	Nurse Assistant	421		

**Health and Human Services – Occupational Family**  
**Physician Services - Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>27</b>			University Physician	430

**Health and Human Services – Occupational Family**  
**Residential Life Services - Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>18</b>			<a href="#"><u>Director of Residential Life</u></a>	440
<b>9</b>			Coordinator of Residential Life Services	442
<b>6</b>			<a href="#"><u>Residential Life Manager</u></a>	443
<b>3</b>	<a href="#"><u>Residential Life Coordinator</u></a>	444		

**Natural Resources and Applied Science - Occupational Family**  
**Laboratory and Research Services - Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>17</b>	Post-Doctoral Advanced Research Associate	501	Laboratory Manager/Instructor	500
<b>14</b>	Senior Research Assistant	502		
<b>11</b>	Research Associate	503		

**Public Safety – Occupational Family**  
**Law Enforcement - Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>17</b>			Chief of Law Enforcement	600
<b>11</b>			Law Enforcement Captain/Major	601
<b>8</b>			<b>Law Enforcement Supervisor</b>	602
<b>6</b>	<b>Law Enforcement Officer</b>	605		

**Public Safety – Occupational Family**  
**Security Services - Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>11</b>			Security Manager	611
<b>6</b>			Security Officer Supervisor	612
<b>4</b>	Security Officer	614		
<b>3</b>	Security Specialist	615		

**Trades and Operations – Occupational Family**  
**Building Trades - Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>18</b>			Construction Manager	700
<b>6</b>	Trades Technician	701		

**Trades and Operations – Occupational Family**  
**Housekeeping Services - Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>3</b>			Executive Housekeeper	710
<b>1</b>	Housekeeper Worker	713		

**Trades and Operations – Occupational Family**  
**Transportation Operations - Career Group**

<b>Pay Grade</b>	<b>Practitioner Position Titles</b>	<b>Job Code</b>	<b>Management Position Titles</b>	<b>Job Code</b>
<b>4</b>			Transportation Manager/Operator	730
<b>3</b>	Transportation Operator I	732		



**CLAFLIN UNIVERSITY**

**OCCUPATIONAL FAMILIES**

- 100 - Administrative Services
- 200 - Educational and Media Services
- 300 - Engineering and Technology
- 400 - Health and Human Services
- 500 - Natural Resources and Applied Science
- 600 - Public Safety
- 700 - Trades and Operations

**ADMINISTRATIVE SERVICES**

Career Group	Job Code	Pay Grade Range
Administrative and Office Support	100	4-15
Audit and Management Services	105	10-27
Financial Services	110-129	5-25
General Administration	130	21
Human Resources Services	140	10-25
Institutional Advancement	145-159	7-24
Procurement/Auxiliary Services	160-169	3-22
Program Administration	170	10-26
Sponsored Programs	180	6-23
Testing and Assessment	190	10-18

**EDUCATIONAL AND MEDIA SERVICES**

Career Group	Job Code	Pay Grade Range
Education Administration	200-209	4-25
Education and Support Services	210-249	4-25
Graphics/Digital Design Services	250	8-13
Library Services	260	4-10
Media and Production Services	270	10-17
Public Relations and Marketing	280	6-17

**ENGINEERING AND TECHNOLOGY**

Career Group	Job Code	Pay Grade Range
Information Technology Specialists	300	9-27
Information Technology/Academic Computing	310	15-22
Web Developers	320	13-18

**HEALTH AND HUMAN SERVICES**

<b>Career Group</b>	<b>Job Code</b>	<b>Pay Grade Range</b>
Chaplain/Pastoral Care Services	400	6-10
Counseling Services	410	10-15
Nursing/Physician Assistant Services	420	4-15
Physician Services	430	27
Residential Life Services	440	3-18

**Natural Resources and Applied Science**

<b>Career Group</b>	<b>Job Code</b>	<b>Pay Grade Range</b>
Laboratory and Research Services	500	11-17

**PUBLIC SAFETY**

<b>Career Group</b>	<b>Job Code</b>	<b>Pay Grade Range</b>
Law Enforcement	600	6-17
Security Services	610	3-11

**TRADES AND OPERATIONS**

<b>Career Group</b>	<b>Job Code</b>	<b>Pay Grade Range</b>
Building Trades	700	6-18
Housekeeping Services	710	1-3
Transportation Operations	730	3-4

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