

Do not complete this PDF. It is only for reference. The online survey will show the necessary questions to your college.

Please Note: this document shows the entire Community College Salary Survey, which includes questions that are dynamically shown on-screen based on a answers to a previous question. You will not see every item shown here in the online survey.

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College: [contact('organization')]

To save and return later to complete the survey click "next" at the bottom of the page. Pages you are currently on will **NOT** be saved until you click "next". You may return to earlier pages using the "back" button.

If another person in [contact('organization')] should complete this survey, please forward the email to the correct person.

This survey covers benchmarks for faculty pay as well as a variety of other job benchmarks common across Texas community colleges.

Click here to access the sample survey, survey assistance file, and FAQs.

- The sample survey allows you to see all included benchmarks and data fields in order to prepare summary reports from your system.
- The FAQs cover common questions we receive about our surveys.
- The survey assistance file is a handy Excel reference that includes job description and survey instructions.

Helpful information as you begin the survey:

- You may leave the survey after a completed page and resume using the link from your email.
- A red asterisk * appears on questions that are required.
- Some items may show a follow-up question asking you to review then either update or confirm a value. Our aim is to reduce follow-up questions during the survey checking process.
- Once the survey has been submitted, a copy of your survey responses will be sent to the e-mail address entered on the next page.

Questions? Contact one of our analysts at salary.survey@tasb.org or 800.580.7782

You are completing the survey for:

- **College Name:** [contact('organization')]
- **ESC Region:** [invite('custom 2')]

This information comes from our database of Texas colleges. If you have a question about this information, please contact us at salary.survey@tasb.org.

By completing this survey, you and your organization consent to TASB's reproduction and use, without royalty, of any information and data obtained from this survey to create analyses and to improve the quality of TASB's services to its members and clients, as well as to carry out TASB's legitimate business purposes, including the creation of statistical studies and compilations.

College: [contact('organization')]

To save and return later to complete the survey click "Next" at the bottom of the page. Pages you are currently on will **NOT** be saved until you click "Next". You may return to earlier pages using the "Back" button.

Contact information for person completing survey

Information will be used to follow up on any data questions during the validation process.

Name *	Job title/Department	Email Address *	Phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student enrollment (head count) as of September 1, 2024 *

Employee count as of September 1, 2024 *

Section Navigator

College: [contact('organization')]

New for the survey this year:

- An assistance file has been created and can be found in the hyperlinks below.

Click here to access the sample survey, assistance file, and FAQs.

- The sample survey allows you to see all included benchmarks and data fields in order to prepare summary reports from your system.
- The FAQs cover common questions we receive about our surveys.

General guidelines:

- A red asterisk * indicates that field requires input.
- If your college has **no** benchmark jobs in a section, answer that you are "Finished" at the end of the section, then click "Next" on that page.
- If you have a comment, such as the level of position or job title used in your college, please use the comment box at the end of each section.
- Report full-time positions only, unless otherwise indicated (such as part-time faculty).

About benchmarks:

- Your college may not have all benchmarks shown, and not every job at your college will have a benchmark match here.
- Benchmark job titles may be different than college titles, so please read the brief job description to determine appropriate job match.
- We may survey some positions as hourly that are paid as salaried at your college (or vice versa). If the job matches our description, please convert rates to report it.
- **Additional benchmark instructions and samples are included in the Introduction & Leadership section below and in the survey assistance file found here.**

General

Number of full-time faculty * Number of part-time faculty * Duty months in standard faculty calendar*

Duty days in standard faculty calendar (e.g., 180 days for 9 months) *

Average Master's Degree Actual Salary
 (ONLY master's degree faculty)
 Base Salary: full-time, standard duty months from above, no stipends *
 Exclude staff paid on a separate schedule for master's plus additional hours

Highest Actual Base Salary
 (ALL faculty levels)
 Base Salary: full-time, standard duty months from above, no stipends *

Full-Time Faculty: Base Salary Schedules

- Please report the base salaries from your faculty schedule, for faculty working standard duty months reported above.
- If the college uses the same schedule for all faculty with Master's degrees, please report them all in the Master's degree blank.

If your college uses an open range for faculty, please enter the range minimum at '0 Years (\$)' and the range maximum at 'Maximum (\$)'.
 The average amounts by year may be entered for 5 through 20.

Certificate or Associate Degree Schedule

Number of Faculty on Schedule	0 Years (\$) *	5 Years (\$)	10 Years (\$)	15 Years (\$)	20 Years (\$)	Maximum (\$) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bachelor's Degree Schedule

Number of Faculty on Schedule	0 Years (\$) *	5 Years (\$)	10 Years (\$)	15 Years (\$)	20 Years (\$)	Maximum (\$) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Master's Degree Schedule

Number of Faculty on Schedule	0 Years (\$) *	5 Years (\$)	10 Years (\$)	15 Years (\$)	20 Years (\$)	Maximum (\$) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Master's Degree + 24 hours Schedule

Number of Faculty on Schedule	0 Years (\$) *	5 Years (\$)	10 Years (\$)	15 Years (\$)	20 Years (\$)	Maximum (\$) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Master's Degree + 48 hours Schedule

Number of Faculty on Schedule	0 Years (\$) *	5 Years (\$)	10 Years (\$)	15 Years (\$)	20 Years (\$)	Maximum (\$) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Doctorate Degree Schedule

Number of Faculty on Schedule	0 Years (\$) *	5 Years (\$)	10 Years (\$)	15 Years (\$)	20 Years (\$)	Maximum (\$) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part-time Faculty

Report the amount paid per credit hour taught. If the college pays by contact hour, please convert to credit hours.

(e.g., for many colleges, there are 14 contact hours for 1 credit hour course)

<input type="text"/>	Certificate or Associate Degree	<input type="text"/>
<input type="text"/>	Bachelor's Degree	
<input type="text"/>	Master's Degree	
<input type="text"/>	Doctorate Degree	

Additional Teaching Pay

Report the amount paid per credit hour taught. If the college pays by contact hour, please convert to credit hours.

(e.g., for many colleges, there are 14 contact hours for 1 credit hour course)

<input type="text"/>	Overload Pay	<input type="text"/>
<input type="text"/>	Lecture Pay	
<input type="text"/>	Lab Pay	

Other Faculty Pay

Report the amount paid as an annual stipend or differential for these roles.

Leave blank if your college does not pay an additional amount for these areas.

<input type="text"/>	Department Chair	<input type="text"/>
<input type="text"/>	Lead Faculty	
<input type="text"/>	Other (describe in comments)	

Nursing, Allied Health, and Industry Faculty Stipends

Please report stipends paid to **all faculty** in the program, **do not** report program chair/director stipends. Report the annual stipend or differential for these roles.

Leave blank if your college does not pay an additional amount for these areas.

<input type="text"/>	LVN or LPN	<input type="text"/>	Radiology	<input type="text"/>	Advanced Manufacturing
<input type="text"/>	ASN	<input type="text"/>	COTA/PTA	<input type="text"/>	Welding
<input type="text"/>	Phlebotomy	<input type="text"/>	Automotive	<input type="text"/>	Drafting

Please indicate any additional workforce or health-related departments where your college pays a stipend to faculty, along with the stipend amount.

Submitting a copy of the college's faculty salary schedule can reduce the number of questions we need to ask.

Upload the file here if available.

Before you leave - are you finished with the **Faculty** section? *

- Finished
- Need to come back later

Other College Jobs - Introduction

For each benchmark job:

- **Do not** report jobs from different pay grades in the same benchmark (e.g., **do not** combine HVAC Mechanic I, II, and III into the HVAC Mechanic benchmark). Instead, review the brief job description and choose the level that is a closest match—this is often the middle level for larger colleges or the level with the most incumbents.
- If someone has a hybrid job, such as administrative assistant/payroll specialist, please report them in the position that requires the larger portion of their time (in this example, most likely payroll specialist).

Sample benchmark

- **Full-time Incumbents:**
 - Enter the number of full-time incumbents. **If the job does not exist or is vacant** skip to the next job.
 - After you've entered an incumbent, additional data fields will appear to the right of it (may experience a slight pause).
- **Duty Days:** (required) The standard duty days for a full year in the position. If days vary, please report the most common schedule.
- **Hours per Day:** (required for nonexempt benchmarks) The standard daily hours for the position. If hours vary, please report the most common schedule.
- **Pay Range Minimum and Maximum:** If the college has a set pay range for a job, report the minimum or both minimum/maximum here (jobs will indicate whether annual or hourly values are needed).
 - Types of pay ranges include minimum/midpoint/maximum structures or placement scales.
 - **Do not** report actual minimum and maximum pay of incumbents. Only report a minimum and maximum if a pay range is used, otherwise leave blank.
- **Actual/Average Incumbent Pay:** (required) The actual, current incumbent pay for a benchmark job, averaged if there are multiple incumbents. Each benchmark will indicate whether annual or hourly values are needed.

If you have questions about how to complete the survey, please contact our Data Services team at salary.survey@tasb.org or 800.580.7782.

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.)

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.)

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.)

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.)

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.)

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.)

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.)

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.)

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

College Leadership Comments

(e.g., notes about level of job or job title matched to a benchmark)

Before you leave - are you finished with the **Leadership** section? *

- Finished
 Need to come back later

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 generally accepted auditing principles. May report directly to the board of trustees or president.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Accounts Payable Specialist

Pays vendor invoices and records transactions in a general ledger. Maintains accounts payable records and vendor invoices. Uses standard accounting procedures and forms.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Accounting Specialist

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Payroll Specialist

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Purchasing Specialist

Purchases supplies and equipment for the institution. Prepares and maintains purchase orders and verifies funds and authorizations before purchasing.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Business/Finance Comments

(e.g., notes about level of job or job title matched to a benchmark)

Before you leave - are you finished with the **Business/Finance** section? *

- Finished
- Need to come back later

Human Resources

College: [contact('organization')]

To save and return later to complete the survey click "Next" at the bottom of the page. Pages you are currently on will **NOT** be saved until you click "Next". You may return to earlier pages using the "Back" button.

For the following benchmarks, please report:

- **full-time incumbents** for counts and averages, and
- **annual salaries** for pay range minimum, pay range maximum, and actual/average incumbent pay.

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For the following benchmarks, please report:

- **full-time incumbents** for counts and averages, and
- **hourly rates** for pay range minimum, pay range maximum, and actual/average incumbent pay.

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Human Resources Comments

(e.g., notes about level of job or job title matched to a benchmark)

Before you leave - are you finished with the **Human Resources** section? *

- Finished
- Need to come back later

For the following benchmarks, please report:

- **full-time incumbents** for counts and averages, and
- **annual salaries** for pay range minimum, pay range maximum, and actual/average incumbent pay.

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Marketing/Communications Comments

(e.g., notes about level of job or job title matched to a benchmark)

Before you leave - are you finished with the **Marketing/Communications** section? *

Finished
 Need to come back later

For the following benchmarks, please report:

- **full-time incumbents** for counts and averages, and
- **annual salaries** for pay range minimum, pay range maximum, and actual/average incumbent pay.

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 full-time responsibilities.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 full-time responsibilities.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Academics/Instruction Comments

(e.g., notes about level of job or job title matched to a benchmark)

Before you leave - are you finished with the **Academics/Instruction** section? *

- Finished
- Need to come back later

Student Services

For the following benchmarks, please report:

- **full-time incumbents** for counts and averages, and
- **annual salaries** for pay range minimum, pay range maximum, and actual/average incumbent pay.

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Counselor

Administers a comprehensive guidance counseling program addressing students' academic, financial, personal, and social needs. Responsibilities may include therapy, monitoring at risk students, and outreach activities. Requires a master's degree.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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, and referral. Facilitates student engagement in academic and career planning activities. Duties may include learning strategy support, graduation planning, and monitoring student progress toward degree.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Veterans Affairs Coordinator

Provides academic counseling and additional support to veterans regarding intake and accessing their 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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For the following benchmarks, please report:

- **full-time incumbents** for counts and averages, and
- **hourly rates** for pay range minimum, pay range maximum, and actual/average incumbent pay.

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student Services Comments

(e.g., notes about level of job or job title matched to a benchmark)

Before you leave - are you finished with the **Student Services** section? *

- Finished
- Need to come back later

Clerical Support

For the following benchmarks, please report:

- **full-time incumbents** for counts and averages, and
- **hourly rates** for pay range minimum, pay range maximum, and actual/average incumbent pay.

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).

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Clerical Comments

(e.g., notes about level of job or job title matched to a benchmark)

Instructional Support**Librarian**

Works as a librarian on an institution campus or campuses. May supervise library aides or media specialists at the assigned campus.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Instructional Support Comments

(e.g., notes about level of job or job title matched to a benchmark)

Before you leave - are you finished with the **Support** section? *

- Finished
 Need to come back later

Maintenance/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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Custodian

Cleans a school or institution building. Does not supervise other custodians.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Groundskeeper

Duties include lawn mowing, athletic field maintenance, and landscape maintenance using a variety of hand-operated or self-propelled equipment.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Warehouse Assistant

Operates forklift; processes receipt and distribution of supplies, equipment, and materials; and secures inventory.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Maintenance/Auxiliary Comments

(e.g., notes about level of job or job title matched to a benchmark)

Before you leave - are you finished with the **Maintenance/Auxiliary** section? *

- Finished
- Need to come back later

Which job(s) does your college currently have? *

Positions that typically coordinate contacts with outside law enforcement agencies and establish and administer security regulations and procedures to protect students, staff, and property.

- Chief of Police** (supervises and oversees an adequately staffed, trained, and equipped guard force of certified police officers)
- Director of Security** (leads security efforts in college but is not licensed by TCOLE, and/or oversees security guards without police officers)
- Neither

Director of Security

We are assessing how common Director of Security is across Texas community colleges to refine our benchmarks in the future. Please attach the Director of Security job description used at your college.

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

More than one Chief of Police was reported, which is less commonly seen. Please check here to confirm there is more than one, or edit the full-time incumbent number above.

- Yes, we have more than one person in this position.

Police Lieutenant

Coordinates daily operations of department to provide adequate security regulations and procedures to protect students, staff, and property. Supervises and oversees college 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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Safety/Security Comments

(e.g., notes about level of job or job title matched to a benchmark)

Before you leave - are you finished with the **Safety/Security** section? *

- Finished
- Need to come back later

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 college technology infrastructure.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day	Pay Range Minimum (Annual)	Pay Range Maximum (Annual)	Actual/Average Incumbent Salary *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Full-time Incumbents	Duty Days *	Hours per Day *	Pay Range Minimum (Hourly)	Pay Range Maximum (Hourly)	Actual/Average Incumbent Hourly Rate *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Information Technology Comments

(e.g., notes about level of job or job title matched to a benchmark)

Before you leave - are you finished with the **Information Technology** section? *

- Finished
 Need to come back later

Pay Increases

Which of the following **employee pay options** did the board approve for this current school year? (select all that apply) *

	Increase to base rate/salary	One-time payment	Neither
Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrators/Professionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clerical/Instructional Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classified/Auxiliary Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How was the **increase to salary** determined for each group? *

	Percentage of midpoint or of market value	Percentage of salary	Flat dollar value not from percentage (includes step increases)
Faculty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administrators/Professionals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clerical/Instructional Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Classified/Auxiliary Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Pay Increases

Page description:

What were the amounts given for each job group?

- If a field does not apply, leave it blank (e.g., a group did not receive that type of pay increase).
- If amounts varied within a job group, provide the average amount.

Percentage Increase

Faculty * Administrators/Professionals * Clerical/Instructional Support * Classified/Auxiliary Support *

Flat Dollar Increase

Faculty * Administrators/Professionals * Clerical/Instructional Support * Classified/Auxiliary Support *

One-time Payment

Faculty * Administrators/Professionals * Clerical/Instructional Support * Classified/Auxiliary Support *

Pay Increase Comments

Pay Increase Percentages

HRS Note:

To update Pay Increases, edit **both** this page **and** the items on the prior "Pay Increase" page

Section Statuses

- Faculty: [question('value'), id='Done_Fac']
- Introduction & Leadership: [question('value'), id='Done_Leader']
- Business/Finance: [question('value'), id='Done_Business']
- Human Resources: [question('value'), id='Done_HR']
- Marketing/Communications: [question('value'), id='Done_Marketing']
- Academics/Instruction: [question('value'), id='Done_Academics']
- Student Services: [question('value'), id='Done_StuSvcs']
- Support: [question('value'), id='Done_Support']
- Maintenance/Auxiliary: [question('value'), id='Done_Maint']
- Safety/Security: [question('value'), id='Done_Sec']
- Information Technology: [question('value'), id='Done_IT']

Survey Wrap-ups, Comments & Suggestions

College: [contact('organization')]

College President/Chancellor Survey Inquiry

We offer a detailed survey of additional benefits and incentives for school district superintendents, and we are investigating whether colleges would be interested in the same for presidents/chancellors. For more details on the superintendent survey results you can check out the highlight report [here](#).

Would you participate in a future college president/chancellor survey about specific benefits and incentives? *

- Yes
- No
- Maybe

What is the total annual dollar amount of benefits or incentives your college provides in the president/chancellor's contract?

(Optional) Based on amount above, please describe the benefits or incentives your college provides in the president/chancellor's contract.

Are there specific **faculty or job benchmarks** not currently covered that you would like us to consider including in a future survey? Please list them below.

We're interested in adding benchmarks that will be common across community colleges in Texas.

Comments or suggestions for improving this survey

Review Responses

A PDF preview of your responses is included below. If you'd like to update any responses or review them within the survey format, use the button below to go Back.

When finished, click below to submit your survey.

Once you submit your survey, a PDF of the responses will be emailed to the address entered at the beginning of the survey. If you find that you need your responses in Excel format, please contact salary.survey@tasb.org and we can provide that within a few days.

Thank You!

Thank you, the survey has been completed. A copy of responses has been emailed to **[question('value'), id='14']**

We will review responses in batches and send you questions about any items where we need clarification.

To see timelines for our surveys and data releases on **TASB HRDataSource**, click **here**.

P.O. Box 400, Austin, Texas 78767-0400
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