

CAMPUS ADMINISTRATIVE STAFFING GUIDELINE - 2017

Administration Area	Position Title	100	150	200	300	400	500	600	650	700
Administrative	Campus President	1	1	1	1	1	1	1	1	1
	Admin Asst To CP	1	1	1	1	1	1	1	1	1
	Registrar	0.25	0.5	0.5	0.5	1	1	1	1	1
	Administrative Assistant (Services & Deans)							0.5	1	1
	Receptionist	0.5	1	1.5	2	2	2	2.5	2.5	2.5
	Safety Officer	0.5	1	1	1	1.5	1.5	2	2	2
Academic	Academic Dean	0.5	0.5	1	1	1	1	1	1	1
	Dean Of Student Services	0.5	0.5	0.5	1	1	1	1	1	1
	Instructional Coach			0.5	1	1	1.5	1.5	2	2
	Extern Coordinator								1	1
	Learning Resource Coordinator	0.5	0.5	1	1	1	1	1	1	1
	Student Center Coordinator	0.5	0.5	0.5	1	1	1.5	2	2	2
Admissions	Admissions Advisor	1	1.5	2.5	3.5	4.5	5.5	6.5	7	7
	Admissions Advisor - HS, Rep and/or Presenter*		0.5	1	1	1	1	1.5	1.5	2
	Enrollment Services Director				1	1	1	1	1	1
Career Services	Career Services Directors				1	1	1	1	1	1
	Career Services Representative	1	1.5	2	3	3	3.5	4	4	4.5
Facilities	Custodian	1	1	1.5	1.5	1.5	1.5	2	2	2
	Purchasing & Facilities Clerk		1	1	1	1	1	1	1	1
Financial Aid	Financial Aid Manager									1
	Financial Aid Officer	1	1.5	2	2.5	3	4	5	5	5.5
TOTAL		9.25	13.5	18.5	25	27.5	31	36.5	39	41.5

Staffing Based on Full Time Equivalent (FTE)

*Varies Depending on Geographic Area