

**CAMPUS ADMINISTRATIVE STAFFING GUIDELINE - 2017**

<b>Administration Area</b>	<b>Position Title</b>	<b>100</b>	<b>150</b>	<b>200</b>	<b>300</b>	<b>400</b>	<b>500</b>	<b>600</b>	<b>650</b>	<b>700</b>
<b>Administrative</b>	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
<b>Academic</b>	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
<b>Admissions</b>	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
<b>Career Services</b>	Career Services Directors				1	1	1	1	1	1
	Career Services Representative	1	1.5	2	3	3	3.5	4	4	4.5
<b>Facilities</b>	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
<b>Financial Aid</b>	Financial Aid Manager									1
	Financial Aid Officer	1	1.5	2	2.5	3	4	5	5	5.5
<b>TOTAL</b>		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