

Series Title	Classification Title	Series Level	Key Role	DBM	FLSA Status
Administrative Support	Clerical Aide	1 of 7	Clerical Aide is the first level in the Administrative Support series. Supports office clerical functions by providing routine customer service to answer defined questions or handling standard files/reports.	A12	Non-Exempt
	Clerical Associate	2 of 7	Clerical Associate is the second level in the Administrative Support series. Supports office clerical functions by providing customer service and preparing or processing standard correspondence and reports. <i>The Clerical Associate is distinguished from Clerical Aide because this role prepares files/reports with higher complexity or may perform a wider variety of duties.</i>	A13	Non-Exempt
	Clerical Technician	3 of 7	Clerical Technician is the third level in the Administrative Support series. Supports office functions by performing a variety of clerical tasks such as serving as the receptionist or first point of contact for the department and preparing and/or processing correspondence and reports. <i>The Clerical Technician is distinguished from Clerical Associate because this role performs more complicated administrative duties such as preparing specialized communications or reports, scheduling appointments, and leading the work of student workers.</i>	B21	Non-Exempt
	Administrative Specialist	4 of 7	Administrative Specialist is the fourth level in the Administrative Support series. Supports department operations by providing non-routine, complex clerical and administrative tasks requiring the application of department and organizational policies and procedures with an increased level of responsibility to individuals and organizations as well as with academic processes. <i>The Administrative Specialist is distinguished from the Clerical Technician, because this role performs complicated administrative duties in support of multiple functions within the department.</i>	B22	Non-Exempt
	Administrative Coordinator	5 of 7	Administrative Coordinator is the fifth level in the Administrative Support series. Provides specialized support of one or more key department or campus functions by performing one or more of the following: maintain the course catalog; facilitating part-time faculty, casual and student hiring; coordinating special events or projects; providing administrative support to department heads; or, providing thin layer advising to students. <i>The Administrative Coordinator is distinguished from the Administrative Specialist, because this role assumes greater accountability and ownership for assigned functions.</i>	B23	Non-Exempt
	Senior Administrative Coordinator	6 of 7	Senior Administrative Coordinator is the sixth level in the Administrative Support series. Provides specialized support of one or more key department or campus functions by performing one or more of the following: maintain the course catalog; facilitating part-time faculty, casual and student hiring; coordinating special events or projects; providing administrative support to department heads; and, providing thin layer advising to students. Also coordinates and supervises administrative support activities for the department. <i>The Senior Administrative Coordinator is distinguished from the Administrative Coordinator, because this role also oversees administrative support activities for the department.</i>	B24	Non-Exempt
	Administrative Planner	7 of 7	Administrative Planner is the seventh level in the Administrative Support series. Provides advanced administrative services requiring a broad knowledge of the assigned department or campus. May also coordinate and supervise administrative functions for the department or campus. <i>The Administrative Planner is distinguished from the Senior Administrative Coordinator in that this role assumes program management duties and coordinates/implements processes.</i>	B25	Non-Exempt

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Child Care	Child Care Assistant	1 of 3	Child Care Assistant is the first level in the Child Care series. Provides a safe and loving environment for children by planning and implementing developmentally appropriate lessons; recording observations of children's skills and abilities; maintaining the center environment; and, preparing communications with parents.	B21	Non-Exempt
	Child Care Coordinator	2 of 3	Child Care Coordinator is the second level in the Child Care series. Ensures an appropriate environment for children by developing and implementing activities and lessons plans; observing developmental progress; conducting parent conferences; regularly communicating with parents; and, training and evaluating student teachers. <i>The Child Care Coordinator is distinguished from the Child Care Assistant because this role is responsible for leading or training other</i>	B23	Non-Exempt
	Child Care Planner	3 of 3	Child Care Planner is the third level in Child Care series. Plans and implements the curriculum for 4-year old Kindergarten and family events by planning developmentally appropriate lessons for the classroom; directing children's activities; conducting parent conferences; regularly communicating with parents; and, training and evaluating student teachers. <i>The Child Care Planner is distinguished from the Child Care Coordinator because this role is responsible for directing activities as well as developing the full curriculum.</i>	B24	Non-Exempt
Communication	Communication Specialist	1 of 3	Communication Specialist is the first level in the Communication series. Produces marketing and communications collateral for use in printed and/or online channels by researching, drafting, proofreading and editing written materials; designing graphics; coordinating photo-shoots; taking photographs; and, uploading and organizing photographs.	B24	Non-Exempt
	Senior Communication Specialist	2 of 3	Senior Communication Specialist is the second level in the Communication series. Produces marketing and communications collateral for use in printed and/or online marketing channels by researching, drafting, proofreading and editing written materials; designing graphics; coordinating photo shoots; taking photographs; and, uploading and organizing photographs. Communicates with end users throughout the process. <i>The Senior Communication Specialist is distinguished from the Communication Specialist because this role actively participates in a project or assignment from needs assessment and concept development to producing the deliverables.</i>	B25	Non-Exempt
	Senior Communication Liaison	3 of 3	Senior Communication Liaison is the third level in the Communication series. Manages a marketing or communications related function or service for the College by managing the daily activities; prioritizing assignments; determining marketing and communication plans; developing plans to approach marketing projects; implementing the project solutions; and, performing related professional level marketing or communications work in assigned area. May supervise the activities of other staff or student workers, and may develop and monitor a budget.	C42	Exempt (Full-Time)
Curriculum	Curriculum Developer	1 of 1	Curriculum Developer is a standalone classification. Develops and selects curriculum and supports materials for new or revised courses by researching new technologies, developments, and trends in area of assignment; determining course content; writing course modules; maintaining and monitoring a program schedule; and, designing internet-based training materials or advertising for new programs.	C42	Exempt (Full-Time)
Education Program Marketing	Program Coordinator	1 of 2	Program Coordinator is the first level in the Education Program Marketing series. Provides enrollment support and customer service for an education program by planning and executing email marketing campaigns; managing social media programming for marketing; assessing student needs; and, advising with appropriate academic programs.	B23	Non-Exempt
	Senior Program Liaison	2 of 2	Senior Program Liaison is the second level in the Education Program Marketing series. Cultivates and maintains external relationships to secure business-to-business sales or strategic partnerships by planning, developing, and executing strategies; developing and presenting proposals; creating budgets and writing contracts to secure contracts or agreements; and, developing project scope in collaboration with clients and service providers.	C42	Exempt (Full-Time)

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Facilities and Grounds	Facilities and Grounds Associate	1 of 5	Facilities and Grounds Associate is the first level in the Facilities and Grounds series. Provides custodial services to campus facilities by following established standards and procedures.	A12	Non-Exempt
	Facilities and Grounds	2 of 5	Facilities and Grounds Technician is the second level in the Facilities and Grounds series. Maintains campus facilities and grounds by following established standards and procedures and according to safety and industry best practices. May monitor student workers.	A13	Non-Exempt
	Lead Facilities and Grounds Technician	3 of 5	Lead Facilities and Grounds Technician is the third level in the Facilities and Grounds series. Coordinates custodial and/or grounds keeping activities at one or more campus locations. Responsible for performing cleaning services and may coordinate custodial staff and operations.	B22	Non-Exempt
	Facilities and Grounds Specialist	4 of 5	Facilities and Grounds Specialist is the fourth level in the Facilities and Grounds series. Coordinates the operation of the integrated District-wide OneCard System by providing project management and system administration.	B25	Non-Exempt
	Senior Facilities and Grounds Specialist	5 of 5	Senior Facilities and Grounds Specialist is the fifth level in the Facilities and Grounds series. Provides design services and project management for space layout by procuring equipment, products and services to implement remodeling/reconfiguration projects and major capital remodeling/construction projects; designing, ordering and coordinating the installation of all furniture and finishes; and, managing reconfigure, construction and remodeling projects from start to finish.	C41	Exempt
Finance and Accounting Support	Cashier	1 of 7	Cashier is the first level in Finance and Accounting Support series. Performs general retail financial transactions by receiving and recording payment, responding to general inquiries, and counting down drawers.	A12	Non-Exempt
	Accounting Technician	2 of 7	Accounting Technician is the second level in the Finance and Accounting Support series. Performs basic and routine accounting tasks by entering and processing payments; posting fines; preparing bank deposits; and, reviewing data and forms for accuracy and completion.	A13	Non-Exempt
	Accounting Specialist	3 of 7	Accounting Specialist is the third level in the Finance and Accounting Support series. Supports high volume accounting functions by performing one or more of the following: reconciling journal entries; entering data; calculating basic statistics; running standard financial and statistical reports; processing invoices, contracts, accounts receivable, and/or payroll; processing requisitions and invoices; solving defined inconsistencies; reviewing and helping to complete submitted forms to ensure compliance with GAAP, identifying and reporting deviations; and, verifying and maintaining records and files.	B22	Non-Exempt
	Senior Accounting Specialist	4 of 7	Senior Accounting Specialist is the fourth level in the Finance and Accounting Support series. Reconciles, documents and monitors financial data for an assigned function or department by maintaining effective accounting controls; confirming compliance with contract language; resolving invoice discrepancies; approving payments; verifying funding sources; training non-accounting staff on accounting procedures; and, performing other accounting support duties. <i>The Senior Accounting Specialist is distinguished from the Accounting Specialist because this role spends more time monitoring and troubleshooting accounts.</i>	B23	Non-Exempt
	Accounting Advisor	5 of 7	Accounting Advisor is the fifth level in the Finance and Accounting Support series. Documents, monitors and/or analyzes financial data for an assigned function or department by maintaining effective accounting controls; confirming compliance with contract language; resolving invoice discrepancies; training non-accounting staff on accounting procedures; and, performing other accounting support duties. <i>The Accounting Advisor is distinguished from the Senior Accounting Specialist because this role exercises considerable judgment, initiative, and decision-making.</i>	B24	Non-Exempt

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	Accountant	6 of 7	Accountant is the sixth level in the Finance and Accounting Support series. Prepares and analyzes financial reports and data in assigned area of responsibility by monitoring department budgets and/or grant funds; preparing budgets and financial models; identifying, researching, and resolving account discrepancies; preparing and analyzing standard and ad-hoc reports; and, ensuring compliance with policies, procedures, and/or grant requirements.	C42	Exempt (Full-Time)
	Financial Consultant	7 of 7	Financial Consultant is the seventh level in the Finance and Accounting Support series. Leads and performs centralized budget administration. Prepares, modifies, and maintains budget processes and budgetary activities; resolves budgetary issues; provides assistance to executive-level management in decision process; and, aides in the resolution of funding and/or budgetary issues.	C45	Exempt
Food Service	Food Service Aide	1 of 5	Food Service Aide is the first level in the Food Service series. Performs basic food service support duties by operating dishwasher and disposal; restocking supplies in cafeteria; cleaning dish room, lab area, and dining area; and, assisting with catering as needed.	A11	Non-Exempt
	Food Service Assistant	2 of 5	Food Service Assistant is the second level in the Food Service series. Provides general support to food service unit by preparing food, cleaning up assigned area, setting up and delivering orders. <i>The Food Service Assistant is distinguished from the Food Service Aide because the role provides direct support for food preparation.</i>	A12	Non-Exempt
	Food Service Associate	3 of 5	Food Service Associate is the third level in the Food Service series. Performs food preparation and coordinates the Food Service operation by preparing and cooking food; coordinating work of other employees on task; delivering and picking up catering; stocking stations; cashiering; ordering food and materials; and, filling in and assuming responsibility for other positions as needed. <i>The Food Service Associate is distinguished from the Food Service Assistant because the role is responsible for the whole process of food service.</i>	A13	Non-Exempt
	Food Service Leader	4 of 5	Food Service Leader is the fourth level in the Food Service series. Provides leadership to food service operations by staffing, scheduling, and supervising money-handling, stocking, inventory, cleaning, and marketing.	B23	Non-Exempt
	Senior Food Service Specialist	5 of 5	Senior Food Service Specialist is the fifth level in the Food Service series. Manages and leads the day-to-day activities of the food service and catering operations of Madison College by mentoring and instructing staff; consulting with and taking orders for events; purchasing necessities for operations; developing and pricing menus; coordinating equipment maintenance with vendors; ensuring adherence to proper sanitation practices; and, developing recipes.	C41	Non-Exempt
Grant	Grant Specialist	1 of 2	Grant Specialist is the first level in the Grant series. Advises schools and departments College-wide by researching, drafting, and submitting grants and managing data collection related to grant reporting. Prepares and submits grants, revises grants as required, and develops and maintains relationship with grant funders and stakeholders.	C41	Non-Exempt
	Grant Officer	2 of 2	Grant Officer is the second level in the Grant series. Advises schools and departments College-wide on procuring grant funding by researching grant opportunities and writing grant proposals. Identifies and communicates funding opportunities; coordinates the development of proposal budgets; writes proposals and/or coordinates the proposal writing process; and, monitors the progress of submitted proposals.	C42	Exempt (Full-Time)

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Information Technology	Information Technology Technician	1 of 6	Information Technology Technician is the first level in the Information Technology series. Delivers IT support to students, faculty, and staff by providing first-person contact and problem resolution with IT issues; escalating problems as appropriate following established policies and procedures; reviewing and updating support documentation; assisting in the development of technical support training materials as assigned; and, investigating errors and problems.	B23	Non-Exempt
	Information Technology Specialist	2 of 6	Information Technology Specialist is the second level in the Information Technology series. Provides assistance to internal customers with technical troubleshooting related to computer hardware and software. Performs advanced troubleshooting, maintenance and repair of computer equipment; troubleshooting and maintaining computer software; coordinates with Customer Service Help Desk to prioritize pending service requests; installs computer equipment and peripherals; and, troubleshoots data line and switching issues. <i>The IT Specialist is distinguished from the IT Technician because the role provides more complicated and direct support to internal customers.</i>	B24	Non-Exempt
	Senior Information Technology Specialist	3 of 6	Senior Information Technology Specialist is the third level in the Information Technology series. Provides support to complex IT systems in Madison College by analyzing user needs; designing, developing, installing and maintaining systems, website functionality, report functions, applications or databases; ensuring data accuracy; installing and testing upgrades and patches; writing code; and, preparing analytical and statistical reports.	C41	Non-Exempt
	IT Project Leader	4 of 6	IT Project Leader is the fourth level in the Information Technology series. Administers, maintains and supports the IT system in assigned area by planning, designing, building, testing, and deploying application packages; creating, managing and deploying IT policies; developing and implementing standard processes for the installation and updating of required client software; and, performing installation, setup, configuration, migration, upgrading and maintenance of server, software, and related peripherals.	C42	Exempt (Full-Time)
	Senior IT Project Leader	5 of 6	Senior IT Project Leader is the fifth level in the Information Technology series. Responsible for development, deployment and technical management of IT infrastructure by developing processes and procedures to mitigate IT related disruptions; designing IT facility to support education initiatives; providing leadership for IT infrastructure improvement and maintenance; and, investigating and evaluating application failures and impact to develop remediation plan.	C44	Exempt
	Senior IT Engineer	6 of 6	Senior IT Engineer is the sixth level in the Information Technology series. Coordinates and implements the maintenance, use and enhancement of software or hardware systems critical to the operation of the College by analyzing system capabilities and implementing process and procedure changes to better utilize software or hardware; coordinates with software vendors regarding software support and system enhancements; coordinates projects involving the implementation of new software/hardware or system changes; and, trains end users. <i>The Senior IT Engineer is distinguished from the Senior IT Project Leader because this role assumes more duties in IT project coordination/management and performs more complicated system analysis.</i>	C45	Exempt
	Institutional Effectiveness Specialist	1 of 5	Institutional Effectiveness Specialist is the first level in the Institutional Effectiveness series. Provides specialized data management activities in support and review of institutional or curriculum related data by collecting, preparing, and researching data for studies and audits; developing and running queries; and, creating and maintaining databases.	B23	Non-Exempt
	Senior Institutional Effectiveness Specialist	2 of 5	Senior Institutional Effectiveness Specialist is the second level in the Institutional Effectiveness series. Analyzes datasets and prepares summaries; evaluates and verifies data reports and studies; verifies the accuracy of assigned database(s) and college reporting systems through audits; conducts specialized research projects; and, compiles information for program performance improvement. <i>The Senior Institutional Effectiveness Specialist is distinguished from the Institutional Effectiveness Specialist because this role performs more complicated analysis and conducts specialized research projects.</i>	B24	Non-Exempt

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Institutional Effectiveness	Institutional Effectiveness Analyst	3 of 5	Institutional Effectiveness Analyst is the third level in the Institutional Effectiveness series. Collects, analyzes and summarizes data for assigned assessment programs and provides direction to lower level institutional advancement staff. Designs assessments for assigned programs; manages survey instruments; compiles information for comprehensive academic program reviews; analyzes datasets and preparing summaries; evaluates and verifies data reports and studies; verifies the accuracy of assigned database(s) and college reporting systems through audits; and, performs the duties of the lower levels.	C42	Exempt
	Institutional Effectiveness Coordinator	4 of 5	Institutional Effectiveness Coordinator is the fourth level in the Institutional Effectiveness series. Coordinates an assigned College's strategic planning and assessment process and the state reporting function. Develops and maintains a comprehensive system to compile, manage, evaluate, and report data associated with College goals and institutional initiatives; manages data systems for state reporting; reviews and approves state reports; and, performs the duties of the lower levels. May supervise lower level institutional research staff. <i>The Institutional Effectiveness Coordinator is distinguished from the Institutional Effectiveness Analyst because the role is in charge a wider range of projects and performs system development.</i>	C43	Exempt
	Institutional Effectiveness Consultant	5 of 5	Institutional Effectiveness Consultant is the fifth level in the Institutional Effectiveness series. Performs broad range of specific institutional research functions and leads, coaches, shares knowledge and problem solves with Institutional Research and Effectiveness staff and others involved in projects. Manages college-wide surveys by working with various vendors; identifies, recommends and selects databases for research projects; develops data structures to support college effectiveness assessment; and, provides assessment support for major college activities.	C45	Exempt
Lab and Instruction Support	Instructional Support Technician	1 of 4	Instructional Support Technician is the first level in the Lab and Instruction Support series. Performs basic maintenance in assigned laboratory and assists with instruction by cleaning, maintaining and replacing equipment; organizing and delivering course materials; developing safety and use guidelines for equipment; and, providing assistance to instructors.	B21	Non-Exempt
	Laboratory Coordinator	2 of 4	Laboratory Coordinator is the second level in the Lab and Instruction Support series. Maintains an assigned laboratory and provides direction to students in the laboratory environment by answering student questions regarding lab processes and/or equipment; purchasing and maintaining necessary supplies; preparing materials for labs; installing, setting up, maintaining, storing and disposing of equipment and supplies; coordinating, maintaining and monitoring records; directing the work of student assistants; and, preparing student assignments. <i>The Laboratory Coordinator is distinguished from the Instructional Support Technician because the role sets up labs, provides assistance to students during lab sessions, and purchases and maintains lab supplies.</i>	B23	Non-Exempt
	Senior Laboratory Coordinator	3 of 4	Senior Laboratory Coordinator is the third level in the Lab and Instruction Support series. Provides instruction to student and coordinates the operations of an assigned lab by managing the use of laboratory equipment and media; assisting faculty in developing laboratory assignments; coordinating and assisting students in lab exercises; offering supplemental instruction to students; and, preparing and revising laboratory operation manuals. <i>The Senior Laboratory Coordinator is distinguished from the Laboratory Coordinator in that the former assumes more duties in laboratory management and assists faculty in assignments development.</i>	B24	Non-Exempt

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	Lead Laboratory Coordinator	4 of 4	Lead Laboratory Coordinator is the fourth level in the Lab and Instruction Support series. Manages, coordinates, determines and performs the set up for student laboratories needs by managing the use of laboratory equipment and media; assisting faculty in developing laboratory assignments; determining supplies and materials necessary for experiments; managing an assigned budget; managing inventory through purchases and verification; coordinating and assisting students in lab exercises; offering supplemental instruction to students; and, preparing and revising laboratory operation manuals. <i>The Lead Laboratory Coordinator is distinguished from the Senior Laboratory Coordinator, because the role monitors the overall lab expenses and makes decisions and recommendations for the purchase of capital equipment.</i>	B25	Non-Exempt
Library Service	Librarian	1 of 1	Librarian is a stand-alone classification. Performs professional librarian functions within a higher education setting by providing research and reference services for patrons; overseeing various library operations and staff including circulation, material inventory, cataloging, and acquisition; and, recommending and implementing policies and procedures. Oversees work of other staff.	C42	Exempt (Full-Time)
Maintenance	Maintenance Associate	1 of 4	Maintenance Associate is the first level in the Maintenance series. Provides general preventative maintenance on facilities or systems by assisting higher level mechanics, plumbers, and electricians in performing general maintenance and repairs.	A13	Non-Exempt
	Maintenance Technician	2 of 4	Maintenance Technician is the second level in the Maintenance series. Performing a skilled trade at the journey level, receives and completes assignments and performs preventative maintenance by repairing, replacing, installing and revising various equipment; cleaning assigned area; checking inventory and making orders; and, attending meetings and organizing maintenance work.	B22	Non-Exempt
	Maintenance Mechanic	3 of 4	Maintenance Mechanic is the third level in the Maintenance series. Performing a complex trade, receives and completes an assignment, performs preventative maintenance, and provides work direction to labor support by repairing, replacing, installing and revising various equipment; cleaning assigned area; checking inventory and making orders; communicating with contractors/vendors associated with repairing; attending meetings and organizing maintenance work; and, training, supervising and providing work direction to lower level technicians.	B23	Non-Exempt
	Maintenance Planner	4 of 4	Maintenance Planner is the fourth level in the Maintenance series. Coordinates and participates in the repair, installation, and maintenance of electrical, electronic, process instrumentation and computerized control systems by one or more of the following: inspecting electrical installations; designing electrical installations; performing house electrical work; installing, repairing, and remodeling plumbing systems; and, ordering maintenance parts as needed.	B25	Non-Exempt
Procurement & Asset Management	Purchasing Analyst	1 of 1	Purchasing Analyst is a stand-alone classification. Supports and guides the activities of college buyers involved in purchasing materials, products and services for Madison College by meeting with staff to assist in creating request for proposals and request for bids; reviewing and ensuring that Madison College staff purchases are compliant with all regulations; and, conducting hands on procurement training.	B25	Non-Exempt
	Security Coordinator	1 of 3	Security Coordinator is the first level in the Security series. Patrols and inspects the campus and provides safety and security related services to all students, staff, faculty and visitors as necessary by responding to calls for assistance; locking and unlocking facilities; assisting citizens with battery jumps, lock-outs, escorts and other services as needed; monitoring security cameras; providing crowd control for events; directing traffic; issuing traffic citations; and, maintaining records of all activities and issues.	B23	Non-Exempt

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Security	Security Planner	2 of 3	Security Planner is the second level in the Security series. Coordinates and implements security functions by providing direction to Security Coordinators and support staff; overseeing department daily operations; coordinating and providing department training; managing emergency incidents; providing employee/student safety orientations; and, performing department scheduling.	B25	Non-Exempt
	Senior Security Advisor	3 of 3	Senior Security Advisor is the third level in the Security series. Analyzes, directs, and coordinates the implementation, installation, maintenance, and enhancements of the integrated district-wide Public Safety related systems by developing, maintaining, updating and modifying security plans; selecting, evaluating, deploying, monitoring and maintaining district security hardware; and, developing, implementing, evaluating, interpreting and enforcing district security policies and procedures.	C42	Exempt (Full-Time)
Student Support	Student Support Assistant	1 of 6	Student Support Assistant is the first level in the Student Support series. Provides standard organizational or process information and services to students and prospective students by sharing admissions information; providing information on academic requirements and processes, financial aid, and registration processes; processing payments; reviewing documentation for alignment with College requirements; administering standardized tests; entering and tracking data; and maintaining records of results, activities, or student status.	B21	Non-Exempt
	Student Support Specialist	2 of 6	Student Support Specialist is the second level in the Student Support series. Provides organizational information and services to students and prospective students in single areas or across a number of disciplines that may include admissions, financial aid, academic advising, career services, international students, and disability services by providing information on academic requirements and processes, financial aid, and registration processes; reviewing documentation for alignment with College requirements; determining eligibility for admittance; monitoring student progress; providing academic guidance; and, performing the duties of the lower level. <i>The Student Support Specialist is distinguished from the Student Support Assistant, because the role provides more comprehensive supports to students such as determining eligibility, and performs administrative support to the department as needed.</i>	B22	Non-Exempt
	Student Support Coordinator	3 of 6	Student Support Coordinator is the third level in the Student Support series. Provides complete organizational information and services to students and prospective students in single areas or across a number of disciplines that may include admissions, financial aid, academic advising, career services, international students, and disability services. <i>The Student Support Coordinator is distinguished from the Student Support Specialist because this role coordinates student support programs.</i>	B23	Non-Exempt
	Senior Student Support Coordinator	4 of 6	Senior Student Support Coordinator is the fourth level in the Student Support series. Provides complete organizational information and services to students and prospective students in single areas or across a number of disciplines that may include admissions, financial aid, academic advising, career services, international students, and disability services. <i>The Senior Student Support Coordinator is distinguished from the Student Support Coordinator because this role coordinates the work of other Student Support staff.</i>	B24	Non-Exempt
	Student Support Advisor	5 of 6	Student Support Advisor is the fifth level in the Student Support series. Provides complete organizational information and services to students and prospective students in single areas or across a number of disciplines that may include admissions, financial aid, academic advising, career services, international students, and disability services by coordinating internal and external partnerships to enhance services; making referrals for resources to assist in the students' career and educational success; and, serving as a liaison between high schools, students, employers, and the college. <i>The Student Support Advisor is distinguished from the Senior Student Support Coordinator because this role provides advising service to students.</i>	C41	Non-Exempt

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	Senior Student Support Advisor	6 of 6	<p>Senior Student Support Advisor is the sixth level in the Student Support series. Provides professional-level support services to students and prospective students in single areas or across a number of disciplines that may include admissions, financial aid, academic advising, career services, international students, and disability services by developing internal and external partnerships to enhance services; conducting program assessment and evaluation to ensure effective delivery of services; making referrals for resources to assist in the students' career and educational success; and serving as a liaison between high schools, students, employers, and the college. Performs professional-level student support activities and may have formal supervisory responsibility for program staff.</p> <p><i>The Senior Student Support Advisor is distinguished from the Student Support Advisor in that the former requires more experience and may provide support to students with special needs/accommodations.</i></p>	C42	Exempt (Full-Time)
Test Support	Test Coordinator	1 of 2	<p>Test Coordinator is the first level in Test Support series. Facilitates testing services by administering and interpreting GED/HSED and Compass test results for students and advising students regarding test results.</p>	B23	Non-Exempt
	Test Program Planner	2 of 2	<p>Test Program Planner is the second level in Test Support series. Facilitates testing services by administering, scoring, and interpreting assessments with primary responsibility for coordinating and leading other staff in the test center. Advises and informs prospective students of appropriate course placements utilizing test scores; arranges for and provides accommodations for students with special needs; and, serves as the liaison from Testing Center to other departments to collaborate in determining and meeting the needs of students.</p>	B25	Non-Exempt