

## Titling Briefs

**These briefs illustrate distinction of jobs within Xavier based on level of influence and expertise**

Assistant Dean	Administrator who reports to and supports the Dean in administration of an institutional program, which may be a school, college or department; directly responsible for a department or group of faculty and staff and associated systems that support academics within the University.
Assistant Director	Coordination of work or goals. Greater organizational capacity and/or supervising others.
Assistant Provost	High level staff position with cross-divisional impact; important responsibility limited authority; job requires complexity and span of influence; reports to Provost.
Assistant Vice President	High level staff position with cross-divisional impact; important responsibility limited authority; job requires complexity and span of influence; reports to Vice President or Provost.
Associate Dean	Administrator who reports to and supports the Dean in administration of an institutional program, which may be a school or college; directly responsible for a portion of the curriculum or faculty, possibly a department or group of faculty and associated systems and academics within the University.
Associate Director	Second in command to the Director of a functional area.
Associate Provost	Directly responsible for administrators and staff and several broad-based areas under the direction of the Provost; exercising high levels of influence and risk management as directed by the Provost; may serve as second in command to the Provost.
Associate Vice President	Directly responsible for administrators and staff within a specialized department or group of departments exercising high levels of influence and risk management as directed by Vice President; may serve as senior leader over a specialized unit of the university.
Dean	Principal administrator/head of an academic program which may be a school or college. In charge of students and faculty, curriculum and associated technology; responsible for academic activities.
Director	Direct the work of other professional employees or function. Supervises one or more Assistant Directors. (may also be called Manager)
	Employee directs manages people (level, function):
	<i>Example: Director/Manager, Accounting</i>
	Employee directs manages function (function, level):
	<i>Example: Web Content Director/Manager</i>
Executive Director	Manage multiple departments. Supervise multiple directors or multiple functions; significant responsibility and management of risks.
Lead	Person who coordinates work of others in same area of responsibility. Example: Lead, Building Services Specialist
Senior	Employee has significant expertise in a function as an individual contributor
	<i>Example: Senior Database Administrator (function)</i>
	Fulfills current responsibilities incorporating advanced administrative responsibilities and based on organizational structural need <i>Example: Senior Director Student Affairs</i>
Senior Vice President	Responsible for multiple department/areas under the direction of multiple Vice President's; provides significant responsibility and authority while , high complexity, span of influence and risk management; complex interfacing with multiple Board committees and the President; reports to the President.
Vice President	Responsible for supervising multiple departments/areas; significant responsibility and authority, high complexity, span of influence and risk management; reports to President, Senior Vice President or Provost.