

MCAD JOB LEVEL MATRIX

Job Level	Supervisor	Supervision	Decision making	Budget role	Operational
President	Direct report to BOT	Direct Supervise Leadership	Institutional Decision-maker and policy maker	Creates and oversees institutional budget	Responsible for operational cadence of the institution
Vice President	Direct report to President	Direct supervise division or multiple department	Institution contributor to organizational policy	Creates and oversees division budget	Responsible for operational cadence of division
			Division decision-maker	Accountable to two or more functional areas	
Assoc. Vice President	Direct report to VP	Direct supervise multiple depts	Division contributor to VP	Creates and oversees dept budget	Responsible for operational cadence of division/dept(s)
			Dept. decision-maker	Salary contributor	
Assist. Vice President	Direct report to VP	Direct supervise multiple depts	Division contributor to VP	Creates and oversees dept budget	Responsible for operational cadence of division/dept(s)
			Dept. decision-maker	Salary contributor	
Director 3	Direct report to AVP/VP	Direct supervise one or more depts	Institutional evaluation & assessment	Dept. budget contributor	Responsible for operational cadence of dept(s)
		(3 or more employees)	Institutional decision input	Manage expenses - fiscal responsibility for dept	
			Dept. decision-maker	Staff salary budget input	
Director 2	Direct report to AVP/VP	Direct supervise one or more depts	Institutional evaluation & assessment	Dept. budget contributor	Responsible for operational cadence of dept
		(2 or more employees)	Dept. decision-maker	Manage expenses - fiscal responsibility for dept	
				Staff salary budget input	
Director 1	Direct report to Dir3/AVP/VP	Direct supervise one or more similar depts	Dept. decision-maker	Dept. budget contributor	Oversee operational activities
				Manage expenses - fiscal responsibility for dept	
				Staff salary budget input	
Manager 2	Direct report to Dir/AVP	Direct supervise one or more similar depts	Dept. decision-maker	Manage expenses - fiscal responsibility for dept	Oversee operational activities
				Expense approval	Office: organize office activity and assets
				Staff hiring, training, etc	Program/project-level
Manager 1	Direct report to Dir/AVP	Direct supervise one or more similar depts	Dept. decision-maker	Expense approval	Oversee operational activities
				Staff hiring, training, etc	Office: organize office activity and assets
					Program/project-level
Supervisor	Direct report to Mgr/Dir	Direct supervisor one or more employee	Dept. contributor	Expense authorizer	Oversee operational activities
			Project decision-maker	Staff scheduling/time card approval	
Coordinator	Direct report to Mgr/Dir	Direct supervisor of project related employee	Dept. contributor	Expense authorizer	Oversee project completion
			Project decision-maker	Staff scheduling/time card approval	Est. vendor relationships
				Project and task expense input	

Lead	Direct report to Coord/Mgr+	Work direction	Dept. contributor	Expense authorizer	Direct support of a particular function
			Project decision-maker	Staff schedule contributor/time card input	Performs same duties as those in the group
Technician; IT	Direct report to Coord/Mgr+	Work alongside other	Project and task contributor	Requester input	Specialized skills
		Direct student workers			Skilled professional
Technician; Academic	Direct report to Coord/Mgr+	Work alongside other	Project and task contributor	Requester input	Specialized skills
		Direct student workers			Skilled professional
Technician; Non-Academic	Direct report to Coord/Mgr+	Work alongside other	Project and task contributor	Requester input	Specialized skills
		Direct student workers			Skilled professional
Specialist; Academic	Direct report to Coord/Mgr+	Work alongside other	Project and task contributor	Requester input	Duties in specific area
		Direct support of specific functions	Direct support of functions		Specialized skills
Specialist; Non-Academic	Direct report to Coord/Mgr+	Work alongside other	Project and task contributor	Requester input	Duties in specific area
		Direct support of specific functions	Direct support of functions		Specialized skills
Associate 2	Direct report to Coord/Mgr+	Direct student workers	Project and task contributor	Requester input	Junior-rank with possibility of moving up
Associate 1	Direct report to Coord/Mgr+	Work direct student workers	Project and task contributor	Requester input	Junior-rank with possibility of moving up
Assistant	Direct report to Coord/Mgr+	Work direct student workers	Task contributor	Requester	Typically assists managers by performing similar duties
					Stepping in during absences
					Assistant to: higher ranking employees
Entry-Level	Direct report to Coord/Mgr+		Task contributor	N/A	Daily tasks
					Minimal/no support of higher team function
CL/WS	Any level	None	None	No access to expense or budget	