

Advancement Job Family

JOB CODES: To get the job code for a job, simply take the four digit "Job Code Prefix" for the level you are working with (be sure to pull the correct management vs. individual contributor prefix) and add the two letter "Job Code Suffix" to the end of those four digits. Example: Officer 4-Stewardship job code = 9761ST

Job Family Level		Job Code Prefix		Job Code Suffix					Individual Codes	Employee Group	FLSA
Management	Individual Contributors	Management	Individual Contributors	Advancement Operations Generalist	Alumni Relations	Annual Giving	Stewardship	Other			
				AO	AR	AG	ST	AD			
Director 2		9366								P & A	Exempt
Director 1		9365								P & A	Exempt
Manager 3	Officer 6	9363	9763							P & A	Exempt
Manager 2	Officer 5	9362	9762	Please refer to class spec for salary range data for each job.						P & A	Exempt
Manager 1	Officer 4	9361	9761							P & A	Exempt
	Officer 3		9703						Annual Giving & Stewardship (9703AS)	P & A	Exempt
	Officer 2		9702							P & A	Exempt
	Officer 1		8341							CS	Non Exempt