2020-21 NACE Career Services
Professional Staff Compensation Survey

Start of Block: Respondent Information

Q1

Thank you for participating in the NACE 2020-21 Career Services Compensation Benchmark Survey. Your responses to this survey will help the field track compensation-related information such as salaries and benefits.

Please Note:
- Your responses are saved every time you advance to the next page.
- You can leave and return to the survey where you left off as long as you use the same computer or device.

Q2 Please enter your Contact ID Number, which can be found in your invitation email.
Response to this question is required.

Q3 As part of the survey results, NACE will provide a list of survey respondents. Please indicate your preference below.
- Note: This will not affect the confidentiality of your data.

☐ Yes, please list my school as a survey respondent.

☐ No, please DO NOT list my school as a survey respondent.

Q4
For the following job descriptions, please provide the requested compensation information for
the individual(s) whose job responsibilities most closely match the functional description of each job title.

- If individuals in your office perform the functions for multiple positions listed here, please respond only to the compensation questions for that individual's highest ranking position.
- For example, if the Director also performs the functions of the internship coordinator, please enter the individual’s compensation information for the Director position only.

End of Block: Respondent Information

Start of Block: Vice Provost/Asst. Vice Provost/Vice President/Asst. Vice President/Executive Director

Q5 Vice President/ Asst. Vice President/ Vice Provost/ Asst. Vice Provost/ Executive Director

Provides leadership and oversight to the overall direction and operations of the college career center function at the university.

Responsibilities may include:
- Overseeing multiple career center operations;
- Heavily involved with overall strategic decision making within the university's management.

Q6 Is there someone in your office that performs the above function?

- Yes
- No

Q7 Please enter the number of incumbents in this role:

__________________________________________________________________

__________________________________________________________________
Q8 Please enter the average tenure of the incumbents in this role:

________________________________________________________________

Q9 Is this position exempt or non-exempt?

○ Exempt

○ Non-exempt

Q10 What is the base salary information for this position in 2020-21 (US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

○ Average Annual Salary

○ Average percent increase in base salary from last year to this year

Q11 Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

○ Yes

○ No

○ Don't Know
Q12 What is the formal salary range for this position?

- Minimum Annual Salary ________________________________________________
- Maximum Annual Salary ________________________________________________

Q13 Is this position eligible for any bonus compensation?

- Yes
- No

Q14 What is the overall average bonus compensation for this position in 2020-21 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

________________________________________________________________

Q15 Do you know what percent of the bonus compensation is based on individual, department, and/or institution-wide performance?

- Yes
- No
Q16 What percent of bonus compensation is based on each of the following? All 3 responses must add up to 100, even if one or more of the responses is 0.

Individual Performance Measures: _______
Departmental Performance Measures: _______
Institution-wide Performance Measures: _______
Total: _______

End of Block: Vice Provost/Asst. Vice Provost/Vice President/Asst. Vice President/Executive Di

Start of Block: Director

Q17 Director of the Career Center

Responsible for providing leadership and oversight in the operations of the college career center office.

Responsibilities may include:

- developing the strategic direction for student career development plans within the college;
- managing the core functions of the office including internship and job search advising, employer relations, and career counseling;
- overseeing the development of data and reports connected with graduate outcomes;
- and managing the department’s budget.

Q18 Is there someone in your office that performs the above function?

- [ ] Yes
- [ ] No

Q19 Please enter the number of incumbents in this role:
Q20 Please enter the average tenure of the incumbents in this role:

________________________________________________________________

Q21 Is this position exempt or non-exempt?

☐ Exempt

☐ Non-exempt

Q22 What is the base salary information for this position in 2020-21 (in US Dollars)?

• Please adjust any part-time salaries to a full-time annual basis.
• Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
• Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

☐ Average Annual Salary ______________________________________________

☐ Average percent increase in base salary from last year to this year

________________________________________________

Q23 Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

☐ Yes

☐ No

☐ Don't Know
Q24 What is the formal salary range for this position?

- Minimum Annual Salary ________________________________
- Maximum Annual Salary ________________________________

Q25 Is this position eligible for any bonus compensation?

- Yes
- No

Q26 What is the overall average bonus compensation for this position in 2020-21 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

Q27 Do you know what percent of the bonus compensation is based on individual, department, and/or institution-wide performance?

- Yes
- No
Q28 What percent of bonus compensation is based on each of the following? All 3 responses must add up to 100, even if one or more of the responses is 0.
Individual Performance Measures: _______
Departmental Performance Measures: _______
Institution-wide Performance Measures: _______
Total: _______

End of Block: Director

Start of Block: Associate Director

Q29 Associate Director of the Career Center

Responsible for the design, implementation, and assessment of an array of career services to student and alumni clients of the Center.
Responsibilities may include:

- Overseeing employer relations strategy or career counseling and programming strategy;
- Providing career coaching / counseling / advising to students either directly or through the presentation of career workshops;
- Creating and developing of new programs;
- Supervising other career center staff.

Q30 Is there someone in your office that performs the above function?

- Yes
- No

Q31 Please enter the number of incumbents in this role:

________________________________________________________________

________________________________________________________________
Q32 Please enter the **average tenure** of the incumbents in this role:

________________________________________________________________________

Q33 Is this position exempt or non-exempt?

- Exempt
- Non-exempt

Q34 What is the base salary information for this position in 2020-21 (in US Dollars)?
  - Please adjust any part-time salaries to a full-time annual basis.
  - Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
  - Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

- Average Annual Salary __________________________________________________
- Average percent increase in base salary from last year to this year
  __________________________________________________

Q35 Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know
Q36 What is the formal salary range for this position?

- Minimum Annual Salary ________________________________________________
- Maximum Annual Salary ________________________________________________

Q37 Is this position eligible for any bonus compensation?

- Yes
- No

Q38 What is the overall average bonus compensation for this position in 2020-21 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

Q39 Do you know what percent of the bonus compensation is based on individual, department, and/or institution-wide performance?

- Yes
- No
Q40 What percent of bonus compensation is based on each of the following? All 3 responses must add up to 100, even if one or more of the responses is 0.

Individual Performance Measures: _______
Departmental Performance Measures: _______
Institution-wide Performance Measures: _______
Total: _______

End of Block: Associate Director

Start of Block: Assistant Director

Q41 **Assistant Director of the Career Center**

Responsible for providing assistance to the director and/or associate director in meeting the objectives of the career center.

Responsibilities may include:

- Providing career coaching / counseling / advising to students either directly or through the presentation of career workshops;
- Helping establish and maintain employer relations development, resource development, faculty relations, and other related activities;
- Directing and coordinating activities of other career center staff.

Q42 Is there someone in your office that performs the above function?

- Yes
- No

Q43 Please enter the **number of incumbents** in this role:

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________________________________________
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*`

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Q44 Please enter the average tenure of the incumbents in this role:


Q45 Is this position exempt or non-exempt?

☐ Exempt

☐ Non-exempt

Q46 What is the base salary information for this position in 2020-21 (in US Dollars)?

• Please adjust any part-time salaries to a full-time annual basis.
• Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
• Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

☐ Average Annual Salary ________________________________________________

☐ Average percent increase in base salary from last year to this year

Q47 Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

☐ Yes

☐ No

☐ Don't Know
Q48 What is the formal salary range for this position?

- Minimum Annual Salary ________________________________________________
- Maximum Annual Salary ________________________________________________

Q49 Is this position eligible for any bonus compensation?

- Yes
- No

Q50 What is the overall average bonus compensation for this position in 2020-21 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

Q51 Do you know what percent of the bonus compensation is based on individual, department, and/or institution-wide performance?

- Yes
- No
Q52 What percent of bonus compensation is based on each of the following? All 3 responses must add up to 100, even if one or more of the responses is 0.
Individual Performance Measures: _______
Departmental Performance Measures: _______
Institution-wide Performance Measures: _______
Total: _______

End of Block: Assistant Director

Start of Block: Career Counselor

Q53 **Career Counselor**
Responsible for providing therapeutic and confidential assistance and advice to students and/or alumni and faculty using core counseling techniques requiring adherence to all state and federal regulations related to counseling. Frequently requires a master’s degree or higher.

Responsibilities may include:
- Counseling clients to consider their career identity, exploring barriers they are facing;
- Guiding clients in establishing short- and long-term goals;
- Reviewing resumes and cover letters;
- Helping candidates prepare for interviews.

Q54 Is there someone in your office that performs the above function?

- Yes
- No

Q55 Please enter the **number of incumbents** in this role:

________________________________________________________________
Q56 Please enter the **average tenure** of the incumbents in this role:

________________________________________________________________

Q57 Is this position exempt or non-exempt?

- [ ] Exempt
- [ ] Non-exempt

Q58 What is the base salary information for this position in 2020-21 (in US Dollars)?
  - Please adjust any part-time salaries to a full-time annual basis.
  - Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
  - Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

- [ ] Average Annual Salary ________________________________
- [ ] Average percent increase in base salary from last year to this year
  ________________________________

Q59 Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- [ ] Yes
- [ ] No
- [ ] Don't Know
Q60 What is the formal salary range for this position?

- Minimum Annual Salary ________________________________________________
- Maximum Annual Salary ________________________________________________

Q61 Is this position eligible for any bonus compensation?

- Yes
- No

Q62 What is the overall average bonus compensation for this position in 2020-21 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

________________________________________________________________

Q63 Do you know what percent of the bonus compensation is based on individual, department, and/or institution-wide performance?

- Yes
- No
Q64 What percent of bonus compensation is based on each of the following? All 3 responses must add up to 100, even if one or more of the responses is 0.

Individual Performance Measures: _______
Departmental Performance Measures: _______
Institution-wide Performance Measures: _______
Total: _______

End of Block: Career Counselor

Start of Block: Career Coach

Q65 Career Coach
Responsible for working with students and/or alumni and faculty to improve the individual’s career management capabilities by practicing and improving the individual's job search and application skills.

Responsibilities may include:

- Coaching candidates through the job search and application process;
- Assisting client in establishing short- and long-term goals, and develop a personal action plan;
- Reviewing resumes or cover letters; Helping candidates locate job or internship opportunities;
- Helping candidates prepare for interviews.

Q66 Is there someone in your office that performs the above function?

- Yes
- No

Q67 Please enter the number of incumbents in this role:
Q68 Please enter the **average tenure** of the incumbents in this role:

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Q69 Is this position exempt or non-exempt?

- Exempt
- Non-exempt

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Q70 What is the base salary information for this position in 2020-21 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

- Average Annual Salary __________________________________________________________
- Average percent increase in base salary from last year to this year

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Q71 Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

---------------------------------------------------------------------------------------------------------------------------------------
Q72 What is the formal salary range for this position?

- Minimum Annual Salary ____________________________
- Maximum Annual Salary ____________________________

Q73 Is this position eligible for any bonus compensation?

- Yes
- No

Q74 What is the overall average bonus compensation for this position in 2020-21 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

________________________________________________________________

Q75 Do you know what percent of the bonus compensation is based on individual, department, and/or institution-wide performance?

- Yes
- No
Q76 What percent of bonus compensation is based on each of the following? All 3 responses must add up to 100, even if one or more of the responses is 0.
Individual Performance Measures: _______
Departmental Performance Measures: _______
Institution-wide Performance Measures: _______
Total: _______

End of Block: Career Coach

Start of Block: Career Advisor

Q77 Career Advisor
Responsible for providing advice or expert opinion to students and/or alumni and faculty that assists with accomplishing career tasks.

Responsibilities may include:
• Reviewing, critiquing, and editing resumes and cover letters;
• Helping candidates locate job or internship opportunities;
• Helping candidates prepare for interviews.

Q78 Is there someone in your office that performs the above function?

☐ Yes
☐ No

Q79 Please enter the number of incumbents in this role:

-------------------------------------------------------------

Q80 Please enter the average tenure of the incumbents in this role:

-------------------------------------------------------------
Q81 Is this position exempt or non-exempt?

- Exempt
- Non-exempt

Q82 What is the base salary information for this position in 2020-21 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

- Average Annual Salary _________________________________
- Average percent increase in base salary from last year to this year _________________________________

Q83 Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q84 What is the formal salary range for this position?

- Minimum Annual Salary _________________________________
- Maximum Annual Salary _________________________________
Q85 Is this position eligible for any bonus compensation?

☐ Yes

☐ No

Q86 What is the overall average bonus compensation for this position in 2020-21 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

________________________________________________________________

Q87 Do you know what percent of the bonus compensation is based on individual, department, and/or institution-wide performance?

☐ Yes

☐ No

Q88 What percent of bonus compensation is based on each of the following? All 3 responses must add up to 100, even if one or more of the responses is 0.

Individual Performance Measures : _______
Departmental Performance Measures : _______
Institution-wide Performance Measures : _______
Total : _______

End of Block: Career Advisor
Q89
Internship Coordinator

Under supervision, the Internship Coordinator is responsible for developing and implementing an internship program for the college community.

Responsibilities may include:
- Assisting students in acquiring internships related to their overall academic experience;
- Building partnerships with employers to develop internship opportunities;
- Working with faculty and administrators to create policies and procedures to ensure the academic integrity of internship experiences.

Q90 Is there someone in your office that performs the above function?

- Yes
- No

Q91 Please enter the number of incumbents in this role:

________________________________________________________________

Q92 Please enter the average tenure of the incumbents in this role:

________________________________________________________________
Q93 Is this position exempt or non-exempt?

- Exempt
- Non-exempt

Q94 What is the base salary information for this position in 2020-21 (in US Dollars)?
- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

- Average Annual Salary ________________________________
- Average percent increase in base salary from last year to this year ________________________________

Q95 Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q96 What is the formal salary range for this position?

- Minimum Annual Salary ________________________________
- Maximum Annual Salary ________________________________
Q97 Is this position eligible for any bonus compensation?

○ Yes

○ No

Q98 What is the overall average bonus compensation for this position in 2020-21 (in US Dollars)?

• Please adjust any part-time salaries to a full-time annual basis.
• Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
• Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

Q99 Do you know what percent of the bonus compensation is based on individual, department, and/or institution-wide performance?

○ Yes

○ No

Q100 What percent of bonus compensation is based on each of the following? All 3 responses must add up to 100, even if one or more of the responses is 0.

Individual Performance Measures : _______
Departmental Performance Measures : _______
Institution-wide Performance Measures : _______
Total : _______

End of Block: Internship Coordinator

Start of Block: Employer Relations Coordinator
Q101  
**Employer Relations Coordinator**

Under supervision, the Employer Relations Coordinator is responsible for managing/coordinating relationships with employers in order to expand the range of employment opportunities available to students.

Responsibilities may include:
- Conducting outreach to employers;
- Developing and managing relationships with employers;
- Providing input on the effectiveness of career center policies that govern relationships with employers

Q102 Is there someone in your office that performs the above function?

☐ Yes

☐ No

Q103 Please enter the **number of incumbents** in this role:

________________________________________________________________

Q104 Please enter the **average tenure** of the incumbents in this role:

________________________________________________________________
Q105 Is this position exempt or non-exempt?

○ Exempt  
○ Non-exempt  

Q106 What is the base salary information for this position in 2020-21 (in US Dollars)?  
- Please adjust any part-time salaries to a full-time annual basis.  
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).  
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

○ Average Annual Salary ________________________________________________

○ Average percent increase in base salary from last year to this year  
________________________________________________

Q107 Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

○ Yes  
○ No  
○ Don't Know  

Q108 What is the formal salary range for this position?

○ Minimum Annual Salary ________________________________________________

○ Maximum Annual Salary ________________________________________________
Q109 Is this position eligible for any bonus compensation?

- Yes
- No

Q110 What is the overall average bonus compensation for this position in 2020-21 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

Q111 Do you know what percent of the bonus compensation is based on individual, department, and/or institution-wide performance?

- Yes
- No

Q112 What percent of bonus compensation is based on each of the following? All 3 responses must add up to 100, even if one or more of the responses is 0.

Individual Performance Measures: _______
Departmental Performance Measures: _______
Institution-wide Performance Measures: _______
Total: _______

End of Block: Employer Relations Coordinator

Start of Block: Career Information Coordinator
Q113

**Career Information Coordinator**

This individual is responsible for not only maintaining current resources but is also charged with the duty to identify and procure additional resources that would be of value to the office.

Responsibilities may include:

- Managing and maintaining databases, information catalogues, and physical and web resources related to the functions of the college career center.

Q114 Is there someone in your office that performs the above function?

- Yes
- No

Q115 Please enter the number of incumbents in this role:

________________________________________________________________

Q116 Please enter the average tenure of the incumbents in this role:

________________________________________________________________

Q117 Is this position exempt or non-exempt?

- Exempt
- Non-exempt
Q118 What is the base salary information for this position in 2020-21 (US Dollars)
   • Please adjust any part-time salaries to a full-time annual basis.
   • Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
   • Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

   ☐ Average Annual Salary ________________________________________________

   ☐ Average percent increase in base salary from last year to this year
      ________________________________________________

Q119 Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

   ☐ Yes

   ☐ No

   ☐ Don't Know

Q120 What is the formal salary range for this position?

   ☐ Minimum Annual Salary ________________________________________________

   ☐ Maximum Annual Salary ________________________________________________

Q121 Is this position eligible for any bonus compensation?

   ☐ Yes

   ☐ No
Q122 What is the overall average bonus compensation for this position in 2020-21 (in US Dollars)?
- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

Q123 Do you know what percent of the bonus compensation is based on individual, department, and/or institution-wide performance?

- Yes
- No

Q124 What percent of bonus compensation is based on each of the following? All 3 responses must add up to 100, even if one or more of the responses is 0.
- Individual Performance Measures: _______
- Departmental Performance Measures: _______
- Institution-wide Performance Measures: _______
- Total: _______

End of Block: Career Information Coordinator

Start of Block: Data Analyst
Q125
Data Analyst

Under supervision, the Data Analyst is responsible for developing and maintaining systems that support data collection and analysis.

Responsibilities may include:
- Developing Data collection systems and instruments;
- Analyzing student and career center data;
- Preparing summaries of data for stakeholders

Q126 Is there someone in your office that performs the above function?

☐ Yes
☐ No

Q127 Please enter the number of incumbents in this role:

________________________________________________________________

Q128 Please enter the average tenure of the incumbents in this role:

________________________________________________________________

Q129 Is this position exempt or non-exempt?

☐ Exempt
☐ Non-exempt
Q130 What is the base salary information for this position in 2020-21 (in US Dollars)?
- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

- Average Annual Salary _________________________________

- Average percent increase in base salary from last year to this year _________________________________

Q131 Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- Yes
- No
- Don't Know

Q132 What is the formal salary range for this position?

- Minimum Annual Salary _________________________________
- Maximum Annual Salary _________________________________

Q133 Is this position eligible for any bonus compensation?

- Yes
- No
Q134 What is the overall average bonus compensation for this position in 2020-21 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

Q135 Do you know what percent of the bonus compensation is based on individual, department, and/or institution-wide performance?

- Yes
- No

Q136 What percent of bonus compensation is based on each of the following? All 3 responses must add up to 100, even if one or more of the responses is 0.

Individual Performance Measures : _______
Departmental Performance Measures : _______
Institution-wide Performance Measures : _______
Total : _______

End of Block: Data Analyst

Start of Block: Marketing Coordinator

Q137

Marketing Coordinator

Under supervision, the Marketing Coordinator is responsible for working with employers, students, faculty, administration, and the general public to promote and publicize the activities of the career center.
Responsibilities may include:

- Planning and/or executing marketing strategy for the career center;
- Designing marketing collateral.

Q138 Is there someone in your office that performs the above function?

- Yes
- No

Q139 Please enter the **number of incumbents** in this role:

________________________________________________________________

Q140 Please enter the **average tenure** of the incumbents in this role:

________________________________________________________________

Q141 Is this position exempt or non-exempt?

- Exempt
- Non-exempt
Q142 What is the base salary information for this position in 2020-21 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

- [ ] Average Annual Salary ____________________________________________

- [ ] Average percent increase in base salary from last year to this year
      __________________________________________________

Q143 Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?

- [ ] Yes
- [ ] No
- [ ] Don't Know

Q144 What is the formal salary range for this position?

- [ ] Minimum Annual Salary ____________________________________________

- [ ] Maximum Annual Salary ____________________________________________

Q145 Is this position eligible for any bonus compensation?

- [ ] Yes
- [ ] No
Q146 What is the overall average bonus compensation for this position in 2020-21 (in US Dollars)?
  • Please adjust any part-time salaries to a full-time annual basis.
  • Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
  • Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

Q147 Do you know what percent of the bonus compensation is based on individual, department, and/or institution-wide performance?
  ○ Yes
  ○ No

Q148 What percent of bonus compensation is based on each of the following? All 3 responses must add up to 100, even if one or more of the responses is 0.
  Individual Performance Measures : _______
  Departmental Performance Measures : _______
  Institution-wide Performance Measures : _______
  Total : _______

End of Block: Marketing Coordinator

Start of Block: Information Technology Specialist / Coordinator

Q149
Information Technology Specialist / Coordinator

Under supervision, the Information Technology Specialist / Coordinator is responsible for developing and maintaining information technology systems that support career center operations.
Responsibilities may include:

- Oversight of the web/non-web software needs of the career center;
- Maintain the Center’s webpage and social media platforms;
- Assisting students, faculty, and employers in using the career center’s software;
- Creating reports on the use of the Center’s web and non-web resources.

Q150 Is there someone in your office that performs the above function?

- Yes
- No

Q151 Please enter the number of incumbents in this role:

________________________________________________________________

Q152 Please enter the average tenure of the incumbents in this role:

________________________________________________________________

Q153 Is this position exempt or non-exempt?

- Exempt
- Non-exempt
Q154 What is the base salary information for this position in 2020-21 (in US Dollars)?
- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

- Average Annual Salary ________________________________________________
- Average percent increase in base salary from last year to this year
  __________________________________________________

Q155 Does this position have a formal salary range (minimum to maximum compensation regardless of who is in the position)?
- Yes
- No
- Don’t Know

Q156 What is the formal salary range for this position?
- Minimum Annual Salary ________________________________________________
- Maximum Annual Salary ________________________________________________

Q157 Is this position eligible for any bonus compensation?
- Yes
- No
Q158 What is the overall average bonus compensation for this position in 2020-21 (in US Dollars)?

- Please adjust any part-time salaries to a full-time annual basis.
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

Q159 Do you know what percent of the bonus compensation is based on individual, department, and/or institution-wide performance?

- Yes
- No

Q160 What percent of bonus compensation is based on each of the following? All 3 responses must add up to 100, even if one or more of the responses is 0.

Individual Performance Measures: _______
Departmental Performance Measures: _______
Institution-wide Performance Measures: _______
Total: _______

End of Block: Information Technology Specialist / Coordinator

Start of Block: Benefits

Q161 What is the number of paid holidays on your school’s current fiscal year calendar?

- Please enter a whole number.
Q162 Number of days of paid vacation earned each year, based on tenure Please enter a whole number.

- 1 year of tenure ____________________________
- 3 years of tenure ____________________________
- 5 years of tenure ____________________________
- 10+ years of tenure ____________________________

Q163 What is the number of other "paid time off" days allotted per year? Please enter a whole number.

________________________________________________________________

Q164 Does your school offer free or reduced tuition for employees pursuing a degree?

- Yes
- No

Q165 Does your school offer dental insurance to its employees?

- Yes
- No
Q166 Does your school offer vision insurance to its employees?

- Yes
- No

Q167 Does your school offer life insurance to its employees?

- Yes
- No

Q168 Does your school offer medical insurance to its employees?

- Yes
- No

Q169 What is the average percent of the employee's medical insurance premium paid by your school?

- Please DO NOT enter a percent sign (%).

Q170 What is the average annual deductible that employees pay on their medical insurance?

- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

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Q171 What is the average percent of employee's dependents' medical insurance premium paid by your school?
- Please DO NOT enter a percent sign (%).

Q172 What is the average annual deductible that employees pay on their dependent's medical insurance?
- Please enter a whole number without a dollar sign ($), comma (,), decimal (.), or percent symbol (%).
- Please DO NOT abbreviate dollar amounts; please enter "45000" - not "45K."

Q173 Does your school offer a company-matched 401(k) or 403(b) retirement program?
- Yes
- No

End of Block: Benefits

Start of Block: Respondent Feedback

Q174 Were there any concerns or difficulties you encountered while responding to the questions in this survey?
- Difficulty/Concern 1
- Difficulty/Concern 2
- Difficulty/Concern 3

End of Block: Respondent Feedback

Start of Block: Thank You
Q175 Thank you for participating in the 2020-21 Career Services Compensation Survey! We look forward to releasing the results of this survey; the report should be ready in the Spring 2020.

End of Block: Thank You