

Postsecondary Education Administrators

SOC: 11-9033 • Career Profile Report

■ Key Facts

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| \$103,960 Median Salary | 226,600 Employment | +2.0% Growth Rate |
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■ Requirements & Salary Range

Education: Master's degree

■ Automation Risk Assessment

Low Risk - 18.0% probability of being automated in the next 10-20 years.

This job is relatively safe from automation due to its creative, social, or complex problem-solving requirements.

■ Work-Life Balance

8.5/10 - Excellent work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

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|--------------|--------|---------------|--------|
| Realistic | 4.2/10 | Investigative | 6.8/10 |
| Artistic | 4.4/10 | Social | 7.8/10 |
| Enterprising | 8.6/10 | Conventional | 7.4/10 |

■ Top Skills Required

Computer skills, Interpersonal skills, Organizational skills, Problem-solving skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Postsecondary Education Administrators typically perform the following tasks:

- Design or use assessments to monitor student learning outcomes.
- Recruit, hire, train, and terminate departmental personnel.
- Direct, coordinate, and evaluate the activities of personnel, including support staff engaged in administering academic institutions, departments, or alumni organizations.
- Advise students on issues such as course selection, progress toward graduation, and career decisions.
- Plan, administer, and control budgets, maintain financial records, and produce financial reports.
- Formulate strategic plans for the institution.
- Establish operational policies and procedures and make any necessary modifications, based on analysis of operations, demographics, and other research information.
- Provide assistance to faculty and staff in duties such as teaching classes, conducting orientation programs, issuing transcripts, and scheduling events.
- Represent institutions at community and campus events, in meetings with other institution personnel, and during accreditation processes.
- Prepare reports on academic or institutional data.
- Promote the university by participating in community, state, and national events or meetings, and by developing partnerships with industry and secondary education institutions.
- Participate in faculty and college committee activities.
- Direct activities of administrative departments, such as admissions, registration, and career services.
- Appoint individuals to faculty positions, and evaluate their performance.
- Develop curricula, and recommend curricula revisions and additions.
- Consult with government regulatory and licensing agencies to ensure the institution's conformance with applicable standards.
- Participate in student recruitment, selection, and admission, making admissions recommendations when required to do so.
- Determine course schedules, and coordinate teaching assignments and room assignments to ensure optimum use of buildings and equipment.
- Teach courses within their department.
- Review student misconduct reports requiring disciplinary action, and counsel students regarding such reports.