

Working Title Guidelines

The Global Grading System (GGS) uses broad title structures. The purpose of a working title is to expand on the job title used for the employee. It is also used to identify individuals with roles outside of their primary role.

- Working titles should not inflate the GGS grade of the job title.

For example,

If the job title is a Senior Student Service Coordinator which is GGS grade 10, you could use Assistant Director (grade 10) in the working title, but could not use Director (grade 12) or Associate Director (grade 12).

12	DIRECTOR I, STUDENT SUPPORT SERVICES	ASSOCIATE DIRECTOR, STUDENT SUPPORT SERVICES			
11	STUDENT SUPPORT SERVICES PROGRAM MANAGER, SR	ASSOCIATE REGISTRAR	SR ASST DIRECTOR, STUDENT SUPPORT SERVICES		
10	STUDENT SUPPORT SRVCS PROG MGR II	STUDENT SERVICE COORDINATOR, SR	ASSISTANT REGISTRAR	MANAGER II, STUDENT SUPPOR SERVICES	ASST DIRECTOR, STUDENT SUPPORT SERVICES

- Working titles should begin with the department followed by the title. Working titles should not be identical to existing job titles.

For example,

If the position was a Senior Student Service Coordinator in the office of Student Involvement in Student Affairs, the working title could be “Student Involvement, Assistant Director”.

Please communicate with the Human Resources office if you have questions about an appropriate working title.