Introduction

DePaul University is pleased to present the program guidebook for the staff compensation program, which covers all non-union staff jobs at the university.

DePaul is committed to a policy of equal opportunity in every aspect of our operations. We value and appreciate a diverse workforce, and we seek qualified and talented employees from a variety of backgrounds. Accordingly, the compensation program does not discriminate on the basis of gender, race, age, color, religion, national or ethnic origin, sexual orientation, disability, marital status, military leave, veteran status or any other status protected by law, in matters pertaining to employment. The program will comply with all applicable state and federal laws governing compensation and all other applicable laws and regulations.

The university intends to administer this program in accordance with these guidelines; however, reserves the right to modify any of the guidelines described in this document at any time without prior notice. Nothing within these guidelines constitutes a contract or guarantee of employment.
Compensation Program Guidebook for Staff Employees

DePaul University Staff Compensation Program
This guidebook provides an overview of the compensation program for staff employees at DePaul University. It includes information about DePaul’s compensation philosophy, the salary structure, job family framework and titling approach, and practical application so you can have productive conversations with your manager and enhance your career at the university.

This program was recently enhanced following a comprehensive review of DePaul’s compensation practices, which were compared to similar programs offered by universities across the country. The best practices were taken and incorporated into this enhanced compensation program. The compensation team reviewed job descriptions and compared them to select benchmark jobs with peers in third-party salary surveys and in the Chicagoland area. Then the team determined the role each job plays at the university and assigned a level and salary grade to each.

How to Use This Guidebook
Section I summarizes the philosophy, guiding principles and administration of the program.

Section II provides an overview of the components of the salary structure and job family framework. It includes information about comparison markets and the university’s approach to titles.

Section III provides information to help you prepare for and have career conversations with your manager, as well as practical information about the program’s administration.

In the Appendix, you’ll find a glossary of terms and contact information for the compensation team, in the event you have a question that is not addressed in this guidebook.
Section I: Program Philosophy, Guiding Principles and Administration

Our Compensation Philosophy
DePaul University’s mission to make an extraordinary education accessible. Our namesake, St. Vincent de Paul, consistently recognized and respected the dignity of each person, and our compensation philosophy is aligned with guiding principles based on our Vincentian values. We are committed to treating employees with respect, and our compensation programs, policies and practices support this commitment.

Our Guiding Principles
- We value the collective work and contributions of all staff members
- We evaluate our compensation against peers in our industry and marketplace
- We support a fair, equitable, and consistent approach to compensation for all staff employees, and recognize individual results through the use of an annual merit review process based on performance and the achievement of goals
- We align the work of staff employees to the DePaul’s overall success and mission through the performance management program; individual goals are linked to the university’s strategic and operational goals
- We provide a competitive overall compensation package, including a competitive base salary, benefit programs for employees and their dependents, retirement savings opportunities, and optional work/life programs

Program Administration
DePaul strives to deliver fair and competitive compensation that enables the university to attract, retain, and engage highly qualified individuals with the requisite expertise and skills to serve the mission of the university. To effectively administer the program, we will:
- Collect, analyze, and utilize pertinent market-driven salary data from peers in higher education and competitors in the Chicago area to maintain equitable salary grades that reflect roles, responsibilities and requirements of jobs;
- Pay all employees within the minimum and maximum of their respective salary ranges;
• Develop and administer guidelines to ensure the program is managed in a consistent, impartial, and sustainable manner;
• Uphold ethical conduct and legal compliance in the application of compensation policies, rules, practices, and all applicable employment laws and regulations;
• Periodically review our philosophy and practices to ensure that our guiding principles and values are consistently upheld in practical administration;
• Communicate any changes to this philosophy, our compensation policy, and our administration of the program in a timely manner.

Section II: Overview of the Staff Compensation Program

Salary Structure
The salary structure is an important component of the staff compensation program, as it helps to ensure that pay is externally competitive and internally fair. It allows managers to reward performance and skills development within a defined range of pay. The salary structure consists of 15 salary grades, each with a salary range that has a minimum, midpoint and maximum.

The university uses salary grades to establish the range of pay for a given job, based on the competitive value of similar jobs in the marketplace. To develop these grades, the compensation team referred to market data and best practices in compensation program design. DePaul’s salary grades are typically wider than market, allowing for more salary movement for employees.

You will always be paid within the salary range associated with your salary grade. This means you will always be paid at the minimum or above. Conversely, you should not expect to be paid above the maximum. In rare situations, a salary above the salary range is appropriate, but this must be determined by the compensation team and the Vice President of Human Resources, and approved by the President, Provost or Executive Vice President, depending on where the job resides in the university.

To view more information about the salary structure, log in to Campus Connect and go to DePaul Human Resources > Compensation. The spectrum below is helpful in ascertaining the ideal skill-level of an employee in relation to a salary grade.
<table>
<thead>
<tr>
<th>Salary Grade</th>
<th>Minimum</th>
<th>Midpoint</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skill / Experience Level</td>
<td>Developing skills and experience</td>
<td>Fully competent/proficient skills and experience</td>
<td>Highly skilled and very experienced</td>
</tr>
<tr>
<td>You are building skills, knowledge, and ability to handle the full responsibilities of your job.</td>
<td>You possess all or most of the basic knowledge and skills required for your job, but you may need to build upon them through experience.</td>
<td>You are seasoned and proficient in your job.</td>
<td>You serve as an expert resource, role model, or mentor to others.</td>
</tr>
<tr>
<td>You are working toward proficiency in your job.</td>
<td>You perform job responsibilities with independence and growing effectiveness.</td>
<td>You consistently exhibit most of the desired competencies to perform your job successfully.</td>
<td>You have exceptional expertise and have consistently demonstrated the highest levels of sustained contributions.</td>
</tr>
<tr>
<td>You may still be learning some aspects of your job, or developing the expertise to handle them more effectively or independently.</td>
<td>You possess significant relevant experience and all required knowledge and skills for your job.</td>
<td>You demonstrate a sustained high level of proficiency in all aspects of your job over an extended period of time.</td>
<td></td>
</tr>
<tr>
<td>You have broad and deep knowledge of your own area, related areas, and extensive direct job experience.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Comparison Markets
To ensure DePaul’s salary ranges and pay rates are competitive, the compensation team participates in several different third party salary surveys. The surveys are conducted annually by reputable organizations who use proven methods for collecting, analyzing, and presenting salary data. The survey data is available at the local, regional, and national level, both within higher education and from employers in other industries where DePaul competes for talent. The compensation team compares survey data to similar jobs at DePaul to determine competitive salary rates, a process called job benchmarking. Job benchmarking is based on responsibilities and job requirements – not job titles.

Job Family Framework
To classify similar roles together, help with consistent and fair application of the staff compensation program, and to help identify career progression, DePaul uses a job family framework that consists of:

- Job families
- Job functions
- Job categories

### Job Family
- A job family is a category of positions that involve work in the same functional occupation and have related core knowledge and background requirements. The family structure is based on function and not organizational structure. Currently, career progression is most often seen within the job family.

### Job Function
- A function is a specific occupational area within a family that is similar in educational background, experience/competencies required and market value.

### Job Category/Classification
- The job category refers to the nature of work performed (i.e., support, professional, management). The Fair Labor Standards Act (FLSA) guides the classification of positions as non-exempt vs. exempt.

- Support (non-exempt)
- Professional (exempt)
- Management (exempt)
The job family framework helps to group jobs by the nature of the work, rather than by the organizational or reporting structure. Your peers within your department are likely part of the same job family as you, and may be part of the same job function.

**Job Families** are groups of jobs that are similar in the field/profession of the work and core accountabilities (see Appendix for the listing of DePaul job families) **Job Functions** are sub-sets within a job family and are used to further group jobs.

**Examples of Job Families and Functions**

**Family:** Human Resources  
**Functions:** Compensation, Benefits

**Family:** Academic Support  
**Functions:** Advising

**Family:** Library Services  
**Functions:** Collections, Archives

**Job Categories** describe the overall nature of work performed. We have three job categories at DePaul:

- Support
- Professional
- Management
### Support

**Support** jobs are those jobs which provide organizational related support or service (administrative or clerical), or roles operating in a “hands on” environment in support of daily operations. The majority of time is spent in the delivery of support services or activities, typically under supervision. The jobs in this category are generally paid on an hourly basis and classified as non-exempt under the Fair Labor Standards Act (FLSA), although assignment to this category is not a recommendation of FLSA status. Higher level support jobs may be responsible for overseeing well-defined tasks performed by non-exempt employees, but are not responsible for employee development. Jobs in this category may oversee student workers and/or volunteers.

### Professional

**Professional** jobs have responsibility in a designated field, function or specialty area, such as human resources or advising. The majority of time is spent overseeing the design, implementation, and delivery of processes, programs, and policies using specialized knowledge and skills normally acquired through advanced education or specialized training. Professional jobs are generally exempt under the FLSA. Professional staff members may oversee the work of two or fewer direct reports and/or manage processes and programs; however, this is incidental to the primary role of the job.

### Management

**Management** jobs accomplish their goals and accountabilities primarily through the management staff in operational or strategic roles within a specified job family/function. Jobs in the management category have the management and development of people as a major accountability, and generally have direct reports. The majority of time is spent overseeing their areas of responsibility, planning, prioritizing and/or directing the responsibilities of employees. Management jobs are generally exempt under the FLSA, so they are not eligible for overtime.

**Job Levels** have been developed within each job category. Each level describes characteristics of jobs that will be assigned to the level, including impact to the university, complexity and leadership responsibility, as well as knowledge and experience requirements. Every job at DePaul has been reviewed and compared to the criteria for our levels, and assigned to the level best suited for the role.
**Job Titles**
Following our established job title convention is critical to maintaining the staff compensation program at DePaul. Titles should be descriptive of the nature of work performed and may identify where the job is positioned within the university. When titles are consistently applied, they offer many benefits, including:

- A common convention for jobs, shared by university staff;
- Clarity of jobs;
- The ability to consistently benchmark our jobs to others both internally and externally;
- Alignment with our salary grades and talent management programs;
- University-wide consistency, with sensitivity to local practices and legal and fiduciary requirements;
- Understanding of authority and accountability for roles, particularly for management titles.

To maintain titles as accurate descriptors of our roles and to ensure these are consistent across the university, job titles are reviewed and approved by the Human Resources compensation team, in cooperation with the VP/Dean of the department.

**Examples of Titles**
- Vice President, Public Relations & Communications
- Director, Payroll Services
- Associate Vice President, Academic Affairs
- Assistant Vice President, Alumni Relations
- Associate Director, Financial Analysis
- Assistant Director, Career Services
- Manager, Art Museum
- Analyst, HRIS
- Coordinator, Mission & Values
- Specialist, Video
- Team Leader, HR Central
Tips for using titles – and examples of each

1. In many cases, you may find it necessary to use abbreviations for longer titles or for commonly understood terms.
   - IT, instead of Information Technology
   - Admin, instead of Administrative
   - Gov, for Government

2. Use an ampersand (&) instead of the word “and” in titles
   - Health & Wellness Coordinator

3. Indicators of seniority, such as Sr, precede classification titles
   - Sr Reference Librarian

Section III: Compensation Changes

The staff compensation program provides a framework for career planning with your manager, and may be helpful in preparing for these discussions. This Guidebook helps with:

- Clarity about your role at the university;
- Understanding that your compensation has been determined equitably and competitively, and;
- Information about career opportunities at DePaul.

Preparing for these career conversations with your manager will ensure your expectations are met. Consider reviewing Section II ahead of the discussion to remind yourself of our salary structure, job family framework and titling approach. You also can visit the compensation section of the Human Resources website at DePaul.edu for more information.

Here are some questions you may want to think about ahead of your meeting with your manager:

- Are there any opportunities for advancement within my current job family, job function or job category?
- Where am I positioned within my salary range?
- What are my career goals, and am I on the path to achieving these? Is my manager aware of these goals?
Types of Compensation Changes at DePaul

- Merit reviews (due to a performance evaluation)
- Lump sum merit payments
- Promotions
- Transfers/lateral moves
- Off-cycle salary reviews

Read on to see how these may or may not affect your compensation.

**Merit Reviews**
Periodically (typically every year), you may be eligible for an increase to your salary based on performance that contributes to both the university’s goals as well as the goals of your department. These occur through annual performance reviews and are subject to our financial success and approval.

You may be ineligible for a merit increase, if any of the following apply to you:
- You were hired within three months prior to the merit review date;
- You are on a performance improvement plan, or your last review was rated as unsatisfactory;
- You have a salary that is already at or above the salary grade maximum.

**Lump Sum Payments**
If you are currently paid at or above the grade maximum, you will not receive base salary increases unless there is movement in the salary grade which brings you back under the maximum or if you move to a higher salary grade that puts your salary within range. This means you may not receive merit increases. Instead, as recognition for good performance and job proficiency, you would receive a lump sum payment.

**Promotions**
A promotion occurs when you move to a job assigned to a higher salary grade. The higher-level responsibilities required by your new job generally warrant an increase to your base salary, and ensure that your salary is consistent with the internal and external market.
If a salary increase is warranted, your manager will work with the compensation team to make sure your new salary is appropriate, given your skills, expertise, prior experience and comparisons with your peers. Because these factors differ for all employees, many factors are considered, including:

- The degree of increase in your responsibilities;
- Your performance relative to expectations;
- Your current salary in comparison to the new salary grade;
- Salaries of peers currently in roles similar to your new role;
- Depth and breadth of the skills you demonstrate.

Transfers/Lateral Moves
A transfer, also called a lateral move, occurs when an employee takes a different job in the same salary grade. Since all jobs in the same salary grade are generally considered equal in terms of responsibilities and requirements, there may be no need for a salary adjustment. However, if you take a transfer/lateral move, your manager will consult with the compensation team to make sure your compensation is appropriate for your new role.

Off-Cycle Salary Reviews
In rare occasions an off-cycle increase may be warranted. This sometimes occurs in high-demand fields where salaries have increased rapidly, affecting DePaul’s ability to recruit qualified candidates. A request for a pay increase based on skills or responsibilities acquired between merit reviews is generally not a reason for an off-cycle salary request.

If an off-cycle salary request is initiated, your manager must discuss it with the relevant VP or Dean and the compensation team to make sure the request is justified, compatible with the market, and consistent with our administrative guidelines.
**Appendix**

**Glossary**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
</table>
| Base salary                  | Primary form of monetary reward, intended as payment for:  
  - The performance of job responsibilities and achievement of goals, consistent with the standards of the department and the university;  
  - The continued development and demonstration of necessary knowledge, skills and competencies. Increases to base salary are intended to reward sustained performance of job responsibilities and to maintain competitiveness.                                    |
<p>| Benchmark job                | A job whose major responsibilities and requirements are commonly found in the market. These jobs are typically included in salary surveys and have reliable market data readily available year after year.                                                                                             |
| Compa-ratio                  | The ratio of an employee’s actual salary to the midpoint of the salary range.                                                                                                                                                                                                  |
| Compensation philosophy      | A statement of the university’s philosophy on compensating staff employees.                                                                                                                                                                                                      |
| Compensation program         | The program that provides a framework for managing compensation jobs at the university. The program consists of a compensation philosophy, job families, job categories, salary ranges, and salary administrative guidelines.                                         |
| Equity                       | The relationship of salaries among similarly situated employees in similar jobs.                                                                                                                                                                                             |
| Exempt job                   | Jobs that are not subject to the minimum wage nor the overtime provisions of the Fair Labor Standards Act (FLSA). Employees in exempt jobs are paid an established salary and are expected to fulfill the duties of their jobs regardless of the number of hours required to accomplish the work. Incumbents in exempt jobs are NOT eligible to receive overtime compensation. |
| Fair Labor Standards Act (FLSA) | A federal law that sets the minimum wage as well as other work rules, and guarantees overtime pay for work beyond 40 hours a week for jobs covered by the law. The law includes specific “tests” to determine whether a job will be covered by the law (“non-exempt”) or not covered (“exempt”). These |</p>
<table>
<thead>
<tr>
<th><strong>Full-time staff employee</strong></th>
<th>A non-faculty employee of DePaul University that is required to work a standard 35-hour work week, whether exempt or non-exempt. Select areas of the university require full-time staff employees to work a standard 40-hour work week.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hours worked</strong></td>
<td>Any time/hours spent on work, whether on or off university premises, are considered hours worked and must be reported and compensated. Non-exempt employees are required to record all hours worked.</td>
</tr>
</tbody>
</table>
| **Job category**           | A progression that describes the nature of work being performed. DePaul’s job categories are:  
  - Support  
  - Professional  
  - Management |
| **Job evaluation**         | A systematic process to evaluate and analyze jobs, their functions, responsibilities, and relative work to determine a job level, salary grade, and FLSA status. |
| **Job family**             | A group of jobs involving similar types of work and requiring similar training, skills, knowledge and expertise. Jobs in a job family may be in the same or different departments within the university. Organizing jobs into job families supports salary benchmarking, career progression, and performance management. Examples include:  
  - Human Resources  
  - Information Technology  
  - Library Services |
| **Job level**              | Descriptions of level requirements and responsibilities within the three job categories. Job levels describe the general hierarchy of jobs within each track throughout the university. |
| **Job function**           | A subset of a job family, usually more specialized in nature. Examples include:  
  - Compensation, Benefits (function within Human Resources)  
  - Advising (function within Academic Support)  
  - Collections, Archives (function within Library Services) |
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title</td>
<td>A specific title that describes the job’s roles and responsibilities at the university. A job title should be aligned internally and consistent with general market titling practices.</td>
</tr>
<tr>
<td>Lump sum payment</td>
<td>Payment used in lieu of an increase to base salary to reward performance and job proficiency. Typically used when a salary is at or over the salary range maximum.</td>
</tr>
<tr>
<td>Market pricing</td>
<td>The process of analyzing external salary data to assist in determining the salary grade for a job.</td>
</tr>
<tr>
<td>Merit increase</td>
<td>An increase to base salary intended to reward for performance during the prior year. The percentage of the increase is determined by the performance level achieved and the merit increase budget authorized by the university.</td>
</tr>
<tr>
<td>Non-exempt job</td>
<td>Non-exempt jobs are covered by the FLSA and are subject to the minimum wage and overtime provisions of the FLSA. Employees are required to account for time worked on an hourly basis and are compensated for overtime hours.</td>
</tr>
<tr>
<td>Off-cycle increase</td>
<td>A pay increase that occurs outside of the normal merit increase cycle.</td>
</tr>
<tr>
<td>Overtime</td>
<td>Pay at the rate of one and one-half for all hours worked above 40 in a work week. At DePaul, overtime is paid at the rate of one time for any hours worked above 35 but less than 40 in work week.</td>
</tr>
<tr>
<td>Promotion</td>
<td>The movement of an employee to a job in a higher salary grade than the employee’s current job.</td>
</tr>
<tr>
<td>Salary grade</td>
<td>A value to which jobs are assigned based on the roles, responsibilities and requirements. Salary grades each have a salary range that has been designed to accommodate a wide variety of job skill and experience levels, from entry to expert.</td>
</tr>
<tr>
<td>Salary range</td>
<td>A range of pay, from the minimum to the maximum, assigned to a particular salary grade.</td>
</tr>
<tr>
<td>Salary surveys</td>
<td>Published third party surveys that provide salary information for a peer group based on parameters such as industry, geographical location or job category.</td>
</tr>
<tr>
<td>Transfer/lateral move</td>
<td>The movement of an employee to a job that is assigned to the same salary grade as the employee’s current job.</td>
</tr>
</tbody>
</table>
## Job Family Descriptions

<table>
<thead>
<tr>
<th>Job Family</th>
<th>Description</th>
<th>Functions</th>
</tr>
</thead>
</table>
| **Academic Support**| Provides services to student and faculty to support, build and enhance DePaul's teaching mission and excellence in educational experiences and outcomes. | • Advising  
• Assessment  
• Curriculum Planning  
• Distance Learning  
• Faculty Development  
• Instructional Tech  
Other Office & Admin Support  
• Program Administration |
| **Administration**  | Executives and VP/Deans of departments or colleges.                         | • Executive                                                                 |
| **Advancement**     | Supports the advancement of the university's mission through cultivating the support of donors both directly through solicitations and fundraising in campaigns and indirectly through building and nurturing strong relationships with alumni, the business community, foundations, general public, etc. | • Advancement Svcs  
• Alumni Relations  
• Corp & Fnd Rel, Planned Giving  
• Development & Fund Raising  
• Development Research  
• Stewardship |
| **Conference & Events** | Plans and organizes campus event activities, including managing logistics such as facilities, tickets, audience management activities, caterers, and vendors, and facilitation of communication and services with speakers and facility maintenance staff; or provides technical support of these activities. | • Events Planning & Administration  
• Ticket Sales |
| **Facility Operations** | Provides services related to operation, maintenance, and renovation of all university property, including student housing, university buildings, facilities, and equipment. Provide oversight and management of environmental health and safety programs that protect the environment, provide safe and healthy conditions at the university, and comply with laws and regulations. | • Distribution & Production Svc  
• Environmental Health & Safety  
• Facilities Management  
• Facilities Project Management  
• Mail Services  
• Skill Crafts & Trades Management  
• Student Housing |
| **Finance & Accounting** | Collects, analyzes, monitors and reports on the university's financial matters. Manages and ensures compliance with university policies, professional standards and all laws. | • Accounting  
• Audit  
• Compliance  
• Credit/Collections  
• Financial Planning/Analysis  
• Financial Services  

| **General Administration** | Provides a broad cross-section of general management and administrative functions across all operations of the university. Develops, recommends, and implements overall business management and administrative initiatives, programs and policies. | • Business Management  
• University Ombuds  
• Organizational Consulting  

| **Health Services** | Promotes a healthy and productive university community. Supports and provides healthcare, mental healthcare, health education, wellness programs, and health promotion to the university and surrounding community. Organizes educational programming, distributes material to the community to promote healthy lifestyles. | • Counseling/Psychology  
• Health Education  

| **Human Resources** | Supports the management of the university human resources and develops and implements effective HR administration strategies for the university for staff in accordance with university policy, practice and objectives. | • Compensation & Benefits  
• Diversity  
• Employee Relations  

| **Information Technology** | Acquires, designs, implements and operates the university's information technology solutions for faculty, staff and students, including computer hardware, operating systems, communications, software applications, data processing and security. | • Applications Systems  
• Asset Admin/Technology Plan  
• Business Systems  
• Database Admin  
• Information Security  
• IT Architecture  

| **International Program & Services** | Coordinates international programs such as the international exchange and study abroad program, including international student advising. | • ESL  
• International Status Counseling  

| **Financial / Accounting Clerical** |  
| **Payroll** |  
| **Procurement** |  
| **Risk Management** |  
| **Tax** |  
| **Treasury** |  
| **Records Management** |  
| **University Secretary** |  
| **Social Work** |  
| **Operations** |  
| **Talent Acquisition** |  
| **Talent Management** |  
| **Training & Development** |  
| **IT Project Management** |  
| **Network Services** |  
| **Software Dev & Engineering** |  
| **Systems Support & Admin** |  
| **Technical Services** |  
| **Web Services** |  
| **Study Abroad** |  

| **Legal** | Ensures that the university complies with legal and regulatory requirements and provides legal counsel to the university. | • General Counsel  
• Legal Services  
• Legal Support |
| --- | --- | --- |
| **Library Administration** | Plans, develops and implements library strategy, collections and services. Collaborates with academic colleagues, students, and outside scholars to ensure that library collections are accessible and support academic research and instruction. Monitors library policies to ensure compliance with federal, state, and local laws as well as university policy. | • Librarian  
• Library Assistant  
• Library Management  
• Public/Access Services  
• Reference & Instruction  
• Technical Services |
| **Marketing, Communication & External Affairs** | Provides planning and services related to supporting effective communication between the university and its students, employees, alumni, and the public in order to advance the university’s mission. Establishes a consistent and recognizable brand for the university to ensure continuity of communication and increased recognition. | • Audio/Visual Services  
• Communications  
• Design Services  
• Economic & Bus Development  
• Electronic Media  
• External Relations  
• Institutional Research  
• Marketing  
• Media Relations  
• Publications & Productions  
• Writing/Editorial Services |
| **Office & Admin Support** | Provides a wide variety of administrative and clerical support activities to assist departments and managers. | • Admin Manager/Supervisor  
• Department Assistants  
• Executive & Admin Assistants  
• Information & Records Clerks  
• Other Office & Admin Support  
• School/College/Dept Admin  
• Student Records |
| **Performing Arts & Museum Administration** | Provides the university with services related to performing arts productions. Develops, designs, and produces performances, exhibits, and screenings of artistic material. Trains and instructs students on the management of the theatres and arts venues. Plans, develops and implements museum services, collections and programs that best serve the university community. Ensures that museum collections are accessible and support academic research and instruction. | • Media Production  
• Museum  
• Performing Arts Prod & Admin |
### Public Safety

Plans, develops and implements programs and systems to maintain a safe and secure university campus. Enforces university rules and local, state, and federal laws. Protects university students, employees, and property from any preventable harm or danger. Engages in a variety of police activities such as patrolling, investigation, law enforcement, crime prevention and detection.

- Public Safety
- Public Safety Management
- Safety

### Research & Program Admin

Provides support for the development, facilitation, implementation, evaluation, and administration of a wide variety of research programs and initiatives including lab research.

- Compliance
- Contracts & Grants
- Educational Services
- Program Administration
- Research Administration

### Sports & Recreation

Provides professional activities and programs related to coaching, recreational sports, and strength and conditioning. Activities include working in a sport directly, as well as supporting the administration of a sport and ensuring compliance with NCAA policies and practices.

- Athletic Operations
- Coaching
- Compliance
- Sports Performance

### Student Services

Develops, implements, facilitates, and evaluates various programs focused on assisting students in successfully integrating into the university environment and thriving personally, academically, and spiritually.

- Accounting
- Admissions/Recruitment
- Career Services
- Degree Progress
- Financial Aid
- Ministry
- Program Administration
- Student Disability Services

### Additional Resources

For more information about the staff compensation program, contact the Human Resources compensation team at Compensation@Depaul.edu, or visit the HR/Compensation website at: http://offices.depaul.edu/human-resources/compensation/Pages/default.aspx