

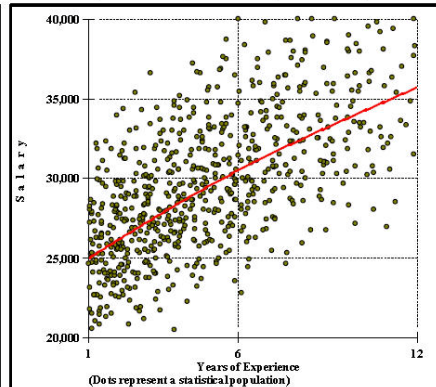
ERI's 2013 Higher Education Institutions Salary Survey provides market-based pay data for 89 benchmark jobs in this 170+ page publication. Input was received from organizations located in multiple states and the District of Columbia. The effective date of the data is March 31, 2013.

Two pages of information are reported for each benchmark position, including job descriptions, Selected Characteristics of the Occupation (SCOs), total annual direct compensation, incentive/variable pay, survey means, medians and percentiles, and graphs with data points. The survey contains three different sections of data: 1) public data, 2) ERI Assessor databases, and 3) data provided by participants. Please see the example format below:

Categories	No. of Incumbents	Mean	First Decile	First Quartile	Median	Third Quartile	Ninth Decile	Rate of Error
Public Databases								
Annual Salary		\$26,404	\$19,014	\$21,622	\$25,970	\$33,302	\$37,702	
Incentive/Variable Pay								
Total Direct Annual Compensation		\$26,404	\$19,014	\$21,622	\$25,970	\$33,302	\$37,702	0.2
ERI Assessor Databases								
Annual Salary		\$30,513	\$26,074	\$27,900	\$29,970	\$32,661	\$35,035	
Incentive/Variable Pay		\$356	\$306	\$328	\$352	\$384	\$411	
Total Direct Annual Compensation		\$30,869	\$26,380	\$28,228	\$30,322	\$33,045	\$35,446	
Survey Participants' Databases								
Annual Salary		\$37,079	\$18,032	\$28,167	\$38,704	\$41,404	\$44,000	
Incentive/Variable Pay		\$1,955	\$500	\$969	\$1,456	\$3,262	\$5,000	
Total Direct Annual Compensation	227	\$39,034	\$18,532	\$29,136	\$40,160	\$44,666	\$49,000	1.1

Position Description

Greets and receives callers or visitors at establishment, and determines nature of business. Asks for caller's or visitor's name, arranges for appointment with or notifies person called upon on caller's arrival, guides caller to destination, and records name, time of call, nature of business, and person called upon. May issue visitor's pass when required. May type memos, correspondence, reports, and other documents. May operate PBX telephone console to receive incoming messages. May make future appointments and answer inquiries. May perform variety of clerical duties and other duties pertinent to type of establishment. May collect and distribute mail and messages. May work in office of medical practitioner or in other health care facility and be designated accordingly. eDOT: 237.367-038



Selected Characteristics of Occupation (SCOs) from ERI's Occupational Assessor

eDOT SCOs*	Mental & Stress Demands	Physical Demands	Far Acuity	N
eDOT code 237.367-038	Understanding & Memory	Strength S	Depth Perception	N
Occupational Code 237	Memory F	Occasionally Lift/Carry 0	Accommodation	O
Specific Vocational Preparation (SVP) 4	Short Instruction Memory F	Frequently Lift/Carry 0	Color Vision	N
Education Level 5	Detailed Instruction Memory F	Push/Pull N	Field of Vision	O
Worker Functions	Sustained Concentration & Persistence	Walking O	Environmental Conditions	
Data 3	Short Instruction F	Sitting F	Exposure to Weather	N
People 6	Detailed Instruction O	Standing O	Extreme Cold	N
Things 7	Concentration & Attention F	Sit/Stand Option N	Extreme Heat	N
	Work Schedule O	Climbing N	Wet and/or Humid	N
	Work Routine F	Balancing N	Noise Intensity Level 2	
Mathematics Level 2	Work Distractions F	Stooping N	Vibration	N
Language Level 3	Work Decisions O	Kneeling N	Atmospheric Conditions	N
Reasoning Level 3	Work Completion F	Crouching N	Proximity to Moving Parts	N
Aptitudes	Social Interaction	Crawling N	Exposure to Electrical Shock	N
General Learning Ability 3	Public Interaction F	Reaching O	Working in High Places	N
Verbal Aptitude 3	Assignment/Assistance F	Reaching Upward O	Exposure to Radiation	N
Numeric Aptitude 2	Work Review O	Reaching Downward O	Working With Explosives	N
Spatial Aptitude 2	Peer Interaction F	Handling O	Exposure to Toxic Chemicals	N
Form Perception 2	Work Behavior F	Fingering O	Exposure to Biohazards	N
Clerical Perception 3	Adaptation	Feeling N	Other Environmental Conditions	N
Motor Coordination 2	Adaptation to Change O	Keyboard Use F	Additional Measures	
Finger Dexterity 3	Hazard Awareness O	Talking F	Creativity	O
Manual Dexterity 2	Travel O	Hearing O	Administrative Activity	O
Eye-Hand-Foot Coord. 2	Independent Planning O	Tasting/Smelling N	Discretion/Independent Judgment	F
Color Discrimination 1		Near Acuity O		

* For an explanation of eDOT SCO values, please see the definitions on page 265.

Trended EEO-1 Demographic Estimates

Specific Census data can be obtained by subscribing to ERI's Geographic Assessor

Trend to Month/Year:	eDOT Title:		Codes:	
US - National	Receptionist	eDOT Code:	237.367-038	
	US - National	OES Code:	193000700000	
	Receptionists and Information Clerks	SOC Code:	434171	
	Total	White	Black or African American	Native Hawaiian or Other Pacific Islander
Male	7.3%	4.8%	0.9%	0.0%
Female	92.7%	68.2%	9.6%	0.1%
Totals	100.0%	72.9%	10.5%	0.1%
			Asian	Hispanic or Latino
			0.4%	0.9%
			2.0%	10.5%
			2.5%	11.4%
			Alaska Native	Two or More Races
			0.1%	0.2%
			0.6%	1.6%
			0.6%	1.8%

Sample Information

Benchmark Title	Mean Total Compensation
Chief Human Resources Officer	\$185,793
Building & Facilities Manager	\$83,318
Budget Analyst	\$64,544
Executive Secretary	\$45,592
Library Assistant	\$32,138
Receptionist	\$32,102

Information is from ERI Assessor databases as of March 31, 2013.

Benchmark Job List

Accountant	Financial Aid Counselor
Accounting Clerk	Financial Analyst
Accounting Manager	Food Service Worker
Administrative Assistant	Fundraiser
Administrative Services Manager	Fundraising Manager
Administrator College	General/Institution Cook
Admissions Evaluator	Grant Coordinator
Admissions Sales Representative	Grant Writer
Assistant Professor	Graphic Designer
Associate Professor	Groundskeeper
Athletic Trainer	Guidance Counselor
Benefits Manager	Human Resources Manager
Budget Analyst	Information Systems Manager
Building & Facilities Manager	Instructor Business Education
Business Manager College/University	Instructor Physical Education
Business Systems Analyst	Janitor
Buyer/Purchasing Agent	Janitorial Supervisor
Cashier	Librarian
Catalog Librarian	Librarian Acquisitions
Chief Executive Officer	Librarian Deputy Director
Chief Financial Officer	Librarian Head
Chief Human Resources Officer	Librarian Technical
Chief Marketing & Sales Officer	Library Assistant
Chief Operating Officer	Library Technical Assistant
Community Affairs Manager	Mail Clerk
Compensation Manager	Mailroom Supervisor
Computer Programmer	Maintenance Supervisor
Counselor	Maintenance Worker
Dean of Students	Marketing Manager
Education Consultant	Medical Technology Teaching Supervisor
Educational Specialist	Music Librarian
Executive Secretary	Nursing Instructor
Executive Vice President	Payroll Clerk
Extension Work Instructor	Payroll Manager

Procurement Analyst
Professor
Public Relations Manager
Purchasing Manager
Receptionist
Records Section Supervisor
Registrar College or University
Residence Supervisor
Secretary
Security Director
Security Guard

Special Library Librarian
Systems Analyst
Teacher College/University
Technical Training Instructor
Top Administrative Officer
Top Legal Officer
Tutor
University Laboratory Supervisor
Vocational Training Instructor
Web Administrator