RESEARCH FOUNDATION CUNY

PROJECT EMPLOYEE TITLES, JOB CODES & SUGGESTED SALARY GUIDELINES

The tables in this document may be used to help determine an employee's Research Foundation, CUNY (RFCUNY) title, job code, grade, and salary. The actual salary is subject to availability of funds, complexity and duration of the project, sponsor requirements, or on the required qualifications for the position. Complete job descriptions are available as a separate PDF File.

Notes

- All appointments of employees assigned to either salary category 11 or 12 must bear the approval of the Foundation President.
- Since certain federal restrictions may apply, individuals receiving total compensation over $120,000, regardless of funding sources, must secure prior approval from RFCUNY before any appointment is made.
- Graduate Students are not considered employees of RFCUNY under the National Labor Relations Act.
- Graduate Research Assistants must be full time CUNY doctoral students on grant funding.
- Before assigning an hourly salary in excess of $96.38 an hour, you must submit written justification to RFCUNY Human Resources.
- Seasonal /Recreational employees working at a distinct organized camp are exempt from overtime, annual leave, and minimum wage requirements.

Recommended Salary Grade Ranges

Grade	Minimum	Maximum
1	$23,660	$26,749
2	$23,660	$30,396
3	$23, 660	$36,476
4	$23,660	$42,555
5	$28,275	$48,635
6	$31,614	$54,715
7	$36,476	$60,794
8	$48,635	$80,248
9	$54,715	$91,190
10	$58,363	$97,270
11	$97,271	$119,157
12	$119,158	$130,098

Grants Office Titles	Job Code	Salary Grade	Suggested Minimum	Suggested Maximum
Grants Officer	9000	8, 9, 10	$48, 635	$97, 270
Director of Sponsored Programs	9001			
Grants Associate	9100	7, 8	$36,476	$80,248
Associate Grants Director	9101			
Associate Director of Sponsored Projects	9102			
Grants Assistant - Grants Office	9200	5, 6	$28,275	$54,715
Sponsored Program Assistant-Grants Office	9201			
Assistant Director of Sponsored Programs	9202	6,7,8	$31,614	$80,248
MIS/IT Assistant-Grants Office	9600	5, 6	$28,275	$54,715
Senior Administrative Assistant – Grant Office	9300	5, 6	$28,275	$54,715
Administrative Assistant – Grant Office	9301	4, 5	$23,660	$48, 635
Office Assistant -Grants Office	9304	1, 2	$23,660	$30,396
Senior Office Assistant-Grants Office	9305	3	$23,660	$36,476

Human Resources Titles	Job Code	Salary Grade	Suggested Minimum	Suggested Maximum
Human Resources Supervisor	9401	7, 8	$36,476	$80,248
Human Resources Assistant	9402	5, 6	$28,275	$54,715
Human Resources Aide	9403	3, 4	$20,427	$42,555

Research Titles	Job Code	Salary Grade	Suggested Minimum	Suggested Maximum
RFCUNY Project Director	7000	7, 8, 9, 10, 11, 12	$36,476	$130,098
RFCUNY Principal Investigator	7001			
Senior RFCUNY Research Director	7100	9, 10	$54,715	$97,270
RFCUNY Research Associate	7201	7, 8	$36,476	$80,248
RF Postdoctoral Fellow	7203			
Senior RFCUNY Research Associate	7200	9, 10	$54,715	$97,270
Senior Postdoctoral Fellow	7202			
RFCUNY Project Manager	7300	7, 8, 9, 10	$36,476	$97,270
RFCUNY Supervising Technician	7400	7, 8	$36,476	$80,248
RFCUNY Research Assistant	7500	5, 6	$28,275	$54,715
Postdoctoral Fellow		6, 7	$31,614	$60,794
	7502			
Senior RFCUNY Technician	7600	6	$31,614	$54,715
RFCUNY Technician	7601	4, 5	$23,660	$42,555
Research Intern	7700	3, 4, 5	$23,660	$36,476
RFCUNY Research Aide	7800	3, 4, 5	$23,660	$48,635

Instructional and Social Services (ISS) Titles	Job Code	Salary Grade	Suggested Minimum	Suggested Maximum
RFCUNY Dean	2000	9, 10, 11, 12	$54,715	$130,098
RFCUNY Program Chair	2100	8, 9, 10	$48,635	$97,270
RFCUNY Program Director	2101			
Assistant RFCUNY Dean	2200	8, 9, 10	$48,635	$97,270
Assistant Executive Director	2201			
Project Administrator	2202			
Senior Director	2203			
Grant Sponsored Teacher	2300	5, 6, 7, 8, 9, 10, 11	$28,275	$119,157
Grant Sponsored Instructor	2400	5, 6, 7	$28,275	$60,794
ISS Counselor/Coach/Case Worker	2500	5, 6	$28,275	$54,715
Grant Sponsored Instructional Aide	2600	3, 4	$23,660	$42,555
ISS Program/Learning/Technical Aide	2700	3, 4	$23,660	$42,555
Senior Supervisor Program/Learning Specialist	2800	6, 7	$31,614	$60,794
Senior Supervisor Counselor	2801			
Senior Supervisor Administration/Technical	2802			
Specialist Senior Coordinator Region/Project	2803			
ISS Program/Technical Specialist	3003	5, 6	$28,275	$54,715
ISS Training Specialist	3002	5,6	$28,275	$54,715
Workshop Leader	3000	5	$28,275	$48,635

Administration Titles	Job Code	Salary Grade	Suggested Minimum	Suggested Maximum
Contracts Administrative Director	4306	8, 9, 10	$48,635	$97,270
Contracts Administration Associate	4200	7, 8	$36,476	$80,248
Budget Analyst	4201			
Procurement Supervisor	4203			
Publications Supervisor	4204			
Assistant Director	4305	6, 7, 8	$31,614	$80,248
Contracts Administration Assistant	4400	5, 6	$28,275	$54,715
Budget Assistant	4401			
Procurement Assistant	4403			
Publications Assistant	4404			
Contracts Administration Aide	4500	3, 4	$23,660	$42,555
Budget Aide	4501			
Procurement Aide	4503			
Publications Aide	4504			
MIS/IT Aide	4600	3, 4	$23,660	$42,555
Senior Director MIS/IT	4700	8, 9, 10	$48,635	$97,270
MIS/IT Associate	4800	7, 8	$36,476	$80,248
MIS/IT Assistant	4900	5, 6	$28,275	$54,715
Senior Budget and Finance Director	5000	8, 9, 10	$48,635	$97,270
Senior Procurement Director	5002			
Senior Publications Director	5003			

Clerical/Office Services Titles	Job Code	Salary Grade	Suggested Minimum	Suggested Maximum
Senior Administrative Assistant	6000	5, 6	$28,275	$54,715
Administrative Assistant	6001	4, 5	$23,660	$48,635
Principal Administrative Associate	6100	5, 6, 7, 8	$28,275	$80,248
Office Manager	6101			
Office Assistant	6200	1, 2	$23,660	$30,396
Senior Office Assistant	6201	3	$23,660	$36,476
Custodian	6300	1, 2, 3	$23,660	$36,476