

Postsecondary Education Administrators

SOC: 11-9033 • Career Profile Report

■ Key Facts

\$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.

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 plan, direct, and coordinate **academic and student services at colleges, universities, and other higher education institutions**. They manage programs, faculty, staff, and student affairs to support learning and institutional goals. Their work is critical in education management, student success, and institutional operations.

This career is well suited for individuals who enjoy leadership, organization, and supporting educational programs.

What Do Postsecondary Education Administrators Do?

These professionals oversee academic programs, student services, and administrative functions to ensure effective operation of educational institutions.

Common responsibilities include:

- Developing and implementing academic policies, programs, and curricula
- Managing faculty, staff, and departmental operations
- Coordinating student services such as admissions, enrollment, and counseling
- Monitoring budgets, resources, and institutional compliance
- Evaluating program effectiveness and institutional performance
- Ensuring compliance with accreditation, legal, and regulatory standards
- Advising senior leadership on strategic planning and policy development

Key Areas of Postsecondary Education Administration

Administrators may specialize in specific academic or operational areas:

- Academic Affairs: Overseeing curriculum, faculty, and educational programs
- Student Affairs: Managing student services, activities, and support programs
- Admissions and Enrollment Management: Coordinating recruitment, applications, and registration
- Financial and Resource Management: Administering budgets, funding, and institutional resources
- Compliance and Accreditation: Ensuring adherence to regulations, standards, and policies

Skills and Abilities Needed

Postsecondary education administrators combine leadership, organizational, and analytical skills.

Core Professional Skills

Personal Qualities That Matter

Education and Career Pathway

This role typically requires advanced education and experience in higher education:

- Bachelor's Degree (minimum): Education, administration, or related field
- Master's or Doctoral Degree (common): Higher education administration, education leadership, or related disciplines
- Relevant Work Experience: Administrative, academic, or student services roles
- Professional Development: Training or certifications in higher education leadership
- Continuous Learning: Staying updated on educational policies, technology, and institutional best practices

Where Do Postsecondary Education Administrators Work?

They are employed in institutions that provide higher education and academic programs:

- Colleges and Universities
- Community and Technical Colleges
- Graduate and Professional Schools
- Educational Nonprofit Organizations

- Government and Accreditation Agencies

Work environments include offices, academic departments, administrative centers, and campus facilities.

Is This Career Difficult?

This career requires strong leadership, organizational, and analytical skills. Administrators must manage multiple programs, staff, and student needs while ensuring compliance and institutional effectiveness.

Who Should Consider This Career?

This career may be a strong fit if you:

- Enjoy managing academic programs and student services
- Have strong leadership and organizational abilities
- Can analyze data and make informed decisions
- Are detail-oriented and ethical
- Want a career improving higher education operations and student success

How to Prepare Early

- Take courses in education, administration, or leadership
- Gain experience through internships, assistantships, or administrative roles in educational settings
- Develop skills in budgeting, program evaluation, and staff coordination
- Learn about accreditation, regulations, and institutional policies
- Explore graduate programs or certifications in higher education administration

Postsecondary education administrators guide academic programs and student services, ensuring effective operations, compliance, and quality education within higher education institutions.