

Title Abbreviation Guidelines				
Title	Abbreviation	Beginning or End?	End of Title Examples	Beginning of Title Examples
Academic	Acad	**		
Accounting	Acctng	**		
Administrative	Admin	**		
Administrator	Admnstr	**		
Advising	Advsg	**		
Agriculture	Ag	**		
And	&	**		
Application	Applctn	**		
Assistant	Asst	**	Admin Asst; Program Asst	Asst Director; Asst Program Mgr
Associate	Assoc	**	Research Assoc	Assoc Director
Athletic Director	Ath Director	**		
Building	Bldg	**		
Center	Ctr	End		
Coordinator	Coord	End	Program Coord	
Communication(s)	Comm	**		
Compliance	Cmpl	**		
Craftperson/ Craftman	Crtfprsn	End		
Customer	Custmr	**		
Developer	Dvlpr	End		
Development	Dvlpmnt	**		
Department	Dept	**		
Employee	Empl	**		
Employer	Emplr	**		
Employment	Emplmt	**		
Engagement	Engmnt	**		
Enrollment	Enrlmnt	**		
Environmental	Envrnntl	**		
Executive	Exec	**		
Extension	Extnsn	**		
Hazardous Materials	Haz Mat	**		
International	Intl	**		
Instrumentation	Instrmntn	**		
Laboratory	Lab	**		
Maintenance	Maint	**		
Management	Mgmt	**		
Officer	Offcr	End		
Operations	Ops	**		
Operator	Oprtr	**		
Partnership(s)	Partnshp	**		
Publications	Publctns	**		
Relations	Rltns	**		
Recruitment	Rcrtmnt	**		
Representative	Rep	**		
Senior	Snr	End	Programmer Analyst Snr	
Services	Srvcs	**		
Specialist	Splst	End	Program Splst	
Supervisor	Sprvsr	End	Program Sprvsr	
Support	Spprt	**		
Technician	Tech	End	Financial Tech	
Technology	Technlgy	**		
Training	Trng	**		
Transportation	Trnsprtn	**		
Vice President	VPres	Beginning		
Vice Provost	VProv	Beginning		
Volunteer	Vol	**		

** The placement of these words in the title is not critical.

Working Title Abbreviation Style Guide

This guide is to help you keep your Working Title under 30 characters.

These are suggested abbreviations.

Banner only allows a maximum of 30 characters to be used in its Position Title field.

Human Resources will not automatically abbreviate your Working Title unless the character limit of your Working Title is over 30 characters.

Never Abbreviate Guidelines

Title	Beginning or End?	Title Examples
Admissions	**	
Analyst	End	Program Analyst
Customer	**	
Director	**	
Facilities	**	
Financial	**	
Foreperson	End	Custodian Foreperson
Foundation	**	
Instructor	**	
Manager	**	
Program	**	
Research	**	
Student	**	
System(s)	**	
Superintendent	**	
Technical	**	

** The placement of these words in the title is not critical.

Further Guidances:

Numbers should be shown as numeric value

e.g. Administrative Asst 2

Do not use periods after abbreviations

e.g. Financial Tech Snr

In order to help with the character limit, try to limit the use of "of"

e.g. Director, Admin; Assoc Director, Ops; Asst Manager, Systems

Suggested for Coaches- Gender of sport first; sport second; level of title last

e.g. Women's Basketball Head Coach; Men's Golf Asst Coach

***There is a 30 character limit for all titles**

If all above abbreviations have been met and still over 30 characters, call HR Business Partner for best guidance