

Employee Name:



## MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
<b>Conflict of Interest (COI) Designated:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b><u>MPP Positions Only</u></b>
<b>Mandated Reporter:</b> <input checked="" type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> N/A	<b>MPP Job Code:</b>
<b>Review Date: 09/03/2024</b>	<b>Job Family:</b>
	<b>Job Function:</b>
	<b>Job Category:</b>

**Mandated Reporter Per CANRA**  YES  NO

The person holding this position is considered a 'mandated reporter,' under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**Please Note:** A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

**Please check one:**  New Position  Existing Position Update

<b>Date:</b>	7/11/2024
<b>Department &amp; Division:</b>	Student Affairs and Campus Diversity
<b>Employee Name</b> <i>(leave blank if vacant):</i>	
<b>Current Classification &amp; Grade:</b>	Administrative Support Coordinator II
<b>FLSA Status:</b> <i>(exempt or non-exempt)</i>	Non-exempt
<b>Working Title:</b>	SSF Coordinator
<b>Position Number &amp; Job Code:</b>	10009274 & 1035
<b>Working Title &amp; Position Number of HEERA Designated Appropriate Administrator:</b>	Associate Vice President - 10000608

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**I. FUNCTION OF THE EMPLOYING UNIT:**

*State the basic purpose of the Department/Unit in one brief paragraph. Include the division's DEI statement here.*

The Office of the Vice President for Student Affairs and Campus Diversity is responsible for the coordination and development of student services and building the inclusive excellence of SDSU's staff and faculty at San Diego State University. Departments include, but not limited to, Assistant Deans for Student Affairs; Career Services; Communications Services; Counseling & Psychological Services; Cultural and Identity Centers; Center for Educational Opportunity Programs, Outreach and Success; Financial Aid and Scholarships; Military Veterans Program; New Student and Parent Programs; Office of the Student Ombudsman; Residential Education; Resource Management; Student Ability Success Center; Student Health Services; Student Life and Leadership; Student Rights and Responsibilities; Testing Services Office; Well-being & Health Promotion; and programming related to Inclusive Excellence.

*Division of Student Affairs and Campus Diversity*

The Division facilitates the academic and career success, personal growth and well-being of all students, and works proactively to address systemic inequities through professional learning, community building, advocacy, policy recommendations and organizational structures. We aim to foster an affirming campus culture based on the core values of excellence, equity, diversity, belonging and inclusion through:

- Recruiting and retaining faculty and staff who are reflective of the diverse student body and communities served by SDSU, and recruiting students who are representative of the rich diversity of the region and the world;
- Fostering an environment that is welcoming, affirming, and empowering for students, faculty, staff and alumni of all backgrounds;
- Enhancing the career and educational pathways of a diverse student body, the faculty and staff, including enhancing the learning environment and expanding learning opportunities for all students inside and outside the classroom, and expanding and connecting opportunities for students to participate in transformational experiences;
- Developing leaders who believe in and lead others toward supporting civility, mutual respect and diversity in our society and workplaces; and
- Cultivating relationships with the local community that advance the well-being of diverse individuals and communities.

Position upholds the Student Affairs and Campus Diversity Statement on Diversity, Equity, and Inclusion, specifically:

*“The Division of Student Affairs and Campus Diversity acknowledges and honors the inherent value and dignity of all individuals by creating and nurturing a learning and working environment that affirms and leverages our community’s diversity of traditions, heritages, perspectives, and experiences. We are committed to fostering a culture of inclusive excellence designed to facilitate the personal and professional success, growth, development, and well-being of all members of our community. We manifest this commitment through our innovative, strategic and collaborative efforts to develop leaders who believe in and lead others toward practicing civility, mutual respect, and inclusion in our workplaces and society.”*

**II. PURPOSE OF POSITION:**

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*State the basic purpose of the position in one to three specific statements.*

This position, under lead direction from the SSF Program analyst, will support Student Success Fee Academic Related Programs and department of Resource Management for the Division of Student Affairs and Campus Diversity

- The incumbent must be able to work with general day-to-day direction, possess business math skills, be able to establish work priorities that will assure completion of projects in a timely fashion. Work will require interaction with students, staff within the program as well as the campus and community, and so requires good oral and written communication skills. On occasion, weekend and evening work may be necessary.
- Functions as support coordinator for SSF ARP programs including the coordination of travel approval and reimbursement processes, the coordination of university accounts payable and procurement acquisitions and the coordination of SSF ARP budgets for student programs.
- This position will provide general administrative support to the department of Resource Management as required

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment

**III. CHANGES IN RESPONSIBILITIES**

**IV. MAJOR RESPONSIBILITIES:**

*Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.*

<b>Description of Responsibilities:</b>	<b>(%) Percent of Time</b>
<b>Student Success Fee Coordinator Duties</b> <ul style="list-style-type: none"><li>• Under leader direction from the SSF Analyst, supports the processing of all SSF ARP program procurement and payables programs including the coordination of travel approval and reimbursement processes, the coordination of university accounts payable and procurement acquisitions and the coordination of SSF ARP budgets for student programs.</li></ul>	75%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> <li>● Department PCC card duties including the management of periodic reporting and approval processes with university Accounts Payable.</li> <li>● Maintains accurate records to meet financial accountability requirements and departmental needs.</li> <li>● Reviews and reconciles monthly and other budget reports to campus financial systems to ensure accuracy and reports any discrepancies, errors, or unresolved issues to the assigned budget analyst. Initiates transactions to correct discrepancies/errors as necessary and follows through with the campus department to address any unresolved or outstanding issues.</li> <li>● Informs SSF Awardees regarding budget limits, deadlines, and changes in purchasing policies.</li> <li>● Coordinates the purchase of SSF supplies and services including purchases on the university procurement credit card or utilizing the university procurement process from outside vendors.</li> <li>● Coordinates orders for SSF Awardees regarding Facilities Services, TNS, Reprographics and other on-campus entities. Works with SSF Awardees to plan travel and prepare travel requests, expense claims, and other forms related to travel. Makes travel arrangements for students by making plane and hotel arrangements and preparing T-2 and travel expense claims.</li> <li>● Works with SSF Awardees to plan travel and prepare travel requests, expense claims, and other forms related to travel. Makes travel arrangements for students by making plane and hotel arrangements and preparing T-2 and travel expense claims.</li> </ul>	
<p><b>Program Assistant</b></p> <ul style="list-style-type: none"> <li>● Serves as the first point of contact for Student Success Fee Awardees, answers telephones, walk in and email inquiries.</li> <li>● Assists with the preparation and deliverance of SSF workshops (both application &amp; budget).</li> <li>● Occasionally aids with SSF email questions.</li> <li>● Schedules open office hours and on demand appointments for SSF ARP award advising and requests</li> <li>● Occasionally aids with SSF marketing of SSF ARP</li> </ul>	10%
<p><b>Department Administrative Coordinator Duties:</b></p>	10%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> <li>● Provides administrative and clerical support to the Director of Resource Management, as required</li> <li>● Supports department operations by managing calendars, scheduling divisional RM meetings, takes minutes.</li> <li>● Scans, files, shreds and maintains document files according to CSU guidelines</li> <li>● Maintains office supplies inventory, orders supplies as necessary</li> <li>● Submits departmental TNS requests</li> </ul>	
<b>Miscellaneous Duties:</b> <ul style="list-style-type: none"> <li>● Other duties as assigned</li> </ul>	5%
<ul style="list-style-type: none"> <li>●</li> </ul>	
<b>Total =100%</b>	100%

**V. LEAD WORK DIRECTION OVER OTHERS:**

List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).

Classification	Working Title	Type of work direction (Direct or General)

**VI. POSITION REQUIREMENTS:**

A. List education and years of experience required that are based on the classification standards.

Entry to this classification requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures. Additionally, incumbents are expected to have a thorough knowledge of English grammar, spelling, and punctuation and be able to clearly communicate orally and in writing. Some positions may require a knowledge of business mathematics beyond basic arithmetic. The ability to use and quickly learn new office support technology systems and software packages is also a prerequisite.

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These qualifications would normally be obtained through a high school program, technical/vocational program, or their equivalents combined with several years of related office work experience.

*B. Skills, knowledge, and abilities required for this position that are based on the classification standards*

- Experience to be fully functional in all technical aspects of work assignments.
- Ability to independently handle multiple work unit priorities and projects.
- Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.
- Working knowledge of budget policies and procedures.
- Ability to draft and compose correspondence and standard reports.
- Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures.
- Thorough mastery of English grammar, punctuation, and spelling.
- Expertise in using office software packages, technology, and systems.
- Ability to interpret and apply policies and procedures independently, and use judgment and discretion to act when precedents do not exist.
- Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to work area.
- Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas.
- Ability to analyze operational and procedural problems and develop, recommend and evaluate proposed solutions.
- Ability to perform business math, analyze budgetary data, and make accurate projections requiring some inference.
- Ability to effectively write and present own reports.
- Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations.
- Ability to use negotiation and persuasion skills to achieve results and expedite projects.

*C. Specialized skills required for this position*

- Experience working with students or student groups
- Experience communicating university policies and procedures to students/student groups

*D. License and Certification Required (I.e., Driver's License and Grade, Certification, etc.)*

**VII. PREFERRED QUALIFICATIONS:**

(Education, experience, knowledge, skills and/or abilities which are preferred but not required.)

- Experience working in higher education
- Experience working with students

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**VIII. SIGNATURES:**

*The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)*

**INCUMBENT:** To acknowledge reading and receiving a copy of this job description, close this document and click "I AGREE" on your applicant page.

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Incumbent's Signature/Acknowledgment

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Date

*Rashmi Agrawal*

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Appropriate Administrator Signature

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Date

*Glenn Perez*

[Glenn Perez \(Oct 1, 2024 10:00 PDT\)](#)

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Classification & Compensation Services

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Date

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## Attachment A

Complete for all positions

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.

**Physical Summary:** Choose one description out of the categories below that best describes this position.

**Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

**Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

**Medium Work:** Job involves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

**Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent's time will be spent walking, standing, squatting, kneeling, or climbing.

Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.

"C" = constantly or 6-8 hours per day

"F" = frequently or 3-6 hours per day

"O" = occasionally or up to 3 hours per day

"N" = never

Physical Requirements of the Position		Mental Requirements of the Position	
	Bending (neck)	F	Reading & Comprehending
N	Bending (waist)	O	Writing
N	Climbing	F	Performing Calculations
N	Crawling	F	Communicating Orally
N	Kneeling	O	Reasoning & Analyzing
N	Pushing/Pulling	O	Decision Making
F	Sitting	F	Directing/Coordinating Others:
N	Squatting		Other:
O	Standing	Environmental Working Conditions	
N	Twisting (neck)	O	Exposure to variations in temperature/humidity
N	Twisting (waist)	N	Exposure to chemicals, gases, dust or fumes
O	Walking	N	Operates machinery or drives motorized equipment
O	Handling Objects	N	Exposure to bio-hazards
O	Manual dexterity	C	Working in normal office environment
N	Reach above/below shoulder	O	Working outside with various weather conditions
N	Using foot controls	N	Uses specialized equipment
	Other:		Other:



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## Attachment B

Complete for all positions

**Sensitive Position:** For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](#).

<b>Consideration for designation as a sensitive position per HR Technical Letter 2017-17</b>		
1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a).
2. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN's, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages.
3. Does this position have access to student records?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	FERPA (Access to student education records)
4. Is the position responding for recording/reporting Clery Data?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Clery Act Basics
5. Does the position have access to protected health information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	EOC Member
7. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Motor Vehicle Records/Licensing Check is required. CA Defensive Driver
8. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 1
9. Does the position influence or make decisions regarding the purchase of goods, service or construction work? <b>Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 2

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10. Does the position influence or make decisions regarding the investment of <b>SDSU/CSU</b> funds.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 5
11. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 6

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## **Attachment C**

Complete for **MPP Positions Only**

### **Mental Effort:**

*Enter frequency of occurrence for all applicable activities using the following key:*

**1=Never Occurs    2=Seldom Occurs    3=Sometimes Occurs    4=Occurs Often    5=Almost Always Occurs**

<b><u>Planning</u></b>		<b><u>Staffing</u></b>	
	Forecast		Define Roles
	Set Program Goals		Give Input to Position Descriptions
	Determine Budget Allocations		Determine Selection Criteria
	Establish, Implement, Revise Policies		Recruit/Interview/Select
			Orient Staff
<b><u>Organization</u></b>		<b><u>Employee Relations</u></b>	
	Describe Relationships Between Functions		Initiate Corrective Action
	Define Department/Divisional Structure		Authorize Formal Discipline
	Establish Priorities to Meet Goals		Administer Collective Bargaining Agreements
	Schedule Work for Employees		Prepares/Investigates Grievance Awards and Complaints
	Implement procedures		Formulates/Represents University Position for Formal Grievances/Complaints
	Determine work methods		
	Balance multiple tasks/projects		
<b><u>Direction/Leadership/Supervision</u></b>		<b><u>Performance Evaluations</u></b>	
	Educate		Determine Performance Standards
	Delegate		Authorize/Approve Awards
	Coordinate		Prepare Performance Evaluations
	Coach/Train/Develop		Observe/Follow-Up on a Daily Basis
	Recommend Formal Training		Correct Work/Behavior Problems
	Motivate		
	Instruct/Demonstrate		
	Schedule Staff/Readjust Schedule		
<b><u>Organization</u></b>		<b><u>Other</u></b>	
	Describe Relationships Between Functions		
	Define Department/Divisional Structure		
	Establish Priorities to Meet Goals		
	Schedule Work for Employees		
	Establish deadlines		
	Implement procedures		
	Determine work methods		
	Balance multiple tasks/projects		

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**MPP Job Code:**


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**Attachment D**

Department Organization Chart

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**Instruction:** Please insert an image of your department's organization chart and highlight where this Position Description falls within the chart.

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