

MPP / Staff Position Description

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| **HUMAN RESOURCES USE ONLY** | |
| **Conflict of Interest (COI) Designated:**  Yes  No  **Mandated Reporter:**  Limited  General  N/A  **Review Date: 10/23/24** | ***MPP Positions Only***  **MPP Job Code: N 06 5**  **Job Family: Schools and Colleges**  **Job Function: Business**  **Job Category: Senior Manager** |

**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.

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

|  |  |
| --- | --- |
| **Date:** | September 14, 2024 |
| **Department & Division:** | Wendy Gillespie Center for Advancing Global Business (WGCAGB), Fowler College of Business |
| **Employee Name**  *(leave blank if vacant)***:** |  |
| **Current Classification & Grade:** | Administrator I |
| **FLSA Status:**  *(exempt or non-exempt)* | Exempt |
| **Working Title:** | Managing Director |
| **Position Number & Job Code:** | 10000049, 3318 |
| **Working Title & Position Number of HEERA Designated Appropriate Administrator:** | Dean, Fowler College of Business, 10000226 |

**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 Fowler College of Business (FCB) consists of one school and four academic departments (Charles W. Lamden School of Accountancy, Finance, Management Information Systems, Management, and Marketing), a Dean, an Associate Dean for Academic Affairs, an Associate Dean for Research and Strategic Initiatives, an Assistant Dean for Student Affairs, a College Operations Manager/Director of Resource Management, a Director of Marketing & Communications, a Director for Graduate Programs, a Director for Undergraduate Programs, a Director for the Career Management Center, a Director for Assessment, and a Managing Director for the Wendy Gillespie Center for Advancing Global Business.

The Fowler College of Business offers a variety of programs, including an undergraduate and graduate degree in business administration and specialized masters degree programs. The college also houses several centers: the Lavin Entrepreneurship Center, the Corky McMillin Center for Real Estate, the Wendy Gillespie Center for Advancing Global Business, the Corporate Governance Institute, the Institute for Inclusion and Diversity, the Center for Integrated Marketing Communication, the James Silberrad Brown Center for Artificial Intelligence and the Aztec Consulting Center, which are critical for the implementation of its strategic plan.

The Fowler College of Business has over 200 full and part-time academic employees and more than 45 clerical and technical employees.

FCB is an instructional division of San Diego State University, administered by the Dean. The Dean’s Office is responsible for the creation, implementation, and continued support of the instructional, research, and development processes in the College.

The Wendy Gillespie Center for Advancing Global Business (WGCAGB) is one of the seventeen designated national centers of excellence location at select business schools throughout the U.S. Funded in part through a competitive grant by the U.S. Department of Education, WGCAGB links the manpower and information needs of U.S. business with the international education, language training, and research capacities of the university. Our Center operates with a Managing Director, Program Coordinator, Special Consultants, and student assistants. The Center serves as a catalyst to link the university and its programs to business, students, and academics.

**II. PURPOSE OF POSITION**:

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

The overall purpose of the managing director of the San Diego State University Wendy Gillespie Center for Advancing Global Business (WGCAGB) is to conceptualize and enhance the Center’s effectiveness and influence within the university community and throughout the region. The managing director works closely with the WGCAGB Faculty Director as they lead the strategic, administrative, marketing, relationship management, budget, and fundraising (government grants and gifts) efforts for the Center.

The incumbent works closely with the deans and department chairs, and other center directors in developing, structuring, directing, and refining the complex research and educational initiatives funded, directed, and coordinated by WGCAGB. The Managing Director oversees the implementation of the Center’s programs which involves faculty, students, and administrators in the various university colleges, the SDSU’s International Business Program, and off campus constituents.

The Managing Director has broad autonomy to act within the parameters of the federal grant and university guidelines, ensuring the successful execution of the center’s missions and objectives.

**III. CHANGES IN RESPONSIBILITIES:**

* **N/A**

**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%.*

| **Description of Responsibilities:** | **(%) Percent of Time** |
| --- | --- |
| **Management:**   * Oversee all operations and outcomes of the centers. Supervise the Project Coordinator, Center Coordinator, and Graduate Assistants to ensure the successful execution of programmatic activities and initiatives. | 30% |
| **Budget:**   * Oversee an annual budget of $400,000+ which includes Federal grants, cost share requirement, Wendy Gillespie Endowment, and other contributions. Ensuring compliance with regulatory and budgetary requirements in all areas related to the U.S. Department of Education grant which funds a substantial portion of the Center’s activities. Supervise the Project Coordinator and Center Coordinator who ~~is~~ are responsible for maintaining the budget accounts, developing timelines and benchmarks for Center-sponsored activities, allocating the Center’s resources across the university to achieve program goals. | 20% |
| **Development:**   * Collaborate with the Dean and development professionals to enhance and increase funding and resources for the Centers’ and the College’s mission. Serve as executive secretary to the Wendy Gillespie Center’s Advisory Board, ensuring its strength and effectiveness. Lead the conceptualization, design, and implementation of new funding opportunities to support the Center’s growth and sustainability. * Support the Dean and the College/University development professionals to continue and increase support and resources for the College’s mission and programs. On behalf of the Dean, serve as liaison to external business and community constituents and assist in developing relationships with new and existing donor prospects. | 20% |
| **Relationship Management:**   * Manage relationships with federal grantors, corporate partners, faculty, students, administrators, staff, and other key stakeholders at SDSU, the Center, and the Fowler College of Business. Oversee the preparation and submission of required reports to funding agencies and the university. Represent the center on various regional boards, such as the Global Competitiveness Council, District Export Council, and the Small Business Development and International Trade Center, among others. * Effectively represent the College and Dean’s Office throughout the campus community and with external community and business constituent. This includes serving on community development and industry boards, including the San Diego and Imperial District Export Council and San Diego Regional Chamber of Commerce. | 15% |
| **Strategic Planning:**   * Develop the Center’s scope and vision while leading the strategic planning process for SDSU CIBER and WGCAGB programs. Collaborate with the Fowler College of Business on their strategic plan, particularly in representing and advancing the international business components. * Effectively represent the College and Dean’s Office throughout the campus community and with external constituents. This includes, serving on committees and working groups established across campus. | 15% |
| **Total**  **=100%** | 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)** |
| Foundation | Program Coordinator | Direct |
| Foundation | Center Coordinator | Direct |
| Foundation | Director, Hostler Institute | General |
| Foundation | Graduate Assistants | General |

**VI.** **POSITION REQUIREMENTS**:

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

* Advanced degree (MBA, MA, or PhD) in a business-related discipline
* Five to seven years of leadership experience in an academic or business environment

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

* Strong Communication Skills: Ability to effectively communicate across various methods and formats. Demonstrated expertise in persuasion and negotiation to build consensus and achieve both short-and long-term objectives.
* Leadership and Collaboration: Proven ability to lead and engage top management inside and outside the university, particularly within an international business context.
* Operational and Financial Management: Strong skills in managing operational and financial aspects, with experience in budget development and oversight.
* Written and Oral Communication: Excellent written and oral communications skills.
* Collaborative Leadership: Demonstrated ability to work collaboratively with managers, employees, students, donors, alumni, and other key stakeholders.
* Diverse Constituency Engagement: Ability to effectively work with a wide range of constituents including, university faculty, administrators, students, staff, and external professionals.
* Expertise in International Business: Extensive, in-depth knowledge of international business theories, principals, and practices, particularly in research and education contexts.
* Federal Grant Compliance: Familiarity with federal grant laws and regulations including the ability to exercise sound judgment and discretion in interpreting and applying complex regulations.

*C. Specialized skills required for this position*

* University Grant and Gift Development: Experience working with university entities on
* grant and gift development, including personnel management and project management.
*  Grant Writing and Concept Development: Expertise in grant concept development,
* structuring, and writing, both individually and within teams.
*  Personnel and Project Management: Strong leadership in managing staff and overseeing
* project execution, including budget development.
*  Business Community Outreach: Experience in engaging with the business community to
* foster partnerships and collaborative initiatives.

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

**VII.** **PREFERRED QUALIFICATIONS**:

* Training or certification in grant writing and/or project management in preferred. Successful supervisory experience preferred.
* Successful supervisory experience is highly preferred.

**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)*

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| --- | --- | --- |
|  |  |  |
| Incumbent’s Signature/Acknowledgment |  | Date |
|  | | |
|  |  |  |
| Appropriate Administrator Signature |  | Date |
|  | | |
|  |  |  |
| Classification & Compensation Services |  | Date |

# 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 **i**nvolves 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** | |
| O | Bending (neck) | F | Reading & Comprehending |
| O | Bending (waist) | F | Writing |
| O | Climbing | O | Performing Calculations |
| N | Crawling | F | Communicating Orally |
| N | Kneeling | F | Reasoning & Analyzing |
| O | Pushing/Pulling | F | Decision Making |
| F | Sitting | F | Directing/Coordinating Others: |
| O | Squatting |  | Other: |
| O | Standing | **Environmental Working Conditions** | |
| O | Twisting (neck) | O | Exposure to variations in temperature/humidity |
| O | 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 |
| O | Reach above/below shoulder | O | Working outside with various weather conditions |
| N | Using foot controls | N | Uses specialized equipment |
|  | Other: |  | Other: |

# 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*](https://sdsuedu.sharepoint.com/sites/BFA/HR/employment/Pages/CSU-Background-Check-Policy.aspx).

|  |  |  |
| --- | --- | --- |
| *Consideration for designation as a sensitive position per HR Technical Letter 2017-17* | | |
| 1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property? | Yes  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). |
| 1. 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? | Yes  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. |
| 1. Does this position have access to student records? | Yes  No | FERPA (Access to student education records) |
| 1. Is the position responding for recording/reporting Clery Data? | Yes  No | Clery Act Basics |
| 1. Does the position have access to protected health information? | Yes  No | HIPAA |
| 1. Will this position be an active/participating member of the SDSU Emergency Operations Team? | Yes  No | EOC Member |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death? | Yes  No | Motor Vehicle Records/Licensing Check is required. CA Defensive Driver |
| 1. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development? | Yes  No | COI CAT 1 |
| 1. Does the position influence or make decisions regarding the purchase of goods, service or construction work? **Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.** | Yes  No | COI CAT 2 |
| 1. Does the position influence or make decisions regarding the investment of **SDSU/CSU** funds. | Yes  No | COI CAT 5 |
| 1. 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? | Yes  No | COI CAT 6 |

# 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**

|  |  |  |  |
| --- | --- | --- | --- |
| **Planning** | | **Staffing** | |
| 4 | Forecast | 5 | Define Roles |
| 5 | Set Program Goals | 4 | Give Input to Position Descriptions |
| 5 | Determine Budget Allocations | 4 | Determine Selection Criteria |
| 5 | Establish, Implement, Revise Policies | 4 | Recruit/Interview/Select |
|  |  | 5 | Orient Staff |
| **Organization** | | **Employee Relations** | |
| 4 | Describe Relationships Between Functions | 4 | Initiate Corrective Action |
| 4 | Define Department/Divisional Structure | 5 | Authorize Formal Discipline |
| 4 | Establish Priorities to Meet Goals | 4 | Administer Collective Bargaining Agreements |
| 5 | Schedule Work for Employees | 2 | Prepares/Investigates Grievance Awards and Complaints |
| 5 | Implement procedures | 2 | Formulates/Represents University Position for Formal Grievances/Complaints |
| 5 | Determine work methods |  |  |
| 5 | Balance multiple tasks/projects |  |  |
| **Direction/Leadership/Supervision** | | **Performance Evaluations** | |
| 4 | Educate | 3 | Determine Performance Standards |
| 4 | Delegate | 4 | Authorize/Approve Awards |
| 4 | Coordinate | 3 | Prepare Performance Evaluations |
| 4 | Coach/Train/Develop | 3 | Observe/Follow-Up on a Daily Basis |
| 4 | Recommend Formal Training | 3 | Correct Work/Behavior Problems |
| 4 | Motivate |  |  |
| 4 | Instruct/Demonstrate |  |  |
| 4 | Schedule Staff/Readjust Schedule |  |  |
| **Organization** | | **Other** | |
| 3 | Describe Relationships Between Functions |  |  |
| 3 | Define Department/Divisional Structure |  |  |
| 3 | Establish Priorities to Meet Goals |  |  |
| 4 | Schedule Work for Employees |  |  |
| 4 | Establish deadlines |  |  |
| 4 | Implement procedures |  |  |
| 4 | Determine work methods |  |  |
| 4 | Balance multiple tasks/projects |  |  |

# Attachment D

Department Organization Chart

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