

Employee Name:



San Diego State University

MPP / Staff Position Description

HUMAN RESOURCES USE ONLY

Conflict of Interest (COI) Designated: Yes No

Mandated Reporter: Limited General N/A

Review Date:

MPP Positions Only

MPP Job Code:

Job Family:

Job Function:

Job Category:

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

Date:	September 2024
Department & Division:	Athletics
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Administrative Analyst/ Specialist II
FLSA Status: <i>(exempt or non-exempt)</i>	Exempt
Working Title:	Student Athlete Engagement Specialist
Position Number & Job Code:	10001257/1038
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Director of Women's Basketball Operations/ 10005890

Employee Name:

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 Department of Athletics, utilizing the services of over 150 employees, is responsible for the intercollegiate athletics program at San Diego State University. Currently, there are 18 sport programs, approximately 450 student-athletes, and 17 offices in the department. The offices include the following: The Aztec Club, Administration, Athletic Medicine, Business Office, Compliance, Corporate Sales, Development, Equipment, Event Management/Facilities and Operations, Human Resources, Information Technology, Marketing, Media Relations, Strength and Conditioning, Student-Athlete Academic Support Services, Ticket Office, and Video.

SDSU Athletics is committed to diversity, inclusion, and gender equity while championing the value they bring to our success. We strive to become one of the most diverse and inclusive athletic departments in the country by celebrating each other and our diverse backgrounds. We seek to establish and maintain an inclusive culture that fosters equitable participation for all.

II. PURPOSE OF POSITION:

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

The Women's Basketball Student Athlete Engagement Specialist at San Diego State University reports directly to the Director of Women's Basketball Operations. This position provides a variety of operational administrative, technical, and analytical duties of limited to moderate complexity for the NCAA Division I Women's Basketball program. The incumbent will be coordinating and supporting various areas of the Women's Basketball program related to student- athlete support and engagement, travel coordination, and assistance alumni and community outreach which will enhance the overall function of the program. Assist the recruiting coordinator with managing the database and mail outs.

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%.

Responsibility/Duty	% of time
<p>I. Administrative and Budget</p> <p>A. Serve as the business-related liaison to other key departments and constituencies.</p> <p>B. Advise internal departments on the Softball program's operational policies and procedures and needs. Respond to inquiries regarding the Women's Basketball program.</p>	<p>40%</p>

Employee Name:

<p>C. Manage and track the budget for the Women’s Basketball program in tandem with the Business Office.</p> <ul style="list-style-type: none">a. Provide guidance on best uses for expenses.b. Reconcile vendor purchase orders and provide necessary documentation to satisfy University requirements <p>D. Coordinate all paperwork for the program to function daily.</p> <ul style="list-style-type: none">a. Coordinate all purchase orders, budgeting, purchases, expenditures, and travel paperwork related to Women’s Basketball.b. Record required compliance documents into ARMS.c. Compile, input, and maintain team statistics.d. Maintain calendars for student-athletes and coachese. Distribute and sort mail daily.f. Submit any supply orders to the proper contactg. Answer phone calls and direct callers to appropriate contact in a professional manner. <p>E. Coordinate facilities needs with Facilities and Operations Coordinator and coaches to schedule facilities for team practices, competition, and individual workouts, in and out of season, as well as practice times for visiting teams.</p> <p>F. Coordinate equipment with the equipment attendant assigned to the Women’s Basketball team and head coach.</p> <ul style="list-style-type: none">a. Work with the head coach to select the team and staff gear for the season<ul style="list-style-type: none">i. Coordinate all aspects of this ranging from obtaining sizes for staff and team to managing Nike allotment and ordering process.	
<p>II. Program Support</p> <p>A. Under the direction of the Director of Women’s Basketball Operations and Head Coach, assist in coordinating the overall student-athlete experience.</p> <ul style="list-style-type: none">a. Assist student-athletes on the onboarding process which includes the following: transportation upon arrival, setting up of Red ID access with Facilities and Operations, assist student-athletes with any other information for them to be successfully integrated into the program/SDSU.b. Provide consistent and advanced communication to student-athletes of scheduled activities through ARMS and Teamworks and textc. Elevate student-athlete support programming so students are aware, engaged, and supportedd. Coordinate events and banquets for the teame. Support the head coach’s mission by supplementing a positive student-athlete experience. <p>B. Coordinating tutoring sessions, study groups, and academic advising to ensure that players maintain their academic eligibility and achieve their educational goals.</p> <p>C. Working as a liaison with the Academic Support Team, tracking academic progress, assisting with scheduling communication between the coaching staff and academic support services.</p> <p>D. Create and implement standing meetings with student-athletes; along with development workshops focusing on leadership, career planning, personal growth, and transition period between graduating and careers.</p>	<p>25%</p>

Employee Name:

<p>E. Coordinate and support mentoring initiatives designed to foster the personal and professional growth of student-athletes.</p>	
<p>III. Team Travel</p> <p>A. Research, analyze, evaluate, and recommend optimal arrangements for each phase of travel with the goal of maximizing team performance within the limits of the budget.</p> <p>B. Serve as a liaison and establish contacts with airline, hotel, rental car, and bus entities.</p> <p> a. This includes the coordination of team meals.</p> <p>C. Book travel for coaches and student-athletes and prepare detailed trip itineraries.</p> <p> a. Generate and coordinate all paperwork (including itineraries or other documents) required and related to travel.</p> <p> b. Responsible for the reconciliation of expenses.</p> <p>D. Process expense reimbursement travel forms and pregame meal and nutritional expenses for reimbursements.</p> <p>E. Assist with the travel budget through frequent collaboration with the Business Office.</p> <p>F. Manage game film collection efforts while on road and Synergy computer system tagging/data entry.</p> <p>G. Apply independent judgment, discretion, and initiative to address operational problems and issues, and develop practical, thorough, and creative solutions.</p>	<p>10%</p>
<p>IV. Fostering a Positive Environment:</p> <p>A. Promote a supportive and inclusive atmosphere within the team by assisting in the development of programs and initiatives that address mental health and stress management.</p> <p> a. Consult with Head Coach regarding the mission of the women's basketball program's mission and culture goals.</p> <p>B. Maintain healthy relations with areas within Athletics that support and enhance the student- athlete experience</p> <p> a. In collaboration with the Athletics Clinician, create an environment where mental health discussions are normalized and encouraged, contributing to the overall emotional resilience of the team.</p> <p> i. Promote a culture of openness where mental health issues are addressed with sensitivity and confidentiality.</p> <p> ii. Coordinate with mental health professionals on campus to facilitate access to counseling services and wellness resources, and organizing workshops focused on stress management, resilience, and emotional well-being</p> <p> b. In collaboration with the Associate AD of DEI and Compliance, support and implement DEI training and awareness programs for team members and staff, fostering an inclusive environment that celebrates diverse perspectives and backgrounds.</p>	<p>10%</p>

Employee Name:

V. Event Planning: A. In coordination with the Assistant Director of Player Development, plan and organize team events, including fundraisers, banquets, and alumni gatherings. B. Coordinate logistics for home games and special events. C. Assist and support the Assistant Director of Player Development in establishing and maintaining relationships with local organizations, schools, and charities to organize community service events and activities involving the team. D. Help promote community service opportunities and achievements through various channels, including social media, press releases, and team communications, enhancing the team's visibility and impact in the community.	10%
VI. Other duties as assigned	5%

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)
NA		

VI. POSITION REQUIREMENTS:

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

Minimum Qualifications:

(The minimum level of education and experience required to perform the job. Please note that for staff positions, generally, the minimum qualifications listed in the CSU Classification and Qualification Standards are used.)

Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

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

(Knowledge, skills and/or abilities required. These should generally be taken from the CSU Classification and Qualification Standards if applicable.)

Employee Name:

- Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Ability to make independent decisions and exercise sound judgment.
- Ability to compile, write, and present reports related to program or administrative specialty.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Skill in the research, development and evaluation of policies and programs, including skill in the collection, research, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Expertise in investigating and analyzing problems with a broad administrative impact and implications.
- Ability to anticipate problems and address them proactively.
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- Ability to train others on new skills and procedures and provide lead work direction.
- Basic knowledge of applicable university infrastructure, policies, and procedures.
- Ability to use standard office equipment and Microsoft Word and Excel.
- Familiarity with NCAA rules and regulations of Division I Basketball.
- Working knowledge of English grammar, spelling, and punctuation.
- Ability to respond to routine inquiries and explain standard policies and procedures to others.
- Ability to travel to competitions.

C. Specialized skills required for this position

- *Experience working in an athletics/sports office in an administrative support capacity.*
- *Experience working in an NCAA DI Women's Basketball Program.*
- *Experience scheduling meetings and calendars.*
- *Experience assisting with various events, including marketing events.*
- *Working knowledge of purchasing policies and procedures.*
- *Ability to work evenings and weekends.*

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

Valid California driver's license within 10 days of hire.

VII. PREFERRED QUALIFICATIONS:

Familiarity with NCAA rules and regulations of Division I Women's Basketball. Some collegiate basketball experience as a coach and/or player. Six months or more of office experience. Experience in fund raising and/or program marketing and/or travel experience in an office setting.

Employee Name:

VIII. COMPLIANCE STATEMENT:

University employees that have direct job responsibilities involving intercollegiate athletics are expected to have knowledge and understanding of NCAA, conference and University rules, policies and procedures governing intercollegiate athletics. Additionally, he or she is required to notify the appropriate personnel of any knowledge of, or should have known of, any violation or suspected violation of NCAA, conference, or University regulations.

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.

IX. 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's Signature/Acknowledgment

Date

Jasmine Hotchkins Parker

Oct 29, 2024

Jasmine Hotchkins Parker (Oct 29, 2024 11:06 PDT)

Appropriate Administrator Signature

Date

Frankie Gutierrez

Oct 29, 2024

Frankie Gutierrez (Oct 29, 2024 11:00 PDT)

Classification & Compensation Services

Date

Employee Name:

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

Employee Name:

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](#).

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?	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input 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? Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 2

Employee Name:

10. Does the position influence or make decisions regarding the investment of SDSU/CSU 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

Employee Name:

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

<u>Planning</u>		<u>Staffing</u>	
	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
<u>Organization</u>		<u>Employee Relations</u>	
	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		
<u>Direction/Leadership/Supervision</u>		<u>Performance Evaluations</u>	
	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		
<u>Organization</u>		<u>Other</u>	
	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		

Employee Name:

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.



San Diego State University Athletics Women's Basketball

