

FOR HUMAN RESOURCES USE ONLY:						PU
APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	APP. BY C&C	MPP CODE	RANGE/ GRADE CODE	DATE
Administrator I	3318	1	LL	H099	1	10/01/24



MANAGEMENT PERSONNEL PLAN (MPP) POSITION DESCRIPTION

1. POSITION INFORMATION

NAME: _____ DEPARTMENT: Asian American, Native Hawaiian, and Pacific Islander Student Achievement Program (CSU ASAP)

POSITION TITLE: Training/Communications Director

ADMINISTRATOR LEVEL: I II III IV

THIS POSITION REPORTS TO: Timothy Fong, Executive Director, CSU ASAP
Name and Title

POSITIONS DIRECTLY SUPERVISED BY THIS POSITION:

Classification: _____	Qty: _____	FTE: _____
Classification: _____	Qty: _____	FTE: _____
Classification: _____	Qty: _____	FTE: _____

MAJOR DEPARTMENTS UNDER THIS POSITION:

Department	# of Employees

Please attach current organizational chart with names and classifications included.

2. SIGNATURES

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.

Appropriate Administrator: Timothy P. Fong Date: 10/30/24

Vice President:  Date: 10/30/24

Employee: _____ Date: _____

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3. PRIMARY ACTION BEING REQUESTED

Job Posting: New Position Replacement Position, former incumbent: _____

Update Position Description Only:

Effective Date: _____

4. REQUIRED QUALIFICATIONS

Please list any required knowledge, skills, abilities and experience. Must be appropriate to the skill level of the position and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

Education/Experience

1. Bachelor's Degree from an accredited college or university, or equivalent years of professional management experience.
2. Thorough knowledge and understanding of current concepts, theories and learning opportunities in diversity, equity and inclusion
3. Three to five years of experience in developing and delivering training and professional development for faculty and/or employees.
4. Experience in providing lead work direction

Knowledge, Skills, Abilities

5. Strong written and verbal communication skills.
6. Ability to work both independently and collaboratively
7. Strong interpersonal skills.
8. Excellent organizational and time management skills.
9. Superior political acumen and interpersonal skills to collaborate effectively and diplomatically with multiple constituencies.
10. Ability to handle sensitive and/or complex situations with confidentiality and discretion.
11. Proficiency in standard office programs such as Microsoft Office Word, Excel, Power Point, and Outlook, as well as various social media platforms.

CONDITIONS OF EMPLOYMENT

- Ability to pass background check

5. PREFERRED QUALIFICATIONS

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List any desirable qualifications that would enhance an incumbent’s ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

12. Master’s or Advanced Degree in related field.

6. POSITION PURPOSE:

The position purpose should be a summary of the general nature of the responsibilities of the position plus additional information including scope, context and the general environment under which it functions.

The CSU ASAP established at the California State University to provide culturally responsive services to enhance student educational experiences and promote higher education success for low-income, underserved, and first-generation Asian American, Native Hawaiian, and Pacific Islander (AANHPI) students and other underrepresented students.

With the support of the Executive Director, the incumbent will coordinate and facilitate various trainings available to faculty, administrators, student affairs professionals, and students throughout the CSU campus at-large and specialized audiences (e.g. Department. Chairs, new faculty, student leaders, etc.). The incumbent will take the lead on the AANHPI Middle Leadership Academy (AMLA) and Convenings in partnership with [Education Insights Center and their Middle Leadership Academy](#). AMLA will be ongoing, annual leadership program that empowers campus teams to forge deeper relationships with colleagues and develop skills for addressing diverse AANHPI student needs based on an understanding of each campus context. The Academy will bring together campus-based teams in a collaborative and supportive environment to work on problems of practice. Cross-divisional teams will meet in person each summer for two-and-a-half-days to identify common challenges faced by AANHPI students at their campus, develop and/or update a shared plan to improve practices, and communicate about what works (and what doesn’t) for students to their campus leaders.

Specific learning objectives for the AMLA are:

- Campus Culture: Examine campus culture and reflect on institutional policies/practices that affective positive long-lasting change.
- Program Development: Expand knowledge of programmatic strategies that improve the process of implementation.
- Building Relationships: Expand professional networks across campus and throughout the CSU.
- Data Analysis: Embrace data for decision-making, assessment and promoting meaningful change on behalf of student success.
- Equity: Actively engage with and enhance campus efforts to close equity gaps for historically underserved students.

In addition, AMLA and other trainings will focus on areas identified in the [California Education Code Section 89297.1](#):

- Culturally responsive learning communities.
- Advising and counseling services.
- Mental health counseling and awareness services.
- Career development, career readiness, and employment services.
- Supplemental instruction and tutoring, such as English language development and support.
- Asian American, Pacific Islander studies courses and curriculum development.

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- Leadership development, internships, and mentorships.

Lastly, the incumbent will be responsible for communicating with all CSU campuses regarding professional development trainings. This includes developing and maintaining the CSU-wide Canvas Learning Management System (LMS) used to deliver an engaging teaching and learning experience on a desktop or tablet, and on mobile devices. Sacramento State’s Information Resources and Technology (IRT) team offers extensive support to help make the most of their Canvas experience. Communication with all CSU campuses and individuals participating in professional development activities includes extensive use of social media to create an online community along with the community build through in-person trainings. The incumbent will work closely with University Communications and IRT Information Security ensures that campus technology project receive a thorough security and accessibility review to support campus IT standards, as well as federal and state compliance requirements.

7. ESSENTIAL FUNCTIONS OF THE POSITION:

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
40%	D/W/M	<p>Teaching and Learning Administration</p> <ul style="list-style-type: none"> • Oversee all CSU ASAP professional development held in-person and virtually. • With the support of the ED to conduct ongoing needs assessments with campuses throughout the CSU system. • Manage various professional development opportunities for the CSU-wide campus at-large and specific audiences. • Coordinate and guest speakers and guest facilitators at professional development and training sessions. • Develop, implement and assess AANHPI Middle Leadership Academy and California Education Code Section 89297.1 learning opportunities and training strategies (short term and long term), based on participation records, analyze data from participant evaluations and feedback for quality improvement, monitoring, and reporting. • Pursue new opportunities in professional development and training methodologies, as they related to AANHPI Middle Leadership Academy and California Education Code Section 89297.1 equity, diversity and inclusion, and implement as appropriate. • Serve as the designated representative or advisor to support and assist all CSU campus workshops or trainings involving AANHPI students and campus communities. • Support annual report dues to the CSU and the California Department of Finance. • Develop and implement internal training processes • Position requires attendance at local and state-wide locations.

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40%	D/W/M	<p>Professional Development Curriculum, Communication, and Community-Building</p> <ul style="list-style-type: none"> • Develop, deliver, and support CSU ASAP development curricula related AANAPI student success for all CSU campuses. • Develop supporting materials, toolkits, Canvas website, and guides to be used as part of CSU ASAP professional development and other trainings. • Ensure professional development and training materials are available to all CSU campuses in both in hard copy and electronically. • Work closely with Education Insights, Information Resources and Technology, University Communications, University Press, and other supportive units on the Sacramento State campus to support AMLA and other training programs. • Coordinates marketing all CSU ASAP learning opportunities, workshops, training and professional development opportunities throughout the CSU. • Lead all social media communication and community building activities related to CSU ASAP, AMLA, and other professional development training programs.
10%	D/W/M	<p>Supervision and Mentorship</p> <ul style="list-style-type: none"> • Recruit, support, and mentor AMLA and other training participants who may want to become future facilitators, presenters, and trainers.

8. MARGINAL FUNCTIONS OF THE POSITION:

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
10%	D/W/M	<ul style="list-style-type: none"> • Other duties as assigned by the ED.

9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

9a. Nature and Scope of Authority: (please select one)

Administrator – An individual who has full budgetary, personnel authority, and responsibility for formulating and administering policies and programs in the assigned functional area (e.g. Vice President, Dean, Senior Manager). Direct reports may include subordinate supervisors or subordinate managers.

Supervisor – An individual who has the authority to hire, discipline, promote or discharge a group of employees (e.g. Payroll Supervisor, Accounting Supervisor). May supervise non-exempt and/or exempt employees, as well as subordinate supervisors.

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Professional – An individual who has significant responsibility for formulating and administering policies for an assigned program or functional area (e.g. Attorney, Labor Relations Manager, Affirmative Action Officer). No direct reports or supervisory responsibilities.

9b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

Ability to create solutions to problems and logistics of professional development training locally and throughout the state. Collaborate with other CSU administrators, faculty, and professional staff regarding the campus climate for diverse AANHPI communities.

9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

The incumbent must have the ability to establish and maintain effective working relationships with on- and off-campus contacts/units, including high ranking campus administrators, faculty, student affairs professionals, and student leaders throughout the CSU. It is also vital to work closely with supportive units on the Sac State campus such as Information Resources and Technology, University Communications, Administration and Business Affairs, as well as Sac State auxiliaries such as Education Insights and the Institute for Social Research.

10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”

PHYSICAL		MENTAL		ENVIRONMENTAL	
F	Sit	F	Direct others	O	Is exposed to excessive noise
O	Stand	F	Concentrate	N	Is around moving machinery
O	Walk	F	Analyze	N	Is exposed to marked changes in temperature and/or humidity
O	Have mobility	F	Use reason/logic		
O	Bend	F	Demonstrate recall	N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
O	Climb	F	Make decisions		
O	Reach	F	Works rapidly	N	Drives motorized equipment
O	Kneel	F	Handle multiple tasks/priorities	N	Works in confined quarters
O	Push/Pull	F	Tolerate variety	N	Works in high places
F	Have gross hand coordination	F	Work with others		Other:
F	Have fine hand coordination		Other:		
F	Hear with background noise				
F	Hear the spoken word				
F	Hear over a phone/other device				
F	See to read fine print				
F	See to read bold print				
F	See to accomplish a task				
F	Talk				
F	Communicate				
O	Lift: 10 lbs. max				

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O	Carry: 10 lbs. max		
N	Operate equipment		
F	Perform keyboard entry		
	Other:		

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