

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	TR	S158	1	09/26/24



MANAGEMENT PERSONNEL PLAN (MPP) POSITION DESCRIPTION

1. POSITION INFORMATION

NAME: _____ DEPARTMENT: Vice President for Student Affairs

POSITION TITLE: Director of Operations & Innovation

ADMINISTRATOR LEVEL: I II III IV

THIS POSITION REPORTS TO: Aniesha Mitchell, Vice President for Student Affairs
Name and Title

POSITIONS DIRECTLY SUPERVISED BY THIS POSITION:

Classification: ASC II Qty: 1 FTE: 1.0
 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: _____ Date: _____

Vice President:  Date: 10/14/2024
Aniesha Mitchell (Oct 14, 2024 16:56 PDT)

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.

1. Bachelor's Degree in a related field from an accredited university or equivalent work experience.
2. Directly relevant experience at a college or university in relevant student support and/or service areas.
3. Demonstrated experience with project management and assessment.
4. Demonstrated ability to work collaboratively with appropriate stakeholders to provide strategic direction, leadership, and management of fundraising initiatives.
5. Experience implementing new initiatives with innovation and strategic thinking.
6. Experience making effective decisions with sound analytical ability, good judgment, and strong operational focus.
7. Demonstrated experience creating marketing and communication strategies and structures to effectively reach college/university students.
8. Demonstrated ability to compile, write, review, and present reports and presentations to senior and executive level administrators, as well as the capacity to analyze, comprehend, and provide appropriate solutions to problems and courses of action.
9. Excellent oral and written communication skills.
10. Ability to establish, collaborate, and maintain effective working relationship with internal and external stakeholders (e.g., students, staff, faculty, university administrators, and the community).
11. Comprehensive understanding of the Sacramento State Division of Student Affairs programs, goals, and priorities.
12. Ability to work a non-traditional schedule including evenings and weekends to attend on-campus activities
13. Commitment to maintaining a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community.

CONDITIONS OF EMPLOYMENT

- Ability to pass background check

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5. PREFERRED QUALIFICATIONS

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).

14. Master’s Degree in related field from an accredited university.
15. Demonstrated experience with donor development and engagement.
16. Five or more years’ progressively responsible experience in student affairs or other related fields with a special emphasis on innovation.
17. Experience providing supervision or lead work direction in an institution of higher education.
18. Working knowledge of California State University policies and procedures, as well as general understanding of Sacramento State’s services, processes and procedures, and those within Student Affairs

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.

Under the general direction of the Vice President for Student Affairs (VPSA), the Director of Operations & Innovation (Director) is highly engaged with division efforts to promote student success. In this capacity, the Director is the division resource focused on understanding student perspectives and needs in order to provide oversight, guidance, and/or support on efforts related to strategic priorities and goals. The Director also collaborates with other divisional leaders to facilitate the development, execution and implementation of associated programmatic operations. In addition, the Director coordinates and tracks the division’s initiatives, goals, and activities, acting as a liaison to the VPSA. As a member of the Division’s Leadership Team, the Director participates in the planning, development, and implementation of new and/or reimagined Student Affairs programs and departments and works with student-facing programs to facilitate assessment and recommend improvements.

The Director serves as chief communications officer on behalf of the division, working with the SA Communications team to provide direction and coordination of VPSA marketing and communication content and managing all aspects of the VPSA’s internal and external communications. In collaboration with the division’s Development Director, the Director works to advance fundraising, grant opportunities, and/or sponsorship initiatives involving the VPSA.

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)

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55%	D, W, M	<p>DIVISION PRIORITIES/PROGRAMMATIC OPERATIONS</p> <p>Provides oversight, guidance and/or support to division leadership on priority division-wide projects as assigned by the VPSA.</p> <p>Lead initiatives to drive division priorities and facilitate change management, serving as a resource to campus stakeholders and providing high level support to the VPSA.</p> <p>Offers guidance and strategic leadership in collaboration with Associate Vice Presidents, Executive Directors, Directors, other professional and support staff in Student Affairs, the President's Office staff, faculty, students, Chancellor's Office staff, other CSU campus administrative staff, state and national government representatives, community members, and others to advance the division's priorities.</p> <p>Provides consultation and advisement to student-facing programs to assess progress, identify student needs, develop strategies for success and facilitate improvements.</p> <p>Serves as a member of the division's leadership team, and acts as an advisor to the VPSA; oversees coordinating and tracking the direction, goals, and activities discussed with and assigned to the division's leadership team.</p> <p>Works with VPSA to lead divisional projects and oversees the execution of strategic objectives and actions; collaborates with SABR on tracking progress on implementation of goals and activities.</p> <p>Manage the ongoing review of existing programs to ascertain effectiveness and facilitate planning, development, and rollout of new and/or redesigned Student Affairs programs and departments.</p> <p>Provide a vision, plan, and managerial oversight to ensure the Division of Student Affairs' departments and programs are evaluating and assessing programs and operations in a manner that informs ongoing programmatic and operational decision-making.</p> <p>Makes data-informed strategic plans regarding program development to ensure positive student outcomes. Identifies and recommends opportunities for operational improvements where observed.</p> <p>Serves as member of campus-wide committees and search committees as a representative of the VP and Division.</p>
25%	D, W, M	<p>COMMUNICATIONS</p> <p>Serves as chief communications officer to determine content and messaging on behalf of the division. Directs appropriate subject matter experts for distribution of strategic communications and develops high-level reports, presentations, and other communications for VP review before implementing at campus and community level. Ensures appropriate audiences are reached and appropriate vetting of messages occurs.</p> <p>Serve as lead for the development of content related to VPSA marketing and communication (e.g. as a liaison between the VPSA and Student Affairs</p>

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15%	D, W, M	<p>Communications and Marketing, Enrollment Marketing, University Communications and Marketing, and related external vendors). This work includes preparing and conveying scope(s) of work, providing context, responding to questions, and providing feedback on drafts.</p> <p>On behalf of or in coordination with the Vice President for Student Affairs, provides oversight for all aspects of the development of the VP's speeches, presentations, social media presence, internal and external communications, etc.</p> <p>FUNDRAISING</p> <p>In concert with the division's Development Director, leads fundraising and fosters grant opportunities, and/or sponsorship initiatives involving the VPSA.</p> <p>Meets with prospective donors, provides perspectives and insights into challenges faced by current students, and translates this into opportunities for donors to positively impact student success.</p> <p>Gathers and shares information on the impact specific impacts donors have on student success through direct contribution to programs in Student Affairs. Works with the division's Development Director to ensure that position has current and relevant information on the areas of greatest need, greatest impact, and opportunities to positively impact student outcomes, which in-turn impact the larger Sacramento-area community in general and various sub-sectors specifically.</p> <p>Position may occasionally require attendance at off site locations.</p>
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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)
5%	D, W, M	Other duties as assigned by the appropriate authority.

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.

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- 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.
- 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.

The incumbent is expected to act as a surrogate for the VPSA in conversations regarding strategic initiatives, marketing, and communications. As the VPSA’s representative, they are responsible for collaborating on strategic activities and related campus goals. Where resolution is not possible, they should directly engage the VPSA in discussions.

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

The incumbent will work frequently with Associate Vice Presidents, Executive Directors, Directors, other professional and support staff in Student Affairs, the President's Office staff, faculty, students, Chancellor's Office staff, other CSU campus administrative staff, state and national government representatives, community members, donors, and the public. They will serve as a representative of the VPSA and the Division on various committees and task forces.

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	N	Is exposed to excessive noise
F	Stand	F	Concentrate	N	Is around moving machinery
F	Walk	F	Analyze	N	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic		
O	Bend	F	Demonstrate recall	N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Climb	F	Make decisions		
O	Reach	F	Works rapidly	O	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				

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F	See to accomplish a task	
F	Talk	
F	Communicate	
O	Lift: _15__ lbs. max	
O	Carry: _15__ lbs. max	
O	Operate equipment	
F	Perform keyboard entry	
	Other:	

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