

STAFF Position Description

Instructions: Complete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources (hrclass-comp@csun.edu), and the original electronic version maintained by the department. [NOTE: This form is unlocked; you will need to **Ctrl + Click** to open links.]

A. Action Requested

- Request a New position OR Fill a Vacant position *(Must initiate through online recruitment)*
- Initiate a Classification Review for a filled position

Requestor: <input type="checkbox"/> Employee OR <input checked="" type="checkbox"/> MPP Administrator	Name: Robert Sheridan
--	------------------------------

- Update an existing position description *(no review requested)*
- New Employee/Appointment acknowledgment of the position description *(no review requested)*
(Employee should be given full position description within one week of start date)

B. Current Information

Name of current incumbent: <i>(if filled)</i>		Employee ID #: 104469545	
<i>Or if vacant, name of previous incumbent:</i> Stephany Rodas			
Classification Title: Admin Analyst	Job Code: 1038	Grade: 2	Position #: 99747061
Working Title: <i>(optional)</i> Employer Relations and Career Development Specialist		FLSA Status: Exempt <i>(See link to CSU FLSA/Job Code List)</i>	
Department ID: 10102	Department Name: Assoc Dean/CEPD		Time Base: 1.0
Lead <i>(Staff lead, if applicable)</i> Name:	Classification Title:	Working Title:	
MPP Administrator/Department Chair <i>(Reports To)</i> Name: Robert Sheridan	Working Title: Executive Director		

Please attach an org chart, if requesting a reorganization (current and proposed) (See link to [Campus Org Chart](#))

Is this a sensitive position as designated by the CSU? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(See link to Sensitive Positions Table)</i>
--

C. Position Purpose *(Hint: Complete Section D. first and then summarize position's purpose; typically between 2 to 5 sentences)*

Please briefly describe the primary function, nature, and scope of the position.

Develops and nurtures employer relations for the Career Education and Professional Development Office in the Nazarian College of Business and Economics, under the supervision and guidance of the Executive Director of Career Education and Professional Development. Identifies employers with internship and job opportunities aligned with the professional and practical experience relevant to each student's chosen career. Collaborates with employers to create strategic partnerships and specialized internship programs that lead to annually recurring placement of multiple students. Increases post-graduation job success for first-generation students from underrepresented communities as a means for building economic mobility. Ultimately, the successful candidate will devote 80% of their time and effort to external engagement with employers.

D. Major Duties

Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.

Indicate duties, which are "essential functions" by checking the Essential box in the right column (15% or greater to be considered essential).

The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the "essential functions", which is intrinsic to the work. A function may be essential because 1) the position was established to perform the function; 2) a limited number of employees are available to perform the function; and/or 3) removing the function would fundamentally change the position. (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).

Description of Duties	% of Time Total = 100	Essential (Minimum 15%)
Collaborate with experienced staff to create, coordinate, and implement programs and initiatives to cultivate new relationships and partnerships with employers, and to sustain and grow existing ones. Lead and collaborate with the CEPD team to create and deliver student preparation workshops. Position and market the Nazarian College to employers, including collaboration on Nazarian College social media and events.	25	<input checked="" type="checkbox"/>
Lead and drive employer relations to increase the number of quality internship and job opportunities for Nazarian College students. Identify needs and cultivate engagement opportunities with existing employers, forging new relationships with companies, partnering with alumni, faculty, and Nazarian College departments. Develop employer sponsorship opportunities for CEPD signature program. Develop and manage all on-campus and virtual recruitment events and services--including on-campus recruiting, fairs, industry mixers, site visits, Handshake job postings, and any other activities that leverage employer involvement for the career development and professional outcomes of Nazarian College students.	25	<input checked="" type="checkbox"/>
Project a confident, expert and effective presence while representing the Nazarian College at regional and national professional organizations, including those sponsored by industry and trade organizations of employers, workforce advocates, think tanks and public and civic authorities. Meet virtually and travel as needed to employment-focused off-campus meetings, events, and conferences to establish, maintain, and enhance internship and employment opportunities for Nazarian College students.	15	<input checked="" type="checkbox"/>
Establish strategy, goals, objectives, key performance measures, and operational tactics for employer engagement related to hiring interns and employees. Design and regularly maintain data-driven analyses on the employer efficacy of existing internship programs, and champions adjustments and innovations. Prepare pertinent reports and publications; maintain accurate employer records; and, maintain statistics regarding student internship and employment tracking as well as track job market demand to assess and predict future engagement activities. Analyze employer and job description data to identify trends in soft and technical skill needs in order to create programming to advise and train students. Develop, implement, and analyze survey and satisfaction indicators for employer engagement.	15	<input checked="" type="checkbox"/>
Increase and enhance full-time placement employment outcomes post-graduation by designing and implementing intentional, innovative a programming. Exercise equal creativity in the design, promotion and execution of strategies and techniques to improve data collection, analyses and reporting of students' first destination after graduation.	10	<input type="checkbox"/>
Conduct and assist with special projects and activities, including outreach efforts, orientations, and other activities throughout Nazarian College	5	<input type="checkbox"/>
Performs other duties as assigned.	5	<input type="checkbox"/>

E. Physical and Cognitive Demands; and Environmental Conditions

Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.

PHYSICAL DEMANDS	Greater than 50%	Less than 50%	N/A	Greater than 50%	Less than 50%	N/A
1. Key Boarding and Mousing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Lifting or Carrying		

2. Repetitive Motion of upper extremities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Hearing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Sight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Bending (from waist or neck)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Climbing (Ladders, stairs or stools)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Stooping, Kneeling, or Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

A. Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Up to 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Pushing or Pulling			
A. Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Up to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENVIRONMENTAL CONDITIONS	Greater than 50%	Less than 50%	N/A
1. Inside (Typical office environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Elevated Work (Raised platform/scaffold)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Extreme Temperature (hot or cold)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Outdoor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.

F. Equipment

List any special software and machines, tools, and equipment used on a regular basis.

Type	Purpose and Desired Results
Example A1) Lawn Mower Example B1) Microsoft Word	Example A2) Mowing grass Example B2) Create or update documents

G. Training and/or Licenses; and Additional Experience, Knowledge, Skills, and Abilities

(A). Training and/or Licenses: List required and preferred training, licenses or certifications. If a license is required for any position outside of the [CSU Professional License Table](#), a justification must be provided in description. *Any CSU/CSUN "Required" training will be provided after starting the appointment.

	Required	Preferred	N/A
*CSU Sexual Harassment Prevention / Title IX / Data Security Training (Required for ALL employees)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*CSUN Procurement Card (P-Card) Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*CSUN Defensive Driver Training and Powered Cart/Low Speed Vehicle Safety Training (if appl)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(B). Additional Experience, Knowledge, Skills, and Abilities: List additional knowledge, skills, abilities and unique experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.

H. Lead or Oversight of Other Positions Yes No (Please list below)

List positions (including Student Assistants and Volunteers) that incumbent will lead, oversee or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.):

Working Title (if applicable)	Classification Title	Position Number(s)
-------------------------------	----------------------	--------------------

I. Changes in Position

Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.



--

J. Signatures *(Print, sign and date below)*

EMPLOYEE *(Acknowledgement of reading and receiving a copy of this job description)*

Employee:	Signature:	Date:	Extension:

LEADS / MPP ADMINISTRATORS *(Acknowledgement that the information is accurate)*

Non-MPP Lead: <i>(if applicable)</i>	Signature:	Date:	Extension:
1st level MPP Administrator/Dept. Chair: <i>(required)</i> Robert Sheridan	Signature: 	Date: 10/02/2024	Extension: 6233
2nd level MPP Administrator: <i>(if applicable)</i> Cathleen Fager	Signature: 	Date:	Extension:
3rd level MPP Administrator: <i>(if applicable)</i>	Signature:	Date:	Extension:
4th level MPP Administrator: <i>(if applicable)</i>	Signature:	Date:	Extension: