

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY

Conflict of Interest (COI) Designated: Yes No

Mandated Reporter: Limited General N/A

Review Date: 09/10/2024

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:	9/10/2024
Department & Division:	Army ROTC
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Administrative Support Coordinator I
FLSA Status: <i>(exempt or non-exempt)</i>	Non-exempt
Working Title:	Department Coordinator
Position Number & Job Code:	10001476
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Nancy Santiago, Resource Manager, College of Professional Studies & Fine Arts, Administrator I

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 Military Science (Army ROTC), one of ten instructional units within the College of Professional Studies and Fine Arts, houses the Army ROTC detachment at San Diego State University. Military Science's primary responsibility is to administer the Army ROTC Program, which provides qualified students with the academic and military preparation required in earning a commission as a U.S. Army officer. The detachment is comprised of primary Cadre members and support staff of twelve (12) Army Faculty members, three (3) Contractors and four (4) Government Service employees. This collective team provides officer leadership training and education to approximately 130 cadets each term. One-third of these students are "cross-enrolled" that is, they are pooled from the five major campuses in San Diego County as well as the numerous community colleges in the area. The Department is supported by one part-time Administrative Support Coordinator and a part-time Student Assistant.

II. PURPOSE OF POSITION:

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

Under the general direction of the Department Chair (Professor of Military Science), the position provides department support in the form of administrative and clerical duties, campus services liaison, and military training and special event coordination for the active duty military and cadet corps. It is the only State representative for the Army ROTC office. The position must handle sensitive information and situations with tact and compliance with University and Privacy Act Compliance. The position must understand and connect State and University policies/guidance with United States Army regulations to ensure officer education and training activities are in full compliance with all governing documents.

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.

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%.

Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none">• Provide information to prospective students and parents	35%

Employee Name:

Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none">• Coordinate the registration for cross-town students via SDSU main campus enrollment, Global Campus, CSU cross-enrollment, and CSU intra-system enrollment methods.<ul style="list-style-type: none">○ Interface with Global Campus Registrar and Main Campus Registrar to resolve student enrollment issues○ Review & manage enrollment for SDSU main campus students and students from up to 15 different crosstown colleges and universities.○ Direct students attending other CSU, UC or CCC campuses through the main campus cross-enrollment process.• Orient and on-board new adjunct faculty and adjunct staff to campus; Prepare adjunct (volunteer) faculty appointment, instruct RedID card issue, SDSU Gmail account set-up, key issue, faculty parking authorization, and ITS smart-classroom training. Initiate separation and clearance process for adjunct faculty and staff who are leaving the university return university property, keys, and building access control cards, on or before their last day of service at the University.	
<ul style="list-style-type: none">• Prepare, track, and follow through on purchase orders, work control orders, physical plant, telephone service request forms, and reprographics work orders.• Purchase and maintain office supplies and equipment.• Maintain departmental financial records and reconcile to SDSU Oracle Accounting.• Administer department Instructional Equipment Requests, IRA, & Student Success Fee funding, draft proposals, monitor budget, process funding requests.• Facilitate Military Science Studies early morning course offerings by coordinating crosstown student parking authorization, athletic field lighting and classroom openings.• Authorize keys to faculty and staff as well as semester keys to Cadet Corps leadership positions.• Coordinate Department Scholarships and serves as liaison to SDSU Development Office.• Coordinate department space requests for classrooms, fields, and open space. Represents Army ROTC at the monthly SDSU Facilities Meeting.• Liaison to SDSU Residential Services for matters related to the Joint ROTC Dorm Learning Community.	25%

Employee Name:

Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> Serve as advisor to active ROTC Student Organization. 	
<ul style="list-style-type: none"> Compose and type various correspondence, memos, slides, etc. using MS Word, PowerPoint and Excel. Prepare various military forms and coordinate completion of documents. Coordinate various mailings to cadets, family members, and invites to special events. Act as liaison with community organizations supporting Army ROTC activities, including San Diego Army Veterans Associations, SDSU Veterans Office, and the San Diego Army Advisory Council. Maintain staff meeting action items and keeps master Military Science departmental calendar. 	5%
<ul style="list-style-type: none"> Prepare a master class schedule, maintain schedule building and maintenance forms. Prepare course proposals and submit them to Extended Studies to generate class schedule numbers for cross-town students. Coordinate special events including the annual 9/11 Ceremony, Dining Out and Spring Commissioning. Coordinate with SDSU President's office for scheduling/support by joint ROTC color guard details to SDSU Spring Commencement Ceremonies. 	5%
<ul style="list-style-type: none"> Request SDSU end-of-term transcripts for cadet corps for faculty confirmation of Army ROTC minimum academic standards. Coordinate expedited degree conferral for SDSU cadets to allow final execution of U.S. Army commissioning documents. Establish and maintain comprehensive SDSU files and records for the department. Set-up Departmental Course Evaluations and downloads to Department Archive for military inspection purposes. Upload Course Syllabi to SDSU Library Database. Destroy sensitive information records (cadet records, forms, etc.). Coordinate with campus for material destruction. 	5%
<ul style="list-style-type: none"> Serve as department Telephone Coordinator and manages department's caller menu. Handle all paperwork and phone calls for repairs of various office equipment. Distribute incoming mail. 	25%

Employee Name:

Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> • Prepare outgoing correspondence and submit to inter-campus mail, US mail, FedEx or UPS, as required. • Coordinate/staff ROTC Education Service Agreements (ESA) between SDSU (host university) and network of 15 (at present) crosstown colleges/universities and Air Force ROTC. ESA establish mechanisms for cross-enrollment, scholarship payment, and academic reciprocity for crosstown ROTC cadets. • Coordinates requests for ROTC Host School Presidential Nominations for cadets seeking acceptance to the United States Military Academy. Prepares/staffs nominating package with SDSU President’s office or respective crosstown college/university leadership. • Assist the Lieutenant Colonel (Department Chair) with other duties as assigned. 	
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)
Student Assistant	Student Assistant	General

VI. POSITION REQUIREMENTS:

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

Entry to this classification requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures. Additionally, incumbents are expected to have a thorough knowledge of English grammar, spelling, and punctuation and be able to clearly communicate orally and in writing. Some positions may require a knowledge of business mathematics beyond basic arithmetic. The ability to use and quickly learn new office support technology systems and software packages is also a prerequisite.

Employee Name:

These qualifications would normally be obtained through a high school program, technical/vocational program, or their equivalents combined with several years of related office work experience.

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

- Experience to be fully functional in all technical aspects of work assignments.
- Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures.
- Thorough knowledge of English grammar, punctuation, and spelling.
- Thorough knowledge of office systems and ability to use a broader range of technology, systems, and packages.
- Ability to independently handle multiple work unit priorities and projects.
- Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.
- Working knowledge of budget policies and procedures.
- Ability to perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.
- Ability to draft and compose correspondence and standard reports.
- Ability to handle effectively a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature.

C. Specialized skills required for this position

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

VII. PREFERRED QUALIFICATIONS:

- Knowledge of policies and procedures for ROTC programs.
- Experience working in a higher education or public sector setting.
- Experience working with diverse student populations.
- Experience presenting to diverse audiences of varying size.
- Purchasing experience.
- Experience maintaining budgets.

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)

Incumbent's Signature/Acknowledgment

Date

Employee Name: Nancy Santiago
Nancy Santiago (Nov 5, 2024 14:10 PST)

Nov 5, 2024

Appropriate Administrator Signature

Date

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	
O	Bending (neck)	C	Reading & Comprehending
O	Bending (waist)	C	Writing
N	Climbing	C	Performing Calculations
O	Crawling	C	Communicating Orally
O	Kneeling	C	Reasoning & Analyzing
O	Pushing/Pulling	C	Decision Making
F	Sitting	C	Directing/Coordinating Others:
O	Squatting		Other:
F	Standing	Environmental Working Conditions	
O	Twisting (neck)	N	Exposure to variations in temperature/humidity
O	Twisting (waist)	N	Exposure to chemicals, gases, dust or fumes
F	Walking	N	Operates machinery or drives motorized equipment
O	Handling Objects	N	Exposure to bio-hazards
O	Manual dexterity	N	Working in normal office environment
O	Reach above/below shoulder	N	Working outside with various weather conditions
N	Using foot controls	N	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 checked="" type="checkbox"/> Yes <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" 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:

MPP Job Code:

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.
