

MPP / Staff Position Description

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| --- | --- |
| **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: S 10 5**  **Job Family: Student Affairs**  **Job Function: Student Life**  **Job Category: Senior Manager** |

**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:** | October 1, 2024 |
| **Department & Division:** | Pierce Greek Life Center  Division of Student Affairs and Campus Diversity |
| **Employee Name**  *(leave blank if vacant)***:** |  |
| **Current Classification & Grade:** | Admin I & Grade 1 |
| **FLSA Status:**  *(exempt or non-exempt)* | Exempt |
| **Working Title:** | Associate Director, Pierce Greek Life Center |
| **Position Number & Job Code:** | 10005594 & Job Code 3318 |
| **Working Title & Position Number of HEERA Designated Appropriate Administrator:** | Director, Pierce Greek Life Center  10008936 |

**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 Office of the Vice President for Student Affairs and Campus Diversity is responsible for the coordination and development of student services and building the inclusive excellence of SDSU's staff and faculty at San Diego State University.  Departments include, but not limited to, Assistant Deans for Student Affairs; Career Services; Communications Services; Counseling & Psychological Services; Cultural and Identity Centers; Center for Educational Opportunity Programs, Outreach and Success; Financial Aid and Scholarships; Military Veterans Program; New Student and Parent Programs; Office of the Student Ombudsman; Residential Education; Resource Management; Student Ability Success Center; Student Health Services; Student Life and Leadership; Student Rights and Responsibilities; Testing Services Office; Well-being & Health Promotion; and programming related to Inclusive Excellence.

*Division of Student Affairs and Campus Diversity*

The Division facilitates the academic and career success, personal growth and well-being of all students, and works proactively to address systemic inequities through professional learning, community building, advocacy, policy recommendations and organizational structures. We aim to foster an affirming campus culture based on the core values of excellence, equity, diversity, belonging and inclusion through:

* Recruiting and retaining faculty and staff who are reflective of the diverse student body and communities served by SDSU, and recruiting students who are representative of the rich diversity of the region and the world;
* Fostering an environment that is welcoming, affirming, and empowering for students, faculty, staff and alumni of all backgrounds;
* Enhancing the career and educational pathways of a diverse student body, the faculty and staff, including enhancing the learning environment and expanding learning opportunities for all students inside and outside the classroom, and expanding and connecting opportunities for students to participate in transformational experiences;
* Developing leaders who believe in and lead others toward supporting civility, mutual respect and diversity in our society and workplaces;  and
* Cultivating relationships with the local community that advance the well-being of diverse individuals and communities.

Position upholds the Student Affairs and Campus Diversity Statement on Diversity, Equity, and Inclusion, specifically:

*“The Division of Student Affairs and Campus Diversity acknowledges and honors the inherent value and dignity of all individuals by creating and nurturing a learning and working environment that affirms and leverages our community’s diversity of traditions, heritages, perspectives, and experiences. We are committed to fostering a culture of inclusive excellence designed to facilitate the personal and professional success, growth, development, and well-being of all members of our community. We manifest this commitment through our innovative, strategic and collaborative efforts to develop leaders who believe in and lead others toward practicing civility, mutual respect, and inclusion in our workplaces and society.”*

The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students reports to the Vice President for Student Affairs and Campus Diversity and serves as one of the executive officers in the Division. The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students is responsible for the direction and coordination of department programs/personnel as designated by the Vice President for Student Affairs and Campus Diversity. The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students represents the interests of the Division on a day-to-day basis at the sub-Cabinet level and is responsible for the promotion of student development through a program of co-curricular activities and services to students. The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students is also responsible for the quality of the campus social, cultural and educational environment and the student services that enhance the University’s academic programs and the intellectual and personal development of students on the San Diego State University campus.

The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students is responsible for supervising, monitoring and implementing programs and services that have a direct impact on orientation, transition, and student retention. These programs and services are designed to ease the transition to the University, enhance student involvement/participation in university organizations, and promote diversity, equity, and inclusion.  The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students promotes student rights and encourages citizenship responsibility among students.  They also facilitate the development of orientation, transition and retention initiatives.

The Office of the Dean of Students is responsible for supervising, monitoring and implementing programs and services that have a direct impact on orientation, transition, and overall student success and retention. These programs and services are designed to ease the transition to the University, enhance student involvement/participation in university organizations, and promote diversity, equity, and inclusion. The Office of the Dean of Students promotes student rights and encourages citizenship responsibility among students. The Office of the Dean of Students consists of the following areas: Campus Assistance, Response, Evaluation, and Support (CARES) Team, Center for Commuter Life, Center for Student Organizations & Activities, Esports Engagement Center, Glazer Center for Leadership and Service, Office of New Student and Parent Programs, and SDSU Connects.

Through participation in the activities within the Office of the Dean of Students, students are connected to the University through an array of structured and informal learning opportunities.  Students are encouraged, supported and empowered to pursue academic success, personal growth, an understanding of diverse human experiences, and compassionate activism on and off campus.

**II. PURPOSE OF POSITION**:

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

The Associate Director supports the fraternity and sorority community through supervising staff, coordinating the development of new programs and initiatives, proposing budgets, and overseeing a variety of educational and social programming.

The Associate Director has responsibility for advising Greek councils, organizing leadership training, managing alcohol and other drug alternative programming, engaging in student organization judicial processes, assessing standards of excellence within the community, and duties associated with California State University System - Executive Order 1068.

The Associate Director is also responsible for serving as a liaison with alumni/ae advisors, community members, inter/national offices and boards, and campus partners.

Evening and weekend work are routine for this position and an expectation at the time of hiring.

**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** |
| --- | --- |
| 1. **Management of the Fraternity & Sorority Life Program**   Under the supervision of the Director of the Pierce Greek Life Center:   * Collaborates with the Director of the Pierce Greek Life Center in all aspects of strategic planning and organizational development. * Develops collaborative campus and community relationships that facilitate values-based fraternity and sorority experiences. * Supervises, mentors, and provides guidance to Pierce Greek Life Center staff members and student leaders. Manage their efforts in a team approach. * Meets regularly with professional, graduate, and undergraduate student staff to direct, plan and manage Pierce Greek Life Center programs and activities. * Builds relationships using a student development approach with student leaders. Engages in multiple forms of communication using both a high-tech and high-touch approach to communication. * Proactively engages and regularly schedules meeting time with Pierce Greek Life Center student leaders to build relationships and develop positive university relations with fraternity and sorority chapters and members. * Trains, educates, adjudicates, and transmits policies and procedures consistent with university regulations. Proactively addresses issues and recurring challenges with students and organizations and work across University divisions and departments to resolve these challenges. * Manages the selection, onboarding, supervision, and performance evaluation of Student Life Advisor(s) for Pierce Greek Life Center, Assistant Student Life Advisor(s), Graduate Student Affairs Assistant(s), graduate intern(s), and student assistants. * Works collaboratively to identify problems, addresses concerns, discusses implications of alternative solutions, evaluates precedents and reach appropriate decisions affecting the Office of the Dean of Students, the Pierce Greek Life Center, and the Greek Life and campus community. * Manages the planning of Pierce Greek Life Center activities and programs including but not limited to joining processes (recruitment and intake), educational and leadership development seminars, community service projects, community wellness workshops, risk management, FSL Foundations, Standards of Excellence, and other high profile campus events such as Explore SDSU, New Student Orientation, Homecoming, and Greek Week. * Develops, manages and supervises the financial audits of organizations’ financial records and ensure yearly reports are completed in compliance with all audit regulations of the university. * Annually assesses, plans and implements a positive public relations campaign regarding the Pierce Greek Life Center at San Diego State University. Collaborates with various offices across campus to assess student leadership as well as civic education/community service needs among fraternity and sorority chapters and the student body. * Manages projects that support strategic planning efforts of the university and division. * Manages and implements programs and priorities recommended by the Presidential Task Force on Student Activities and Safety, the Presidential Task Force on Alcohol and Substance Misuse, and the Presidential Task Force on Hazing Prevention. * Manages the Pierce Greek Life Center’s engagement, including participating, planning, implementing, and evaluating AOD-alternative events, in and outside of the Aztec Nights program. * In collaboration with the Office of the Dean of Students and the Director for the Pierce Greek Life Center, develops, implements, and assesses strategic goals for the Greek community at SDSU, including both short-term and long-range goals. * Ensures learning outcomes, key performance indicators, and other research methods and metrics are developed and assessed for all Pierce Greek Life Center activities. * Supports the joining processes and diverse membership experiences for all fraternities and sororities, specifically engaging with a range of organizations with historic and cultural founding’s (e.g. historically African American and Black Greek-lettered organizations, and APIDA, Latine, and multicultural interest organizations). | 30% |
| 1. **Program and Community Development**   Under the supervision of the Director of the Pierce Greek Life Center:   * Develops and presents programs and workshops that foster student involvement and co-curricular learning, challenges and assists students as they clarify their values, support the maturational growth and development of students, develops community and foster community service and philanthropic engagement. * Supervises the chapter, council, and Greek auxiliary organization campus recognition process (Recognized Student Organization process) and develops online processes that ensure accurate accounting of membership rosters. Advises the Director of the Pierce Greek Life Center regarding recognition process updates and changes. * Oversees staff responsibilities regarding appropriate record and file keeping, including fraternity and sorority membership rosters and scholarship reports. This includes assessing confidential protected information regarding the eligibility for membership and/or holding office. * Manages and provides guidance to staff advising the College Panhellenic Association (CPA), Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), and United Sorority and Fraternity Councils (USFC) and the establishment of any additional Greek Governing Councils. * Administers the advising of various Greek auxiliary student organizations including, but not limited to, Order of Omega (national Greek honor society), Greek Life Activities Board, FratMANers, SISSTER, Greek Intervarsity, Greeks Gone Green, and Rho Lambda. * Acts as university representative to chapter officers, faculty/staff advisors and volunteer chapter alumni/ae advisors, to assist them with all aspects of fraternity programming and administration. * Acts as a university representative to fraternity and sorority inter/national offices, executive offices, national boards, and other governing bodies. * According to campus policy and procedures, reviews and permits Greek council and chapter activities and events, which include the Event Application System processes and potential risk management plan review. * Manages, assesses, and iterates the off-campus event registration process for fraternities, sororities, councils, and Greek auxiliary organizations. * Reviews, makes recommendations, permits and (when necessary) manages civic engagement, philanthropic and community service within the Greek community. * Develops, implements, manages and assess the fraternity and sorority membership recruitment program(s) to facilitate a collaborative, values-based approach to chapter recruitment and intake. * Manages the expansion/extension efforts and community growth through partnership with the four Greek councils, inter/national offices/boards, alumni/ae and University administrators. * Ensures appropriate staff guidance for chapter meetings and other events (when requested or required), including making presentations at such meetings and events. * In alignment with university Coordinated Care advising efforts, manages the development, implementation, and evaluation of the Coordinated Care Advising program within the Pierce Greek Life Center * Collaborates with community and university officials in identifying appropriate new housing sites for Greek organizations and coordinate the Pierce Greek Life Center Housing Committee. * Administers the Sophomore Success Program Fraternity & Sorority Life exemption process. * Collaborates on Office of the Dean of Students and SDSU projects and programs including, but not limited to Student Involvement Expos, Go Greek! Expo, Welcome Week, Midnight Study Break, Aztec Nights, Explore SDSU, Homecoming, the SDSU Leadership Summit, SDSU Go!, Summer Nights @ State, New Student Orientation, and One SDSU Community. * When requested, teaches general studies, transition, and leadership courses and certificate programs. | 30% |
| 1. **Policy Development & Enforcement**   Under the supervision of the Director of the Pierce Greek Life Center:   * Facilitates the annual review of university policies and procedures relating to recognized student organizations including Greek letter organizations. * Manages the review of Greek council policies, procedures, and bylaws. * Manages and facilitates the student organization judicial process when assigned judicial cases by the appropriate Office of the Dean of Students personnel. * Investigates alleged violations of the Student Organization Code of Conduct, including collaboration with the Center for Student Rights & Responsibilities. * Facilitates investigative meetings, informal conferences, formal hearings, and appeals. * Manages the administration of student organization judicial records, including file-keeping and sanction tracking. * Coordinates the eligibility reviews for standards associated with membership, officer positions, and specified programs (i.e. Sophomore Success Program FSL Exemption). * If and as established, manages the selection, training, advising, and assessment of the Recognized Student Organization Judicial Board. * Serves as a University Hearing Officer, hearing and adjudicating alleged violations of the Student Code of Conduct. * Serves as a Student Affairs and Campus Diversity representative in interacting with University and San Diego Police Departments. | 20% |
| 1. **Partner Relations and Liaison Oversight**   Under the supervision of the Director of the Pierce Greek Life Center:   * Manages department responsibilities and act as a liaison for campus and community partners. * Represents the University, the Division of Student Affairs and Campus Diversity, the Office of the Dean of Students and the Pierce Greek Life Center interests with multiple campus, community, alumni and national organizations. * Designs, implements, manages and assesses a public relations campaign highlighting the Greek community and the benefits of Greek membership to the University and San Diego communities. | 10% |
| 1. **University Committees and Other Duties**   Under the supervision of the Director of the Pierce Greek Life Center:   * Serves on the Office of the Dean of Students management/leadership team to advise the Office on center functions, goals and challenges. * Serves as representative on a wide variety of University Committees as assigned. * In absence of the Director of the Pierce Greek Life Center, directs the Pierce Greek Life Center operations and represents the Center to the broader SDSU community. * Enhances professional development through involvement in appropriate professional organizations. * Attends management training workshops and seminars. * Other duties and responsibilities as assigned. | 10% |
| **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)** |
| SSPIII | Student Life Advisor, Pierce Greek Life Center | Direct |
| SSPIII | Student Life Advisor, Pierce Greek Life Center | Direct |
| SSPIA | Assistant Coordinator for Residential Education and Greek Life | General |
| Student Assistants | Pierce Greek Life Center Student Assistants | Direct |

**VI.** **POSITION REQUIREMENTS**:

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

A master’s degree in counseling, College Student Personnel Administration, Higher Education, or related field is required. A minimum of 4-6 years of experience in fraternity and sorority life, student activities, and/or student leadership development in a university setting is essential. Ideally, the incumbent will have significant experience in a comparable setting.

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

Knowledge of or the capacity to rapidly gain a working knowledge of the California State University System and its policies and procedures as they impact students.

*C. Specialized skills required for this position*

* *A minimum of 4 years of experience advising and/or counseling students in an academic and/or co-curricular setting.*
* *A minimum of 4 years in the development, implementation and assessment of a variety of leadership, cultural and other student programs.*
* *A minimum of 4 years of experience in advising/planning events and programs on a collegiate level, and contemporary use of technology in a university setting.*
* *Thorough knowledge of student development theories as well as best practices in the field of Student Affairs related to student life and fraternity and sorority life.*
* *Experience administering fiscal resources.*
* *Experience advising/planning events and programs on a collegiate level, and use of technology in a university setting.*
* *Working knowledge of other student and academic affairs departments including Residential Education, Student Rights & Responsibilities, Counseling and Psychological Services, Career Services, Student Ability Success Center, and University Relations and Development. Ability to work effectively with student government, i.e., Associated Students on co-sponsored campus events.*
* *Strong interpersonal and supervisory skills.*
* *Strong written and oral communication skills, including public speaking.*
* *A high degree of initiative, judgment and resourcefulness in carrying out assigned areas of responsibilities.*
* *Strong team player, consensus-builder, and conflict mediator.*

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

N/A

**VII.** **PREFERRED QUALIFICATIONS**:

* 3+ years’ experience working with fraternities and sororities.
* Experience in reviewing, enforcing, and adjudicating policy.
* Experience working with diverse student populations.
* Experience supervising students and professional staff.
* Ability to advise students individually and in groups on routine matters.
* Demonstrated ability to establish and maintain cooperative working relationships with faculty, administrators, student organizations, private and public agencies and others in committee work and student advising and community contacts.
* Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office.
* Experience in developing and managing multiple budgets and event coordination.
* Experience working in a large education setting with robust fraternity and sorority life.
* Experience in event planning, coordination, implementation and evaluation.
* Experience in development and assessment of student learning outcomes, including general knowledge of advanced statistical and research methods.

**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)*

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| --- | --- | --- |
|  |  |  |
| Incumbent’s Signature/Acknowledgment |  | Date |
|  | | |
|  |  |  |
| Appropriate Administrator Signature |  | Date |
|  | | |
|  |  |  |
| Classification & Compensation Services |  | Date |
|  |  |  |
| Resource Management /Acknowledgment |  | Date |

# 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 **i**nvolves 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) | F | Reading & Comprehending |
| O | Bending (waist) | F | Writing |
| N | Climbing | O | Performing Calculations |
| N | Crawling | F | Communicating Orally |
| N | Kneeling | F | Reasoning & Analyzing |
| O | Pushing/Pulling | O | Decision Making |
| F | Sitting | O | Directing/Coordinating Others: |
| N | Squatting |  | Other: |
| F | Standing | **Environmental Working Conditions** | |
| O | Twisting (neck) | O | Exposure to variations in temperature/humidity |
| N | 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 | F | Working in normal office environment |
| O | Reach above/below shoulder | F | Working outside with various weather conditions |
| N | Using foot controls | N | Uses specialized equipment |
|  | Other: |  | Other: |

# 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*](https://sdsuedu.sharepoint.com/sites/BFA/HR/employment/Pages/CSU-Background-Check-Policy.aspx).

|  |  |  |
| --- | --- | --- |
| *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? | Yes  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). |
| 1. 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? | Yes  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. |
| 1. Does this position have access to student records? | Yes  No | FERPA (Access to student education records) |
| 1. Is the position responding for recording/reporting Clery Data? | Yes  No | Clery Act Basics |
| 1. Does the position have access to protected health information? | Yes  No | HIPAA |
| 1. Will this position be an active/participating member of the SDSU Emergency Operations Team? | Yes  No | EOC Member |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death? | Yes  No | Motor Vehicle Records/Licensing Check is required. CA Defensive Driver |
| 1. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development? | Yes  No | COI CAT 1 |
| 1. 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.** | Yes  No | COI CAT 2 |
| 1. Does the position influence or make decisions regarding the investment of **SDSU/CSU** funds. | Yes  No | COI CAT 5 |
| 1. 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? | Yes  No | COI CAT 6 |

# 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**

|  |  |  |  |
| --- | --- | --- | --- |
| **Planning** | | **Staffing** | |
| 4 | Forecast | 4 | Define Roles |
| 4 | Set Program Goals | 4 | Give Input to Position Descriptions |
| 3 | Determine Budget Allocations | 4 | Determine Selection Criteria |
| 4 | Establish, Implement, Revise Policies | 4 | Recruit/Interview/Select |
|  |  | 4 | Orient Staff |
| **Organization** | | **Employee Relations** | |
| 5 | Describe Relationships Between Functions | 2 | Initiate Corrective Action |
| 2 | Define Department/Divisional Structure | 1 | Authorize Formal Discipline |
| 4 | Establish Priorities to Meet Goals | 1 | Administer Collective Bargaining Agreements |
| 4 | Schedule Work for Employees | 1 | Prepares/Investigates Grievance Awards and Complaints |
| 5 | Implement procedures | 1 | Formulates/Represents University Position for Formal Grievances/Complaints |
| 4 | Determine work methods |  |  |
| 5 | Balance multiple tasks/projects |  |  |
| **Direction/Leadership/Supervision** | | **Performance Evaluations** | |
| 5 | Educate | 4 | Determine Performance Standards |
| 4 | Delegate | 3 | Authorize/Approve Awards |
| 5 | Coordinate | 5 | Prepare Performance Evaluations |
| 5 | Coach/Train/Develop | 5 | Observe/Follow-Up on a Daily Basis |
| 4 | Recommend Formal Training | 3 | Correct Work/Behavior Problems |
| 5 | Motivate |  |  |
| 5 | Instruct/Demonstrate |  |  |
| 4 | Schedule Staff/Readjust Schedule |  |  |
| **Organization** | | **Other** | |
| 5 | Describe Relationships Between Functions |  |  |
| 2 | Define Department/Divisional Structure |  |  |
| 4 | Establish Priorities to Meet Goals |  |  |
| 4 | Schedule Work for Employees |  |  |
| 5 | Establish deadlines |  |  |
| 5 | Implement procedures |  |  |
| 4 | Determine work methods |  |  |
| 5 | Balance multiple tasks/projects |  |  |

# 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.

