

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
Conflict of Interest (COI) Designated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<u>MPP Positions Only</u>
Mandated Reporter: <input type="checkbox"/> Limited <input checked="" type="checkbox"/> General <input type="checkbox"/> N/A	MPP Job Code:
Review Date: November 2024	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:	November 2024
Department & Division:	Athletics
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Student Services Professional III/ 1
FLSA Status: <i>(exempt or non-exempt)</i>	Exempt
Working Title:	NCAA Initial Eligibility and Admissions Specialist
Position Number & Job Code:	10002693/ 3084
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Assistant Athletic Director of Compliance /10005838

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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 Athletics, utilizing the services of over 150 employees, is responsible for the intercollegiate athletics program at San Diego State University. Currently, there are 18 sport programs, approximately 450 student-athletes, and 17 offices in the department. The offices include the following: The Aztec Club, Administration, Athletic Medicine, Business Office, Compliance, Corporate Sales, Development, Equipment, Event Management/Facilities and Operations, Human Resources, Information Technology, Marketing, Media Relations, Strength and Conditioning, Student-Athlete Academic Support Services, Ticket Office, and Video.

SDSU Athletics is committed to diversity, inclusion, and gender equity while championing the value they bring to our success. We strive to become one of the most diverse and inclusive athletic departments in the country by celebrating each other and our diverse backgrounds. We seek to establish and maintain an inclusive culture that fosters equitable participation for all.

II. PURPOSE OF POSITION:

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

The NCAA Initial Eligibility and Admissions Specialist provides a wide variety of professional services and activities ranging from pre-admission guidance to initial eligibility coordination, advising, and academic support through to graduation. The purpose of the program's services and activities is to assist and support student-athletes in achieving high academic success and personal integrity while progressing toward a degree objective.

Under the general direction of the Associate AD Compliance and the Senior Associate AD of Student-Athlete Support Services, the primary responsibilities of the NCAA Initial Eligibility and Admissions Specialist include admissions and initial eligibility pre-evaluations of prospective student-athletes and tracking admissions of said students. The incumbent will be the liaison between Enrollment Services and head coaches regarding the admission status of their incoming student-athletes. This person will serve as the primary contact with the NCAA Eligibility Center, providing regular reports on the initial eligibility status of prospective student-athletes to head coaches. The NCAA Initial Eligibility and Admissions Specialist will also serve as a point of contact with SDSU's Certification Officer on campus. Another primary function of this position is to serve as the liaison with the Office of Housing Administration, Dining Services, and coordinate prospective and continuing student-athlete housing needs with coaches.

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%.

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Responsibility/Duty	% of time
<p>I. Athletics Admissions</p> <ul style="list-style-type: none">A. Review and evaluate prospective student-athletes' transcripts (freshman, transfer, and graduate students) for admissions requirements and provide recommendations to students, coaches, sport supervisor, and advisor.B. Develop educational materials to distribute to both prospective students and coaches regarding CSU admission requirements.C. Meet with prospective students and parents in group and individual meetings to review individual student's academic history.D. Create and update pre-evaluation documents in relation to SDSU admission requirements to NCAA initial eligibility requirements for all incoming student-athletes.E. Assist coaches, parents, and prospective student-athletes in understanding CSU admissions requirements and work with coaches and the prospects to ensure that they prospects take the correct courses to be eligible.F. Maintain knowledge of transfer articulation rules and resources. Consider SDSU policies and rules in regards to in transcript articulation when evaluating transfer students coursework.G. Serve as liaison to Admissions and Enrollment Services and provide regular updates to coaches, prospects and administration regarding student-athletes' admission status and updates on processing of required documentation.H. Evaluate two-year and four-year college transcripts and collaborate with Eligibility Certifying Officer to ensure student-athletes are on track to meet Progress Towards Degree requirements in their desired major.I. Evaluate potential graduate degree seeking students to determine fit within available grad programs at SDSU.J. Assist Grad Athletes in the process of applying to the University and ordering official documentation. This includes tracking the orders and processing of all official transcripts, advanced placement test scores, English language proficiency scores, degree translations and degree evaluations.K. Serve a primary liaison for all incoming summer student-athletes.L. Support the Athletics Special Admission Policy and Procedure by making recommendations to the Senior Associate AD for Student-Athlete Support Services as CSU Admission policy changes.M. Evaluate the utilization of special admission to ensure the integrity of the process and policy is maintained.N. Gather the Provide Student-Athlete Special Admissions Committee with pre-evaluation information about prospective student-athletes who will be admitted through the special admission process (Category A, B, or program admit).	<p>45%</p>

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<ul style="list-style-type: none">O. Provide Senior Associate Athletic Director of Student-Athlete Services special annual admissions statistical analysis reports on special admits each term.P. Create and maintain records of all Athletics Admission Contracts issued to Enrollment Services. Manage number of allowed Special Admission and Athletic Admission Contracts with athletics administration and coaching staff to determine allotment of slots by sport.Q. Work closely with academic advisors regarding transition of all incoming student-athletes.R. Develop individualized support plans based on information gained during the preliminary evaluation and recruitment process.S. Evaluate incoming students' academic histories with Learning Specialist in order to identify potential learning concerns that may affect students' performance at SDSU.T. Communicate with 'at-risk' students and high school counselors regarding potential learning or medical concerns that may have or will affect student learning capacity.U. Serve as a representative for the University and Athletics department at high school education and recruitment events.V. Communicate admissions and housing information with students who have been cut/quit from athletic roster to make transfer to another institution possible.W. Manage athletics admissions website for prospective student-athletes to communicate steps to matriculation.X. Serve as the department liaison to the International Student Center to assist in the processing of necessary immigration documents for international prospective student-athletes.Y. Educate the coaching staff and communicate with international prospective student-athletes on immigration requirements to ensure successful matriculation.	
<p>II. Prospective student-athlete initial eligibility</p> <ul style="list-style-type: none">A. Independently review and evaluate individual prospective student-athlete's transcripts for NCAA initial eligibility requirements (freshman, transfers, and graduate students) and provide recommendations to coaches, sport supervisor and prospective students on courses to take to fulfill requirements.B. Assist coaches, parents and prospective student-athletes in understanding NCAA initial eligibility requirements.C. Create and present complex NCAA academic eligibility requirements to high school students and counselors at district meetings and high school information sessions.D. Serve as the primary contact with the NCAA Eligibility Center and Bylaw 14.E. Provide regular updates on changes to NCAA legislation to Athletics department.	30%

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<ul style="list-style-type: none">F. Create and update pre-evaluation documents that integrate SDSU admission requirements and NCAA initial eligibility requirements.G. Comprehensively advise prospective students on coursework to complete in order to meet NCAA academic eligibility requirements, in addition to meeting any CSU or institutional requirements needed for timely graduation.H. Communicate with academic advisors at other institutions/high schools to determine appropriate coursework for students to complete in order to meet NCAA initial eligible and/or transfer requirements.I. Interpret NCAA transfer rules and SDSU policies that affect transfer student articulation and eligibility.J. Communicate with Financial Aid Coordinator to approve athletic aid/scholarships for a highly visible incoming cohort of student-athletes.K. Assist Compliance office with initial eligibility waivers.L. Communicate revised legislation changes to SDSU Athletics Staff.M. Serve in a supervisory role of Compliance and/or Academic Intern.	
<p>III. Housing & Dining</p> <ul style="list-style-type: none">A. Coordinate all on-campus housing placement for the academic year, summer, and pre-season camps as the liaison for the Office of Housing: project dorm availability, placement, roommate switches, and move in/out procedures.B. Provide the dorm projection numbers of the Athletics department to the Office of Housing for MOU approval.C. Manage the Athletic Department's participation in Sophomore Housing selection process.D. Analyze the budget expenditures of summer housing and dining expenses for summer pre-season practice for respective sports and make recommendations for future programming.E. Serve as Department liaison to Dining Services to facilitate the dining options during the academic year and vacation periods (Winter and Summer).F. Maintain a shared database with Dining to communicate our daily projected number of students who will be eating meals with them during the vacation periods. This sheet includes projected billing to Dining Services along with the stipend for athletes in coordination with their arrival date.G. Work with Athletics Business Office and Financial Aid Coordinator to budget housing costs and develop contracts.	20%
<p>IV. Other Responsibilities</p> <ul style="list-style-type: none">A. Participate and assist with Orientation and summer transition programming, specifically in regards to move-in details, red ID cards, campus clearance procedures and dorm etiquette.	5%

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B. Serve as the liaison for the Parking Services office to advocate on behalf of our athletes who need first-year parking permit waivers. C. Serve as the Department liaison to the Office of Analytic Studies and Institutional D. Research to identify metrics needed to evaluate student success by creating reports that serve the needs of the SAASS staff. E. Other duties as assigned.	
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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)
Interns	Compliance and/or Academic Interns	Direct

VI. POSITION REQUIREMENTS:

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

Equivalent to graduation from a four-year college or university in a related field; including or supplemented by upper division or graduate course work in counseling techniques, interviewing and conflict resolution where such are job related. Possession of the required knowledge and abilities is typically demonstrated through the equivalent of three years of progressively responsible professional student services work experience. One year in the program area to which assigned may be preferred but is not required.

A Master's degree in Counseling, Clinical Psychology, Social Work, Sport Management, or a directly related field may be substituted for one year of experience. A doctorate degree and the appropriate internship or clinical training in counseling or guidance may be substituted for the three years of experience for positions with a major responsibility for professional career or personal counseling.

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

- Working knowledge of research and observation techniques for the purpose of recording, classifying, and interpreting factual information; and working knowledge of the techniques and methods of interviewing.
- Working knowledge of the practices, procedures and activities of the program to which assigned; general knowledge of the methods and problems of organizational and program management; general knowledge of research and interview techniques; and general knowledge of the principles of individual and group behavior.
- Thorough knowledge of the principles of individual and group behavior; general knowledge of the principles, practices and trends of the Student Services field as well as general knowledge of the policies, procedures and practices of the program area to which assigned.; general knowledge of individual counseling techniques; general knowledge, or the ability to rapidly acquire such knowledge, of the organizational

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procedures and activities of the specific campus to which the position is assigned; working knowledge of student services programs outside the program to which immediately assigned.

- Ability to gather and analyze data; ability to reason logically, draw valid conclusions and make appropriate recommendations; ability to participate in and contribute to group meetings, conferences and interviews; ability to clearly express ideas and recommendations orally; ability to write clear and concise reports.
- Ability to interpret and apply program rules and regulations; ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements; ability to obtain factual and interpretative information through interviews; ability to reason logically; ability to collect, compile, analyze and evaluate data and make verbal or written presentations based on these data; ability to advise students individually and in groups on routine matters where required; ability to recognize multicultural, multi-sexed and multi-aged value systems and work accordingly.
- Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office.
- Ability to analyze complex situations accurately and adopt effective courses of action; ability to advise students individually and in groups on complex student-related matters; ability to determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature; ability to interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action; ability to carry out a variety of professionally complex assignments without detailed instructions; and ability to establish and maintain cooperative working relationships with a variety of individuals.

C. Specialized skills required for this position

Proficiency with Microsoft Excel and/or similar database programs. Total commitment to adherence to NCAA, conference, and institutional regulations.

Attention to detail is of utmost importance. Strong communication skills, both written and oral. Compliance with all NCAA, conference, and San Diego State University rules, policies, and procedures is of paramount importance to the university. All position responsibilities should be carried out in full compliance with all such rules and regulations.

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

VII. PREFERRED QUALIFICATIONS:

Two or more years in NCAA Athletics compliance, certification, and/or academic support if applicant does not have Master's or post graduate degree. Knowledge and understanding of CSU and SDSU admission requirements. Equivalent to two years of progressively responsible professional work experience in admissions. Ability to evaluate transcripts for admissions and initial eligibility purposes. Knowledge of NCAA initial eligibility and continuing degree progress requirements. Ability to work with various constituencies in a professional manner.

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VIII. COMPLIANCE STATEMENT:

University employees that have direct job responsibilities involving intercollegiate athletics are expected to have knowledge and understanding of NCAA, conference and University rules, policies and procedures governing intercollegiate athletics. Additionally, he or she is required to notify the appropriate personnel of any knowledge of, or should have known of, any violation or suspected violation of NCAA, conference, or University regulations.

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.

IX. 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

Marcus Everett

Nov 12, 2024

Appropriate Administrator Signature

Date



[Frankie Gutierrez \(Nov 12, 2024 16:18 PST\)](#)

Nov 12, 2024

Classification & Compensation Services

Date

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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	
N	Bending (neck)	F	Reading & Comprehending
N	Bending (waist)	F	Writing
N	Climbing	O	Performing Calculations
N	Crawling	C	Communicating Orally
N	Kneeling	C	Reasoning & Analyzing
N	Pushing/Pulling	C	Decision Making
F	Sitting	F	Directing/Coordinating Others:
N	Squatting		Other:
O	Standing	Environmental Working Conditions	
N	Twisting (neck)	O	Exposure to variations in temperature/humidity
N	Twisting (waist)	N	Exposure to chemicals, gases, dust or fumes
O	Walking	N	Operates machinery or drives motorized equipment
O	Handling Objects	N	Exposure to bio-hazards
N	Manual dexterity	C	Working in normal office environment
O	Reach above/below shoulder	O	Working outside with various weather conditions
N	Using foot controls	N	Uses specialized equipment
	Other:		Other:

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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

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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

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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		

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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.

