

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:** **Job Family:** **Job Function:** **Job Category:**  |

**Mandated Reporter Per CANRA** [x]   **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 | [x]  Existing Position Update |

|  |  |
| --- | --- |
| **Date:** | 2/2/24 |
| **Department & Division:** | School of Theatre, Television, and Film/College of Professional Studies and Fine Arts |
| **Employee Name** *(leave blank if vacant)***:** |  |
| **Current Classification & Grade:** | Administrative Support Assistant II  |
| **FLSA Status:***(exempt or non-exempt)* | Non-exempt  |
| **Working Title:** | School Coordinator and Assistant to the Director |
| **Position Number & Job Code:** | 10000933 |
| **Working Title & Position Number of HEERA Designated Appropriate Administrator:** | Nancy Santiago, Resource Manager, College of Professional Studies and Fine Arts |

**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 School of Theatre, Television, and Film (TTF) is an academic unit within the College of

Professional Studies and Fine Arts. The School differs from other academic units in that it

administers both a curriculum that combines quality academic course work and production

programs in which students apply classroom concepts while receiving pre-professional training

and experience. In the latter capacity, the School often functions like a small business,

producing a series of public presentations every year.

The School offers both undergraduate and graduate degree programs, including the terminal

MFA degree. It operates and maintains two theatres: the 500-seat Don Powell Theatre and the

175-seat Experimental Theatre. Each year, the Theatre production schedule includes 5 or 6

fully mounted plays, and sometimes an outreach production that tours to schools and other

venues. The Television, Film, and New Media program (TFM) includes four film festivals each

year.

Additional TTF facilities include: three film studios, video editing suites, a scene shop, a

costume shop, a dedicated shop for TFM productions, a substantial inventory of TFM

production equipment, and a TFM equipment check-out office.

The School is currently employing 19 full-time tenure-track / tenured faculty, 5 full-time

lecturers, 21 part-time faculty, and 11 full-time staff, as well as a number of graduate assistants

and hourly part-time employees. The majority of the staff contributes to the production

programs in Film or Theatre.

**II. PURPOSE OF POSITION**:

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

The position of School Coordinator and Assistant to the Director (ASC II) is central to the

effective operations of the various academic and production programs of the School of Theatre,

Television & Film in the College of Professional Studies & Fine Arts. This position, under the

general supervision of the School Director, is responsible for coordinating and overseeing the

varied administrative/clerical support services that enable the School to carry out its complex

academic mission relative to both classroom instruction and to public laboratory production

programs. The School Coordinator and Assistant to the Director is the pivotal person who

provides the School with continuity in policies, procedures, and practices and acts as a liaison

to the Dean’s Office on all academic instructional and development matters. Additionally, this

position is the first contact students, staff, faculty and the general public see or hear from when

contacting and/or visiting the School Main office.

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**

N/A

**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** |
| --- | --- |
| **Office and Fiscal Management*** Manages the School of Theatre, Television, & Film main office operations and flow of traffic in a professional and courteous manner.
* Hire, train, and supervise office student employees and graduate assistant positions.
* Process incoming and outgoing mail/packages.
* Provide and oversee all academic support services for the school. This includes preparing academic reports and managing routine personnel processes for both academic and non-academic employees, submitting contracts and/or appointment forms, initiating and tracking background checks for new-hires, and conducting new-hire orientations.
* Submit and oversee attendance/absence reporting for student assistants.
* Establish and maintain cooperative working relationships with school faculty, staff, and students.
* Establish and maintain rapport with TTF students and act as a resource for them.
* Maintain comprehensive School files and records (both open and confidential), covering all phases of School operations. Responsible for maintaining office organization, maintenance, and general security.
* Order, maintain, and supervise the use of all School supplies and equipment, including acting as the inventory coordinator.
 | 30% |
| **Faculty Appointments/Class Schedule/Academic Support*** Submit all faculty contracts in PeopleSoft.
* Assist School Director in the preparation of instructionally related reports and forms, such as FAD and Assigned Time reports.
* Prepare initial class schedule for all courses offered each semester, including Winter sessions. Accurately input data into online class scheduling database; inform all relevant parties of conflicts in time, room, or faculty assignments.
* Generate and distribute student course evaluation forms and maintain confidential files as needed. Coordinate special study assignments and ensure grades are input at the end of each semester.
* Coordinate the preparation of curricular proposals and monitor deadlines for the approval process. Assure compatibility with university policies. Maintain updated curriculum files.
* Work with Production Manager to schedule in-house auditions, rehearsals, and student productions for TTF, including student events.
 | 20% |
| **Faculty Support*** Serve as liaison between the school faculty and other divisions on campus.
* Coordinate maintenance and upgrades for all School facilities, including faculty offices, theatres, laboratories, and classrooms.
* Coordinates the School’s Reappointment, Tenure, and Promotion process.
* Ensures Personnel Data Summary files are complete for committee review, confidentiality is maintained and that all deadlines as specified by Faculty
* Advancement is met in a timely manner.
* Assists with faculty searches by preparing itinerary, hotel reservations and coordination of recruitment documentation.
* Maintain faculty teaching pool in Page Up.
* Prepare and process travel and leave requests.
* Refer students to appropriate area advisors and assist in providing basic information on School programs, including requirements, when advisors are unavailable.
* Oversee student portfolio petition process for the Television, Film, and New Media area of the school. Receive, organize, and forward portfolios and inform students of acceptance/denial.
* Provide change of major forms to students admitted.
 | 20% |
| **Administrative Support*** Provide administrative support and assistance to the School Director. This includes screening phone calls, mail, and visitors; acting as needed and directing relevant inquiries requiring a policy decision to the Director.
* Attend faculty meetings, prepare confidential minutes, and distribute in a timely manner.
* Coordinate the Director’s calendar by assisting with the scheduling of meetings and appointments. Promptly inform relevant parties of availability.
* Assist Director with reports, including collecting and compiling information, such as faculty workloads, WTU projections, and accreditation reports.
* Serve as liaison with the Dean’s Office and Faculty Advancement.
* Maintain the School’s Policy File to be compatible with University and CSU policies and communicate to School faculty and staff.
* Assist with student recruitment and outreach efforts by disseminating relevant materials, both electronically and in hard copy.
* Organize and coordinate events, meetings, and receptions that support the school’s mission. Work with University and College representatives in the planning of commencement activities.
* Oversee process for all Foundation hires; supervise and approve timecard submissions.
* Responsible for any other administrative duties as assigned.
 | 30% |
|  |  |
| **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)** |
| Graduate Assistants |  | General |
| Student Assistants |  | 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 ne able to 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.

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

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

* Experience to be proficient in performing most or all work assignments.
* General working knowledge of applicable university infrastructure, policies, and procedures.
* Thorough knowledge of office methods, procedures, and practices.
* Fluency in using standard office software packages.
* Thorough knowledge of English grammar, punctuation, and spelling.
* Ability to use standard office equipment.
* Ability to identify and solve standard problems and refer more complex problems to appropriate staff.
* Ability to learn, interpret independently, and apply a variety of complex policies and procedures. Able to identify deviations from applicable policies.
* Ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions.
* Ability to perform standard arithmetic functions of a transactional nature, including tracking and comparing data.
* Work often involves front line contacts with a variety of campus and community individuals

requiring active problem solving and effective interpersonal skills.

* Demonstrated competence in effectively presenting standard information in writing.
* Fundamental writing and presentation skills to effectively communicate standard information.
* Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas and instructions.

*C. Specialized skills required for this position*

Experience in the use of Microsoft Word, Excel, and related database software; Oracle,

Astra, MyRF, and/or AdobeSign and similar software and/or database applications.

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

N/A

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

* Experience in a higher education setting or public sector setting
* Two to four years of related experience
* Experience in administrative operations of performing Arts/film production organizations highly desirable
* Experience providing administrative support to a School Director and/or Department Chair
* Experience processing academic appointments

**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 |

# 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.

[x]   **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) | C | Reading & Comprehending |
| O | Bending (waist) | O | Writing |
| N | Climbing | F | Performing Calculations |
| N | Crawling | F | Communicating Orally |
| N | Kneeling | F | Reasoning & Analyzing |
| O | Pushing/Pulling | O | Decision Making |
| C | Sitting | O | Directing/Coordinating Others: |
| N | Squatting |  | Other: |
| O | Standing | **Environmental Working Conditions** |
| F | Twisting (neck) | O | Exposure to variations in temperature/humidity |
| O | 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 |
| O | Manual dexterity | C | Working in normal office environment |
| O | Reach above/below shoulder | N | Working outside with various weather conditions |
| O | 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?
 | [x]  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?
 | [x]  Yes [ ]  No | FERPA (Access to student education records) |
| 1. Is the position responding for recording/reporting Clery Data?
 | [x]  Yes [ ]  No | Clery Act Basics |
| 1. Does the position have access to protected health information?
 | [x]  Yes [ ]  No | HIPAA |
| 1. Will this position be an active/participating member of the SDSU Emergency Operations Team?
 | [ ]  Yes [x]  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 [x]  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 [x]  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 [x]  No | COI CAT 2 |
| 1. Does the position influence or make decisions regarding the investment of **SDSU/CSU** funds.
 | [ ]  Yes [x]  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 [x]  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** |
|  | 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 |
| **Organization** | **Employee Relations** |
|  | 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 |  |  |
| **Direction/Leadership/Supervision** | **Performance Evaluations** |
|  | 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 |  |  |
| **Organization** | **Other** |
|  | 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 |  |  |

**MPP Job Code:**

|  |  |  |
| --- | --- | --- |
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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.

