

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
Conflict of Interest (COI) Designated: <input type="checkbox"/> Yes <input type="checkbox"/> No	<u><i>MPP Positions Only</i></u>
Mandated Reporter: <input type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> N/A	MPP Job Code:
Review Date:	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:	September 2024
Department & Division:	Athletics
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Coaching Assistant 10 mo/ 0
FLSA Status: <i>(exempt or non-exempt)</i>	Non-Exempt
Working Title:	Assistant Coach & Scouting Specialist
Position Number & Job Code:	10010187/2383
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Deputy AD, People and Culture/ 10000812

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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.

Under general supervision of the Deputy AD, People and Culture, this position supports and enhances the mission of the San Diego State University Athletic Department. This position provides a variety of operational administrative, technical, and analytical duties of limited to moderate complexity for the NCAA Division I Women's Basketball program. The incumbent has operational responsibility in all administrative support and on-court coaching aspects of the NCAA Division I Women's Basketball program. The incumbent will coordinate the preparation and operation of daily practices including practice plans and post-practice review. The incumbent will prepare coaches with data for player meetings with the breakdown of practice and game film and help prepare scouting reports. The incumbent will manage selected game day duties as assigned by the coaches for both home and away games along with building relationships to benefit NIL programming and the alumni database.

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%.

<i>Description of Responsibilities:</i>	<i>% of time</i>
I. Recruitment of Student-Athletes and Scout Team Members A. Assist coaches with recruiting management and mail outs. B. Design and distribute recruiting materials using Web-based computer software. C. Communicate with SDSU Athletics areas involved with recruitment. D. Create recruitment calendar with events and scheduling. E. Under the direction of the Director of Women's Basketball Operations, coordinate and organize campus visits (official and unofficial).	50%

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<ul style="list-style-type: none"> a. Attend recruiting activities and support creating a great experience for visitors. b. Create itineraries for recruits. c. Assist with travel arrangement for the recruit and parents; including flight, hotel, and ground transportation. d. Submit required NCAA and university forms to Athletic Compliance for visit approvals. Ensure compliance with all NCAA and university requirements related to the visit. e. Submit required forms to Athletics Compliance and Athletic Business Office for post-visit recaps and reimbursements. <p>F. Assist with the scout team recruitment, compliance scheduling and screening.</p> <p>G. Assist in scouting reports and self-scouting after all games.</p> <p>H. Prepare analysis reports regarding recruits and scout team members.</p>	
<p>III. Administrative Duties</p> <ul style="list-style-type: none"> A. Coordinate and communicate with the marketing staff for social media/press management. <ul style="list-style-type: none"> a. Assist in creation and distribution of social media content as it relates to promotion and publicity of the Women’s Basketball program. b. Assist with promotion and organization of camps and clinics. c. Assist with maintaining communication with all coaches and Media Relations staff on features of student-athletes and coaches. B. Manage and organize the women’s basketball virtual event library. 	25%
<p>II. Assist with Practices and Games.</p> <ul style="list-style-type: none"> A. Assist with the preparation and operation of daily practices including practice plans, coaching and post-practice review. B. Complete selected and specific game day duties as assigned by the coaches. This includes pre-game, game time, and post-game activities. C. Assist coaches with the breakdown of practice and game film and help prepare scouting reports. 	10%
<p>IV. Assist with NIL</p> <ul style="list-style-type: none"> A. Seek consultation from the NIL Coordinator on strategies for NIL opportunities. B. Under the general direction of the Head Coach and Deputy AD, People and Culture, Seek and create opportunities that will lead to potential donors for athletes and the Women’s Basketball Program. <ul style="list-style-type: none"> a. Seek and create opportunities that will lead to potential donors for athletes and the Women’s Basketball Program. b. Schedule standing meetings with boosters. c. Maintain relationships with current boosters. d. Act as the primary liaison between coaches and the booster club. e. Under the general direction of the Head Coach and Deputy AD, People and Culture, Seek and create opportunities that will lead to potential donors for athletes and the Women’s Basketball Program. 	5%

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<p>V. Assist with Alumni Engagement.</p> <p>A. Assist with alumni outreach.</p> <p>B. Assist with planning of alumni visits at home basketball games.</p> <p>C. Coordinate events and activities related to all alumni interactions.</p> <p>D. Under the direction of the head Softball coach assist in fundraising activities:</p> <p style="padding-left: 40px;">a. Assist in all aspects of fundraising, including but not limited to program fundraising events, community outreach and NIL sponsorship opportunities.</p> <p style="padding-left: 40px;">b. Coordinate alumni relationships.</p>	<p>5%</p>
<p>VI. Other duties as assigned by the Head Coach and/or supervisor.</p>	<p>5%</p>

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)
NA		

VI. POSITION REQUIREMENTS:

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

- Bachelor’s degree.
- 6 mo- 2 years basketball coaching experience.

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

- Excellent written and verbal communication skills.
- Ability to organize and motivate student-athletes to maximum performance level in sports and academic achievement.
- Ability to establish and maintain effective working relationships on campus and in the community.
- Familiarity with NCAA rules and regulations of Division I Women’s Basketball.
- Knowledge of NCAA rules and regulations.
- Ability to maintain self-control and proper conduct in victory or defeat.

VII. PREFERRED QUALIFICATIONS:

Microsoft Office, gmail, Synergy software, ARMS/Teamworks

C. Specialized skills required for this position

- *Experience working in an athletics/sports office in an administrative support capacity.*

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- Experience working in an NCAA DI Women's Basketball Program.
- Experience scheduling meetings and calendars.
- Experience assisting with various events, including marketing events.
- Working knowledge of purchasing policies and procedures.
- Ability to work evenings and weekends.

D. License and Certification Required (I.e., Driver's License and Grade, Certification, etc.)
Valid California driver's license within 10 days of hire.

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


Jenny Bramer (Nov 8, 2024 09:43 PST)

Nov 8, 2024

Appropriate Administrator Signature

Date


Frankie Gutierrez (Nov 7, 2024 15:33 PST)

Nov 7, 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	
F	Bending (neck)	F	Reading & Comprehending
F	Bending (waist)	F	Writing
N	Climbing	O	Performing Calculations
N	Crawling	C	Communicating Orally
N	Kneeling	C	Reasoning & Analyzing
O	Pushing/Pulling	C	Decision Making
F	Sitting	O	Directing/Coordinating Others:
N	Squatting		Other:
F	Standing	Environmental Working Conditions	
F	Twisting (neck)	O	Exposure to variations in temperature/humidity
F	Twisting (waist)	N	Exposure to chemicals, gases, dust or fumes
F	Walking	N	Operates machinery or drives motorized equipment
F	Handling Objects	N	Exposure to bio-hazards
F	Manual dexterity	F	Working in normal office environment
F	Reach above/below shoulder	O	Working outside with various weather conditions
N	Using foot controls	O	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 type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input 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.



San Diego State University Athletics Women's Basketball

