

Employee Name:



San Diego State University

MPP / Staff Position Description

HUMAN RESOURCES USE ONLY

Conflict of Interest (COI) Designated: Yes No

Mandated Reporter: Limited General N/A

Review Date: 10/28/2024

MPP Positions Only

MPP Job Code:

Job Family:

Job Function:

Job Category:

Mandated Reporter Per CANRA YES NO

The person holding this position is considered a 'mandated reporter,' under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Please Note: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

Please check one: New Position Existing Position Update

Date:	10/28/24
Department & Division:	Enrollment Services, Academic Affairs
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Student Services Professional II
FLSA Status: <i>(exempt or non-exempt)</i>	Exempt
Working Title:	Transfer Admission Evaluator and Advisor
Position Number & Job Code:	10000999, 3082
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Associate Director, Transfer Admissions, 10001678

Employee Name:

I. FUNCTION OF THE EMPLOYING UNIT:

State the basic purpose of the Department/Unit in one brief paragraph. Include the division's DEI statement here.

- Enrollment Services consists of the Office of Admissions which communicates with prospective and new applicants to SDSU; the Office of the Registrar which serves current students, faculty, alumni, and community members; Class Schedule which allows students to search for courses; and Enrollment Services Communications which coordinates print and digital publications for Enrollment Services offices.
- Enrollment Services is committed to diversity, equity, and inclusion (DEI). SDSU seeks to recruit and retain a diverse community of staff who will serve as role models for our diverse student community and who have a demonstrated commitment to the academic success of our students.

II. PURPOSE OF POSITION:

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

- Under the supervision of the Associate Director of Transfer Admissions, the primary responsibilities of the Transfer Admission Evaluator and Advisor are: 1) to support students who began their educational program at a community college or university successfully prepare and transfer to SDSU; 2) evaluate students' completion of courses that meet admission, general education and lower division major preparation requirements; 3) effectively communicate the basis for recommendations, admission decisions and actions; and 4) assist in the planning and organizing of transfer admission related processes.

III. CHANGES IN RESPONSIBILITIES:

- Not applicable

IV. MAJOR RESPONSIBILITIES:

Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.

Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none">● Evaluate transfer applicants' application and transcript data to determine eligibility for admission to the university.● Provide project assistance related to Cal State Apply, California State University transfer planning tools, student information and content management systems.● Research and resolve data errors from applications and transcripts. Responsibility includes independently identifying, correcting, reporting, and ensuring timely resolution of issues.	40%

Employee Name:

Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> ● Perform work activities impacting application load, purge, and correction processes. Responsibility includes coordinating with functional and technical program areas at all SDSU campuses. ● Monitor and process admission appeals. Responsibility includes reviewing appeal submissions, communicating appeal packet requirements, deadlines, evaluating admission eligibility, and communicating decisions/outcomes. ● Monitor the receipt of academic records to ensure the timely and accurate completion of admission files. Responsibility includes maintenance of student information system data and student outreach. 	
<ul style="list-style-type: none"> ● Communicate information to students related to California State University (CSU) and San Diego State University (SDSU) application and admission requirements. ● Provide educational program planning resources and academic advising. ● Provide recommendations on transfer pathways and alternative solutions, when appropriate. ● Explain the basis for recommendations, admission decisions, and actions to students. Provide guidance to students experiencing successes and challenges with appropriate support and/or referrals, when necessary. ● Communicate with campus partners and community members involved with supporting diversity, equity and inclusion programs and initiatives. 	30%
<ul style="list-style-type: none"> ● Analyze application and transcript records to review courses that meet admission, general education, and lower division major preparation requirements. ● Review course descriptions, catalogs, and syllabi to determine transferability and equivalency of transfer courses to meeting SDSU admission requirements. ● Examine application, transcript, and student information data to ensure accuracy and completeness of academic records. 	30%
Total =100%	100%

Employee Name:

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)

VI. POSITION REQUIREMENTS:

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

- Education: Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.
- Experience: Possession of these knowledge and abilities is typically demonstrated through the equivalent of two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master's degree in a job-related field may be substituted for one year of the professional experience.

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

- Knowledge: 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 of the principles of individual and group behavior.
- Abilities: Ability to interpret and apply program rules and regulations; use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements; obtain factual and interpretative information through interviews; reason logically; collect, compile, analyze and evaluate data and make verbal or written presentations based on these data; advise students individually and in groups on routine matters where required; recognize multicultural, multisexed and multi-aged value systems and work accordingly; establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts; and, rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned. Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office.

Employee Name:

C. Specialized skills required for this position

- Two or more years of experience in interpreting and explaining academic policies governing public or private university admissions.
- Demonstrated experience reviewing college transcript information.
- Experience advising a diverse group of students with educational programs from a community college or university.
- Knowledge of a variety of academic disciplines' course requirements and career paths.
- Knowledge of colleges' course numbering, transferability, articulation, and certification policies.
- Proficiency in using Microsoft Office and Google Workspace.

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

VII. PREFERRED QUALIFICATIONS:

- Experience using a student information system.
- Experience in database tracking and management.

VIII. SIGNATURES:

The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)

Incumbent's Signature/Acknowledgment

Date


[Jane Mesa \(Oct 30, 2024 10:19 PDT\)](#)

Appropriate Administrator Signature

10/30/2024

Date



Classification & Compensation Services

10/30/2024

Date

Employee Name:

Attachment A

Complete for all positions

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.

Physical Summary: Choose one description out of the categories below that best describes this position.

Sedentary Work: Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

Light Work: Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

Medium Work: Job involves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

Heavy Work: Job involves lifting more than 40 pounds. Approximately half of the incumbent's time will be spent walking, standing, squatting, kneeling, or climbing.

Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.

"C" = constantly or 6-8 hours per day

"F" = frequently or 3-6 hours per day

"O" = occasionally or up to 3 hours per day

"N" = never

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

Employee Name:

Attachment B

Complete for all positions

Sensitive Position: For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](#).

Consideration for designation as a sensitive position per HR Technical Letter 2017-17		
1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a).
2. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN's, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages.
3. Does this position have access to student records?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FERPA (Access to student education records)
4. Is the position responding for recording/reporting Clery Data?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Clery Act Basics
5. Does the position have access to protected health information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	EOC Member
7. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Motor Vehicle Records/Licensing Check is required. CA Defensive Driver
8. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 1
9. Does the position influence or make decisions regarding the purchase of goods, service or construction work? Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 2

Employee Name:

10. Does the position influence or make decisions regarding the investment of SDSU/CSU funds.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 5
11. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 6

Employee Name:

Attachment C

Complete for **MPP Positions Only**

Mental Effort:

Enter frequency of occurrence for all applicable activities using the following key:

1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs

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

Employee Name:

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.

