

## POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

## POSITION INFORMATION

**Type of Action Requested:\*** New (Create a new Position Description)

**Internal Team:\*** FL-Diversity Inits & Resource Ctr - 10394

**Job Code/Employee Classification:\*** SSP III  
Job Code: 3084

**Classification Title:** Student Services Professional III

**MPP Job Code:**

**Position Number:** SSP III  
Position no: FL-10017521

**CSU Working Title:\*** Coordinator, Southwest Asian and North African Resource Center (SSPIII)

**Salary Range/Grade:** 3084-RANGE A-Grade-1  
Minimum: \$ 5,276.00  
Maximum: \$ 7,517.00  
Pay Frequency:

**Reports to Supervisor:** Yvania Garcia-Pusateri

**Reports To:\*** Director, Diversity Initiatives & Resource Centers  
Position no: FL-10007865

**Campus:\*** Fullerton

**Division:\*** Vice President of HR

**College/Program:\*** Diversity and Equity

**Department:\*** Diversity Inits & Resource Ctr - 10394

**FLSA Status:** Exempt

**Hiring Type:** Probationary

**Workplace Type (Exclude Inst Fac):** On-site (work in-person at business location)

**Pay Plan:** 12 Months

**Pay Plan Months Off:**

## POSITION DESIGNATION

**Mandated Reporter:\*** General - The person holding this position is considered a general 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, revised July 21, 2017.

**Conflict of Interest:\*** None

**NCAA:**  Yes  No

**Is this a Sensitive Position?:**  Yes  No

**Care of People (including minors) Animals and Property:** No

**Authority to commit financial resources:** No

**Access/control over cash cards and expenditure:** No

**Access/possession of master/sub-master keys:** No

**Access to controlled or hazardous substances:** No  
**Access/responsibility to personal info:** Yes  
**Control over Campus business processes:** No  
**Responsibilities requiring license or other:** No  
**Responsibility for use of commercial equipment:** No  
**Is this a Campus Security Authority (CSA):**  Yes  No  
**Serves a security function:** No  
**Designated recipient for crime/misconduct reports:** No  
**Significant responsibility for Student Activities:** Yes  
**Significant responsibility for Campus Activities:** Yes

**Job Summary/Basic Function:\***

Diversity Initiatives and Resource Centers (DIRC) supports students by building communities that foster a sense of belonging, creating opportunities to engage in self-discovery, and critical inquiry, and serving as a hub of resources in inclusive and affirming spaces. Our signature events include welcome events, community building and identity development, history and heritage month events, educational programming, and the end of year cultural recognition celebrations. The individual in this role should have a positive attitude, student-centered professional approach to their work, a leadership style that is characterized by highly ethical practices, and a demonstrated commitment to social justice, integrity, collaboration, flexibility, and compassion.

Diversity Initiatives and Resource Centers is housed in the Division of Human Resources, Diversity and Inclusion and an entity within the portfolio of the Assistant Vice President of Diversity, Equity, Inclusion and Chief Diversity Officer.

Under the general direction of the Director of Diversity Initiatives and Resource Centers (DIRC), the inaugural Southwest Asian and North African Resource Center Coordinator will have a working knowledge of students who identify as SWANA and their educational and social support needs, transitional issues, as they navigate the campus community. The individual in this role must be sensitive to potential problems so that assistance and resources can be secured to help mitigate additional challenges. The Coordinator is responsible for the day-to-day activities and operations of SWANA center which includes but not limited to management of center budgets, implementation of programs and services, evaluation, and assessment of SWANA programs, engagements with campus and community stakeholders, and the recruitment, hiring, and evaluation of student assistant staff. The Coordinator will develop a strategic plan to enhance the Titan Experience for SWANA students through programs, services, and collaborations with campus stakeholders (e.g., Associate Student Incorporated (Inc.), SWANA ICC, SWANA Minor housed in the Department of Religious Studies, CAPS, Advancement, Faculty Staff Associations, and other relevant campus departments). The Coordinator will design, evaluate, assess, and implement all student programming and services offered through the SWANA center including campus wide programming focused on education and dialogue, community building, and identity development. Additionally, the Coordinator will create and implement large scale SWANA programming including an annual welcome event, cultural recognition celebration, and the Arab American Heritage or SWANA Heritage Month activities in alignment to the department's program model that promotes personal, academic, and professional development. The individual in this role will research current issues as it relates to college students who identify as SWANA and provide solution-oriented problem solving as well as use this information to inform ongoing programming and services offered by the SWANA center. This position will serve as a partner and work collaboratively with a wide variety of departments and partners across the university community to develop effective programs, and services that complement the academic experience of students. Represents the center at campus wide events, including but not limited to open house, and orientation. Promote attendance by tracking attendance and collecting data from participants and events to support monthly, quarterly, and annual division reports. Additionally, the Coordinator will assist with the development of center publication, social media presence and support the development and execution of strategic recruitment and retention goals in support of the Fullerton Forward CSUF Strategic Plan 2024-2029, Division of Human Resources, Diversity and Inclusion and the Graduation Initiatives 2025. This position will work collaboratively with a wide variety of departments and partners across the university community to develop effective programs and services that enhance and promote academic excellence, personal and professional development. As a team member within the Diversity Initiatives and Resource Centers (DIRC), the SWANA Coordinator will assist with programs and initiatives throughout the department as needed. Participates in applicable meetings, committees, and training. Assists with interviewing, hiring, mentoring, and training student assistants. Responsibilities include a high degree of judgment, or persuasiveness administrative planning to develop creative solutions, and recognize specific program needs Other duties as assigned.

**Minimum Qualifications:\***

Bachelor's degree or equivalent from an accredited four-year college or university in a related field including or supplemented by upper division or graduate coursework in counseling techniques, interviewing, and conflict resolution plus three years of professional student services work in the field. A master's degree from an accredited college or university in Student Affairs/Higher Education Administration, Counseling, Social Work, or a job-related field may be substituted for one year of professional experience.

Master's degree in a related field may substitute for one year of experience. Graduate Assistantships within Student Affairs may equate to work experience.

Ability to plan, develop, coordinate, supervise, and organize programs and activities.

Ability to interact with a diverse student population, faculty, staff, and the public.

Ability to analyze complex situations accurately and adopt an effective course of action.

Ability to advise students individually and in groups on complex student-related matters.

Ability to complete assignments without detailed instructions.

Ability to establish and maintain cooperative working relationships with a variety of individuals.

Possession of excellent verbal and written communication skills, as well as the ability to acquire knowledge of campus procedures, activities, and the overall organization.

Ability to respond to sensitive situations using conflict resolution skills.

Ability to facilitate communication with campus departments in planning and promoting events.

Knowledge of relevant cultural, social, and political issues affecting SWANA regional communities.

**Required Qualifications:**

**Preferred Qualifications:**

Master's degree from an accredited college or university in Higher Education or a job-related field.

Experience working with student organizations, as well as with program planning and implementation, training design, and student development program delivery.

Experience directing highly visible areas.

Experience planning and implementing co-curricular programs.

Experience developing and maintaining collaborative partnerships with a variety of constituents.

Experience working with a wide array of diverse populations.

Prior large-scale programming experience, experience in or ability to develop and manage budgets, and experience in or ability to develop and oversee assessment efforts.

Demonstrated knowledge, experience, and competency in the areas of diversity education, program development and implementation, student development, assessment and evaluation, student advisement and oversight.

Demonstrated knowledge and understanding of the unique issues that impact Southwest Asian and North African students in higher education.

Ability to work with faculty and community partners.

Ability to develop and facilitate a range of workshops and trainings related to identity and belonging, leadership development, academic enrichment, personal development and professional development.

Ability to represent Diversity Initiatives and Resource Centers within Diversity Inclusion Equity Programs, across campus, and within the Division of Human Resources, Diversity and Inclusion. Demonstrated understanding of the academic culture within the knowledge of relevant issues affecting public four-year institutions.

**Special Conditions:**

**License / Certification:**

**Supervises Employees:\***

Yes  No

**If position supervises other employees; list position titles:**

2-3 student assistants

## Job Duties

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### JOB DUTIES

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% of time	Duties / Responsibilities	Essential / Marginal
30	<p>Leadership and oversight of Southwest Asian and North African Resource Center (SWANA):</p> <ul style="list-style-type: none"> <li>-Lead day-to-day activities and provide general supervision of the Southwest Asian and North African Resource Center.</li> <li>-Recruit, hire, train, evaluate, and monitor schedules of student assistant staff.</li> <li>-Monitor Southwest Asian and North African Resource Center budgets including allocations from Student Success Initiatives, Philanthropic, and State funds. Collaborate with the Director of Diversity Initiatives and Resource Centers to seek external sources for funding through grants, donations and community partnerships as needed.</li> <li>-Understand, stay up to date and interpret campus resources, policies, and procedures and serve as a reliable and accurate source of information to on-and off-campus resources for students who utilize the SWANA center.</li> <li>-Provide guidance and serve as a resource to students and staff during complex conflict management situations that require confidentiality and training.</li> <li>-Maintain the physical space of the SWANA center and virtual presence through social media and online engagement.</li> <li>-Assist with the development of the center's marketing materials, posters, social media, webpage, and maintain annual reports and tracking center assessment.</li> </ul>	Essential
30	<p>Program development, educational programming and event planning:</p> <ul style="list-style-type: none"> <li>-Design, evaluate and implement all student programming and services offered through the SWANA center focused on enhancing the Titan Experience for students who identify as SWANA students.</li> <li>-Design, evaluate, assess, and implement all student programming and services offered through the SWANA center including campus-wide programming focused on education and dialogue, community building, and identity development. Create and implement large scale SWANA programming including an annual welcome event, cultural recognition celebration, and the Arab American Heritage Month activities in alignment to the department's program model that promotes personal, academic, and professional development.</li> <li>-Facilitate relevant educational workshops and or training to students, staff and faculty.</li> </ul>	Essential
20	<p>Campus and community partnerships:</p> <ul style="list-style-type: none"> <li>-Partner with faculty and staff across campus to promote and support programs, services, and resources focused on academic excellence, personal development, professional development and co-curricular endeavors.</li> <li>-Establish, nurture and maintain effective partnerships with on-campus partners and off-campus organizations to enhance the programs and services offered by the SWANA resource center.</li> <li>-Work with the Director of Diversity Initiatives and Resource Centers and campus partners to identify appropriate on-and off-campus stakeholders, resources, and partners to ensure the campus is designing, implementing, and evaluating programs that foster community engagement, student engagement, leadership development, and student retention and graduation.</li> <li>-Provide referrals to resources to support students academically, personally and professionally.</li> </ul>	Essential
10	<p>Evaluation, assessment, and reporting:</p> <ul style="list-style-type: none"> <li>-Create mission-relevant student learning outcomes that align to High Impact Practices.</li> <li>-Work in collaboration with the Director of Diversity Initiatives and Resource Centers to initiate assessments and evaluations that document impact of programs and services provided by the SWANA resource center.</li> <li>-Prepares annual and quarterly assessment reports to the Director of Diversity Initiatives and Resource Centers that demonstrate alignment to goals for department, division, university and greater CSU system.</li> <li>-Prepare oral and written reports for the Director, and upon request, other relevant campus leadership on relevant SWANA issues and concerns.</li> <li>-Collaborate with campus assessment partners to design and conduct needs assessments to inform programming and resource needs.</li> <li>Participate and assist with departmental assessment evaluations and or projects.</li> </ul>	Essential
10	Other duties as assigned	Essential

## SELECTION CRITERIA

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 There are no items to show

### Physical Mental and Environmental Demands

**\*\* Physical Mental and Environmental Requirements Must be Completed for all Positions**

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Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

### Physical and Mental Requirements

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<b>Bending:</b>	Occasionally
<b>Climbing:</b>	Never
<b>Concentrating:</b>	Constantly - Essential
<b>Crawling:</b>	Never
<b>Decision Making:</b>	Constantly - Essential
<b>Keyboarding and Mousing:</b>	Constantly - Essential
<b>Lifting or Carrying up to 10 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 25 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 50 lbs.:</b>	Never
<b>Lifting or Carrying over 50 lbs.:</b>	Never
<b>Performing Calculations:</b>	Frequently - Essential
<b>Pushing or Pulling:</b>	Occasionally
<b>Reaching Overhead:</b>	Occasionally
<b>Repetitive Motion of Upper Extremities:</b>	Occasionally
<b>Sitting:</b>	Frequently
<b>Standing:</b>	Frequently
<b>Stooping Kneeling or Squatting:</b>	Occasionally
<b>Walking:</b>	Frequently

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

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**Other Physical & Mental Requirement No. 1**

**Description:**

**Other Physical and Mental Req No.1 Frequency:**

**Other Physical & Mental Requirement No. 2**

**Description:**

**Other Physical and Mental Req No.2 Frequency:**

**Other Physical & Mental Requirement No. 3**

**Description:**

**Other Physical and Mental Req No.3 Frequency:**

**Other Physical & Mental Requirements:**

### Environmental Requirements

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<b>Drive motorized equipment:</b>	Never
<b>Excessive Noise:</b>	Occasionally
<b>Hazards:</b>	Never
<b>Outdoor:</b>	Occasionally
<b>Elevated Work:</b>	Never

**Extreme Temperature (hot or cold):** Never  
**Indoor (Typical office environment):** Constantly - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

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**Other Environmental Requirement No. 1  
Description:**  
**Other Environmental Req No.1 Frequency:**  
**Other Environmental Requirement No. 2  
Description:**  
**Other Environmental Req No.2 Frequency:**  
**Other Environmental Requirement No. 3  
Description:**  
**Other Environmental Req No.3 Frequency:**  
**Other Environmental Requirements:**

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## POSTING DETAILS

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**Advertising Summary:**

It is an exciting time to join Cal State Fullerton as we are an in demand comprehensive University that is driven to shape the future of education and foster a vibrant community of diverse students, faculty, staff and administrators who uphold values of inclusive excellence, free speech, and an environment free from discrimination. We are continuously seeking individuals from a variety of career disciplines that share in the University's mission and core values. We warmly welcome you to consider joining the Titan Community where minds expand and opportunities flourish. Diversity Initiatives & Resource Centers (DIRC) supports students by building communities that foster a sense of belonging, creating opportunities to engage in self-discovery and critical inquiry, and serving as a hub for resources in inclusive and affirming spaces. We are seeking an exceptional individual to join our department as the inaugural Coordinator of the Southwest Asian and North African Resource Center. ideal candidate in this role should have a positive attitude, student-centered professional approach to their work, a leadership style that is characterized by highly ethical practices, and a demonstrated commitment to social justice, integrity, collaboration, flexibility, and compassion.

**Advertisement text:**

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## USERS AND APPROVALS

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**Justification for Position:**

The Southwest Asian and North African Resource Center is an inaugural center (SWANA) and a highly visible center within Diversity Initiatives and Resource Centers in the Division of Human Resources, Diversity and Inclusion. The SWANA Coordinator is an essential role to lead the new programming and engagement opportunities provided by the center in support of CSUF's SWANA Titans.

**Hiring Administrator:\***

Yvania Garcia-Pusateri  
[Email address: ygarcia-pusateri@fullerton.edu](mailto:ygarcia-pusateri@fullerton.edu)

**Approval process:\***

FL - PD Approval (Staff/MPP) - No Dept. Head

- |                                    |   |
|------------------------------------|---|
| 1. MPP Supervisor/Associate Dean:  | Yvania Garcia-Pusateri ✓ Approved Nov 4, 2024 |
| 2. HR Classifier:                  | FL-HRDI Classifier ✓ Approved Nov 6, 2024     |
| 3. Appropriate Administrator/Dean: | Cecil Chik ✓ Approved Nov 6, 2024             |

**HR/Faculty Affairs Representative:\***

FL-HRDI Classifier

Email address: [hrrecruitment@fullerton.edu](mailto:hrrecruitment@fullerton.edu)