

**Instructions:** Complete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources ([hrclass-comp@csun.edu](mailto:hrclass-comp@csun.edu)), and the original electronic version maintained by the department. For resources on completing this form, visit: [csun.edu/careers/position-description-process](https://csun.edu/careers/position-description-process) [NOTE: Form is unlocked; Ctrl + Click to open links.]

Date Prepared/Revised: 9/26/24

## A. Action Requested

- Request a New position OR  Fill a Vacant position (Must initiate through online recruitment)  
 Initiate a Classification Review for a filled position

Requestor: <input type="checkbox"/> Employee OR <input type="checkbox"/> MPP Administrator	Name:
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- Update an existing position description (no review requested)  
 New Employee/Appointment acknowledgment of the position description (no review requested)  
 (Employee should be given full position description within one week of start date)

## B. Current Information

Name of current incumbent: (if filled)		Employee ID #:	
Or if vacant, name of previous incumbent: Grace Castaneda			
Classification Title: SSP-IV	Job Code: 3086	Grade:	Position #: 99741020
Working Title: (optional) Assistant Director, Athletic Academic Advising		FLSA Status: Choose an item. (See link to <a href="#">CSU FLSA/Job Code List</a> ) Exempt	
Department ID: 10422	Department Name: Matador Achievement Center		Time Base: 1
Lead (Staff lead, if applicable) Name:	Classification Title:	Working Title:	
MPP Administrator/Department Chair (Reports To) Name: Grace Castaneda	Working Title: Director, Matador Achievement Center		

Please attach an org chart, if requesting a reorganization (current and proposed) (See link to [Campus Org Chart](#))

Is this a sensitive position as designated by the CSU? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See link to <a href="#">Sensitive Positions Table</a> )
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## C. Position Purpose (Hint: Complete Section D. first and then summarize position's purpose; typically between 2 to 5 sentences)

Please briefly describe the primary function, nature, and scope of the position.

The Matador Achievement Center (MAC) is an academic support unit reporting to Academic Affairs. The MAC provides holistic academic support for all NCAA Division I CSUN student-athletes in conjunction with the department of Intercollegiate Athletics. This Assistant Director, Athletic Academic Advising position will be the lead over athletic academic advising. Provides training, insight and support to other athletic academic advisors in the unit and will also be responsible for advisement of athletic teams. The incumbent monitors and tracks NCAA progress toward degree rules (bylaw 14). This role will be a liaison to other campus departments and programs. This position requires occasional night, weekend and team travel. Support in the form of professional memberships (NACDA/N4A, etc.) and conference attendance is provided when available. Performs other duties as assigned.

## D. Major Duties

Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.

Indicate duties, which are "essential functions" by checking the Essential box in the right column (15% or greater to be considered essential).

The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the "essential functions", which is intrinsic to the work. A function may be essential because 1) the position was established to perform the function; 2) a limited number of employees are available to perform the function; and/or 3) removing the function would fundamentally change the position. (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).

Description of Duties	% of Time Total = 100	Essential (Minimum 15%)
Academic Advisement Lead: Coordinate advisement updates and communication with student-athletes, MAC advisors, and advising center directors. Provide training, insight and support to other athletic academic advisors in the unit. Updates academic advisement program manuals and various departmental forms as needed. Coordinates winter/summer aid requests by working with athletic academic advisors and aid request committee.	25	<input checked="" type="checkbox"/>
Academic Advisement: Responsible for academic advisement over assigned athletic teams. Advises student-athletes on degree requirements as well as NCAA academic rules and regulations. Provides academic meetings and workshops to assigned teams.	20	<input checked="" type="checkbox"/>
NCAA Eligibility: Monitors and tracks NCAA progress toward degree rules (bylaw 14) and communicates this information to their supervisor, coaches, and various athletic administrators. Collaborates and coordinates with the MAC Director to complete preliminary and final NCAA transfer evaluations of prospective student-athletes.	20	<input checked="" type="checkbox"/>
Academic Support: Coordinate academic support for assigned teams by working with MAC staff, coaches and student-athletes. Hold academic specialist meetings as needed to support student-athletes in their classes. Respond to progress reports from professors, review with student-athletes, and report information to coaches.	15	<input checked="" type="checkbox"/>
Collaboration & Support: Participate in recruiting visits for prospective student-athletes to support coaches recruiting processes. Participates in academic advisement and NCAA training, university committees, meetings, and conferences. Assists in data collection of various reports such as academic advisement metrics, APR, and GSR. Work closely with the MAC Director on the planning and implementation of unit goals and initiatives. Serve as a liaison to other campus support services including the various advisement centers and major departments, Career Center, Counseling Center, DRES, Enrollment Services, etc.	15	<input checked="" type="checkbox"/>
Performs other duties as assigned.	5	<input type="checkbox"/>

### E. Physical and Cognitive Demands; and Environmental Conditions

Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.

PHYSICAL DEMANDS	Greater than 50%	Less than 50%	N/A	Greater than 50%	Less than 50%	N/A
1. Key Boarding and Mousing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Lifting or Carrying		
2. Repetitive Motion of upper extremities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Up to 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Sight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Over 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Pushing or Pulling		
7. Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Bending (from waist or neck)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. Up to 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Climbing (Ladders, stairs or stools)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C. Up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Stooping, Kneeling, or Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	D. Over 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

ENVIRONMENTAL CONDITIONS	Greater than 50%	Less than 50%	N/A
1. Inside (Typical office environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Elevated Work (Raised platform/scaffold)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Extreme Temperature (hot or cold)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Outdoor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**OTHER** Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.  
This position requires occasional night, weekend, and team travel.

### F. Equipment

List any special software and machines, tools, and equipment used on a regular basis.

Type	Purpose and Desired Results
Example A1) Lawn Mower      Example B1) Microsoft Word	Example A2) Mowing grass      Example B2) Create or update documents
Microsoft Office, Slack	Create or update documents, emails, communication
SOLAR	Student records
EAB Campus	Appointments, reporting, notes
ARMS	Rosters, squad lists, forms

**G. Training and/or Licenses; and Additional Experience, Knowledge, Skills, and Abilities**

**(A). Training and/or Licenses:** List required and preferred training, licenses or certifications. a justifying duties statement must be included if a license is required for any position outside of the [CSU Professional License Table](#). \*CSU/CSUN "Required" training will be provided after starting the appointment.

	Required	Preferred	N/A
*CSU Sexual Harassment Prevention / Title IX / Data Security Training (Required for ALL employees)	<input checked="" type="checkbox"/>		
*CSUN Procurement Card (P-Card) Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*CSUN <a href="#">Defensive Driver Training</a> and Powered Cart/Low Speed Vehicle Safety Training (if appl)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**(B). Additional Experience, Knowledge, Skills, and Abilities:** List additional knowledge, skills, abilities and unique experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.

**H. Lead or Oversight of Other Positions**  Yes  No (Please list below)

List positions (including Student Assistants and Volunteers) that incumbent will lead, oversee or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.):

Working Title (if applicable)	Classification Title	Position Number(s)
Athletic Academic Advisors	SSPII's and SSPIII's	99744732, 88741021, 99742077, 99743879, 99741019

**I. Changes in Position**

Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.

**J. Signatures** (Print, sign, and date below)



**EMPLOYEE** (Acknowledgement of reading and receiving a copy of this job description)

Employee:	Signature:	Date:	Extension:
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**LEAD** (Acknowledgement of reading this job description)

Non-MPP Lead: (if applicable)	Signature:	Date:	Extension:
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**MANAGEMENT** *(Acknowledgement that the information is complete and accurate)*

<b>1<sup>st</sup> level MPP Administrator/Dept. Chair:</b> <i>(required)</i> Grace Castaneda	<b>Signature:</b> 	<b>Date:</b> 09/26/2024	<b>Extension:</b> 5836
<b>2<sup>nd</sup> level MPP Administrator:</b> <i>(if applicable)</i> Paul Lazarony	<b>Signature:</b> 	<b>Date:</b> 09/30/2024	<b>Extension:</b>
<b>3<sup>rd</sup> level MPP Administrator:</b> <i>(if applicable)</i>	<b>Signature:</b>	<b>Date:</b>	<b>Extension:</b>
<b>4<sup>th</sup> level MPP Administrator:</b> <i>(if applicable)</i>	<b>Signature:</b>	<b>Date:</b>	<b>Extension:</b>

<b>*****FOR HR USE ONLY*****</b>			
Classifier Initials:	Job Title:		
Date:	Job Code/Grade:	Recruitment ID:	