

MPP / Staff Position Description

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| **HUMAN RESOURCES USE ONLY** |
| **Conflict of Interest (COI) Designated:** [ ]  Yes [x]  No**Mandated Reporter:** [ ]  Limited [x]  General [ ]  N/A**Review Date: 10/18/2024** | ***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:** |  |
| **Department & Division:** | Athletics |
| **Employee Name** *(leave blank if vacant)***:** |  |
| **Current Classification & Grade:** | Coaching Assistant 10 mo/ 0 |
| **FLSA Status:***(exempt or non-exempt)* | 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 |

**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%.*

|  |  |
| --- | --- |
| *Description of Responsiblities:* | *% of time* |
| **I. Recruitment of Student-Athletes and Scout Team Members**1. Assist coaches with recruiting management and mail outs.
2. Design and distribute recruiting materials using Web-based computer software.
3. Communicate with SDSU Athletics areas involved with recruitment.
4. Create recruitment calendar with events and scheduling.
5. Under the direction of the Director of Women’s Basketball Operations, coordinate and organize campus visits (official and unofficial).
	1. Attend recruiting activities and support creating a great experience for visitors.
	2. Create itineraries for recruits.
	3. Assist with travel arrangement for the recruit and parents; including flight, hotel, and ground transportation.
	4. Submit required NCAA and university forms to Athletic Compliance for visit approvals. Ensure compliance with all NCAA and university requirements related to the visit.
	5. Submit required forms to Athletics Compliance and Athletic Business Office for post-visit recaps and reimbursements.
6. Assist with the scout team recruitment, compliance scheduling and screening.
7. Assist in scouting reports and self-scouting after all games.
8. Prepare analysis reports regarding recruits and scout team members.
 | *50%* |
| 1. **Administrative Duties**
2. Coordinate and communicate with the marketing staff for social media/press management.
	1. Assist in creation and distribution of social media content as it relates to promotion and publicity of the Women’s Basketball program.
	2. Assist with promotion and organization of camps and clinics.
	3. Assist with maintaining communication with all coaches and Media Relations staff on features of student-athletes and coaches.
3. Manage and organize the women’s basketball virtual event library.
 | *25%* |
| II. **Assist with Practices and Games.**1. Assist with the preparation and operation of daily practices including practice plans, coaching and post-practice review.
2. Complete selected and specific game day duties as assigned by the coaches. This includes pre-game, game time, and post-game activities.
3. Assist coaches with the breakdown of practice and game film and help prepare scouting reports.
 | *10%* |
| 1. **Assist with NIL**
2. Seek consultation from the NIL Coordinator on strategies for NIL opportunities.
3. 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.
	1. Seek and create opportunities that will lead to potential donors for athletes and the Women’s Basketball Program.
	2. Schedule standing meetings with boosters.
	3. Maintain relationships with current boosters.
	4. Act as the primary liaison between coaches and the booster club.
	5. 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%* |
| 1. **Assist with Alumni Engagement.**
2. Assist with alumni outreach.
3. Assist with planning of alumni visits at home basketball games.
4. Coordinate events and activities related to all alumni interactions.
5. Under the direction of the head Softball coach assist in fundraising activities:
	1. Assist in all aspects of fundraising, including but not limited to program fundraising events, community outreach and NIL sponsorship opportunities.
	2. Coordinate alumni relationships.
 | *5%* |
| 1. **Other duties as assigned by the Head Coach and/or supervisor.**
 | *5%* |

**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.

*C. Specialized skills required for this position*

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

**VII. PREFERRED QUALIFICATIONS:**

Microsoft Office, gmail, Synergy software, ARMS/Teamworks

# 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, they are 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 posit* *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)*

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| --- |
| **INCUMBENT:** To acknowledge reading and receiving a copy of this job description, close this document and click “I AGREE” on your applicant page.  |
| Incumbent’s Acknowledgment |  |  |
|  |
|  |  |  |
| 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.

[ ]   **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.

[x]   **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** |
| 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: |

# 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?
 | [x]  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?
 | [ ]  Yes [x]  No | FERPA (Access to student education records) |
| 1. Is the position responding for recording/reporting Clery Data?
 | [ ]  Yes [x]  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?
 | [x]  Yes [ ]  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?
 | [x]  Yes [ ]  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 |  |  |

# 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.

