

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY

Conflict of Interest (COI) Designated: ☐ Yes ☒ No

Mandated Reporter: ☐ Limited ☒ General ☐ N/A

Review Date: 05/22/2024

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:	May 20, 2024
Department & Division:	Center for Student Organizations & Activities, Student Affairs and Campus Diversity
Employee Name (leave blank if vacant):	
Current Classification & Grade:	SSP III/A & Grade 1
FLSA Status: (exempt or non-exempt)	Exempt
Working Title:	Student Life Advisor for Campus Events & Alternative Programs (CEAP)
Position Number & Job Code:	10009447 & Job Code 3084
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Director, Center for Student Organizations & Activities, 10000808

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.

The Office of the Vice President for Student Affairs and Campus Diversity is responsible for the coordination and development of student services and building the inclusive excellence of SDSU's staff and faculty at San Diego State University. Departments include, but not limited to, Assistant Deans for Student Affairs; Career Services; Communications Services; Counseling & Psychological Services; Cultural and Identity Centers; Center for Educational Opportunity Programs, Outreach and Success; Financial Aid and Scholarships; Military Veterans Program; New Student and Parent Programs; Office of the Student Ombudsman; Residential Education; Resource Management; Student Ability Success Center; Student Health Services; Student Life and Leadership; Student Rights and Responsibilities; Testing Services Office; Well-being & Health Promotion; and programming related to Inclusive Excellence.

Division of Student Affairs and Campus Diversity

The Division facilitates the academic and career success, personal growth and well-being of all students, and works proactively to address systemic inequities through professional learning, community building, advocacy, policy recommendations and organizational structures. We aim to foster an affirming campus culture based on the core values of excellence, equity, diversity, belonging and inclusion through:

- Recruiting and retaining faculty and staff who are reflective of the diverse student body and communities served by SDSU, and recruiting students who are representative of the rich diversity of the region and the world;
- Fostering an environment that is welcoming, affirming, and empowering for students, faculty, staff and alumni of all backgrounds;
- Enhancing the career and educational pathways of a diverse student body, the faculty and staff, including enhancing the learning environment and expanding learning opportunities for all students inside and outside the classroom, and expanding and connecting opportunities for students to participate in transformational experiences;
- Developing leaders who believe in and lead others toward supporting civility, mutual respect and diversity in our society and workplaces; and
- Cultivating relationships with the local community that advance the well-being of diverse individuals and communities.

Position upholds the Student Affairs and Campus Diversity Statement on Diversity, Equity, and Inclusion, specifically:

“The Division of Student Affairs and Campus Diversity acknowledges and honors the inherent value and dignity of all individuals by creating and nurturing a learning and working environment that affirms and leverages our community’s diversity of traditions, heritages, perspectives, and experiences. We are committed to fostering a culture of inclusive excellence designed to facilitate the personal and professional success, growth, development, and well-being of all members of our community. We manifest this commitment through our innovative, strategic and collaborative efforts to develop leaders who believe in and lead others toward practicing civility, mutual respect, and inclusion in our workplaces and society.”

Employee Name:

The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students reports to the Vice President for Student Affairs and Campus Diversity and serves as one of the executive officers in the Division. The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students is responsible for the direction and coordination of department programs/personnel as designated by the Vice President for Student Affairs and Campus Diversity. The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students represents the interests of the Division on a day-to-day basis at the sub-Cabinet level and is responsible for the promotion of student development through a program of co-curricular activities and services to students. The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students is also responsible for the quality of the campus social, cultural and educational environment and the student services that enhance the University's academic programs and the intellectual and personal development of students on the San Diego State University campus.

The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students is responsible for supervising, monitoring and implementing programs and services that have a direct impact on orientation, transition, and student retention. These programs and services are designed to ease the transition to the University, enhance student involvement/participation in university organizations, and promote diversity, equity, and inclusion. The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students promotes student rights and encourages citizenship responsibility among students. They also facilitate the development of orientation, transition and retention initiatives.

The Office of the Dean of Students is responsible for supervising, monitoring and implementing programs and services that have a direct impact on orientation, transition, and overall student success and retention. These programs and services are designed to ease the transition to the University, enhance student involvement/participation in university organizations, and promote diversity, equity, and inclusion. The Office of the Dean of Students promotes student rights and encourages citizenship responsibility among students. The Office of the Dean of Students consists of the following areas: Campus Assistance, Response, Evaluation, and Support (CARES) Team, Center for Commuter Life, Center for Student Organizations & Activities, Esports Engagement Center, Glazer Center for Leadership and Service, Office of New Student and Parent Programs, and SDSU Connects.

Through participation in the activities within the Office of the Dean of Students, students are connected to the University through an array of structured and informal learning opportunities. Students are encouraged, supported and empowered to pursue academic success, personal growth, an understanding of diverse human experiences, and compassionate activism on and off campus.

II. PURPOSE OF POSITION:

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

Under the supervision of the Associate Director for the Center for Student Organizations & Activities, the incumbent develops and implements programs that facilitate growth in the areas of scholarship, personal and leadership development, citizenship, campus engagement and the clarification of personal values. The incumbent supports strategic initiatives for the campus community through planning, implementing, and evaluating campus events and alternative programs.

The incumbent is responsible for completion of program-related tasks or projects assigned by the appropriate administrator. The incumbent in this position also provides lead support to other program coordinators within the Office of the Dean of Students, including the Pierce Greek Life Center, the Glazer

Employee Name:

Center for Leadership and Service, the Center for Commuter Life, and the Campus Assistance, Response, Engagement, and Support (CARES) program, as well as Office and divisional programs that support retention, academic excellence and enhance graduation rates. Evening and weekend work are a required, routine part of this position.

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 Responsibilities:	(%) Percent of Time
<p>I. Coordination of Campus Events and Alternative Programming.</p> <ul style="list-style-type: none">• Implements late night and weekend events (9:00pm-2:00am, Thursdays through Saturday) throughout the academic year, with a concentration during the first five weeks of the fall semester.• Supports the initiatives outlined by the Presidential Task Force for Alcohol and Substance Misuse and the Presidential Task Force for Student Organizations and Activities.• Coordinates, schedules, and takes minutes for Aztec Nights regular programmer and management team meetings.• Identifies and engages campus partners and student leaders to support the efforts of Aztec Nights, SDSU Go! and other alternative programs, including co-hosting events and idea generation.• Maintains and organizes the Aztec Nights and SDSU Go! shared Google Drives.• Tracks and reviews student participation in Aztec Nights and alternative programs, identifying trends to inform program priorities.• Develops, distributes, and analyzes assessment tools, including but not limited to surveys and focus groups, to evaluate outcomes of the Aztec Nights and alternative programs.• Prepares reports and presentations regarding efforts related to Aztec Nights and student engagement.• Assists with monitoring and updating budgets, including activities such as contracting, purchasing, and administrative functions.• Works cooperatively and develops relationships with University and Auxiliary staff in regard to policies and procedures of event coordination and management (i.e., Environmental Health and Safety, Aztec Shops, Associated Students, etc.).	55%

Employee Name:

Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none">• Supports the coordination of Office of the Dean of Students and University activities and serves as a representative of Aztec Nights and ODOS during campus events including, but not limited to: Welcome Week, Homecoming, New Student Orientations, Explore SDSU, workshops, seminars, retreats, awards and recognition events, leadership and service programs, and Greek Week activities. Additionally, collaborate to facilitate programs with university departments, including but not limited to, those within the Division of Student Affairs and Campus Diversity.• Participates in campus committees as assigned, including the Alcohol and Other Drugs Task Force.• Selects, hires, leads work direction and supervises Special Event Assistants, student assistants whose work supports campus events.	
II. Marketing and Communication. <ul style="list-style-type: none">• Coordinates communication plans and marketing to ensure that alternative programs/events are being well advertised to the SDSU community.• Creates, maintains, distributes and updates Aztec Nights publications, including but not limited to, websites, brochures, reports, videos, files, flyers, posters, social media content and resource materials.• Coordinates the content for Aztec Nights and SDSU Go! social media, including but not limited to Instagram and Facebook.• Publishes Aztec Nights events on university platforms such as the university event calendar and Presence Platform.• Monitors Aztec Nights general email accounts and social media account messages and responds to or refers to the Management Team when appropriate.	20%
III. Program Assessment. <ul style="list-style-type: none">• Utilizing the campus event tracking software, tracks and reviews student participation in Aztec Nights and alternative programs, identifying trends to inform program priorities.• Develops, distributes, and analyzes assessment tools, including but not limited to surveys and focus groups, to evaluate outcomes of the Aztec Nights and alternative programs.	10%

Employee Name:

Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none">• Prepares weekly, semester and annual reports and presentations regarding efforts related to Aztec Nights, alternative programs, and student engagement.• Assists with the Student Programming Advisory Committee with recruitment, outreach, engagement, agenda creation, meeting facilitation, note taking, etc.	
IV. Center for Student Organizations & Activities Duties. <ul style="list-style-type: none">• Provides assistance and support to other staff in the department including those in the following programs: Pierce Greek Life Center, Glazer Center for Leadership and Service, Center for Commuter Life, and special projects and events including but not limited to coordination of volunteers, guidelines, and publicity.• Assists with the development of reports related to the Center for Student Organizations & Activities and Office of the Dean of Students programs.• Assists in the maintenance of departmental materials, websites, social media outlets, and publications.• Serves as an advocate for student involvement in co-curricular activities.• Under the direction of the Director and Assistant Dean of Students for Student Life, as directed prepares proposals for funding, such as the Aztec Parents Grant or sponsorships.• Attends meetings as assigned.	10%
V. Other duties and responsibilities as assigned. <ul style="list-style-type: none">• Other duties and responsibilities as assigned.• Enhances professional development through involvement in appropriate professional organizations.	5%
	100%

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).

Employee Name:

Classification	Working Title	Type of work direction (Direct or General)
Student Assistant	Special Event Assistants	Direct

VI. POSITION REQUIREMENTS:

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

Equivalent to graduation from a four-year college or university in a related field, including or supplemented by upper division or graduate course work in counseling techniques, interviewing, and conflict resolution where such are job-related. Possession of these knowledge and abilities is typically demonstrated through the equivalent of three years of progressively responsible professional student services work experience. One year in the program area to which assigned may be preferred but is not required.

A master's degree in counseling, Clinical Psychology, Social Work, or a directly related field may be substituted for one year of experience. A doctorate degree and the appropriate internship or clinical training in counseling or guidance may be substituted for the three years of experience for positions with a major responsibility for professional career or personal counseling.

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

- Working knowledge of research and observation techniques for the purpose of recording, classifying, and interpreting factual information; and working knowledge of the techniques and methods of interviewing.
- 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 general knowledge of the principles of individual and group behavior.
- Thorough knowledge of the principles of individual and group behavior; general knowledge of the principles, practices and trends of the Student Services field as well as general knowledge of the policies, procedures and practices of the program area to which assigned.; general knowledge of individual counseling techniques; general knowledge, or the ability to rapidly acquire such knowledge, of the organizational procedures and activities of the specific campus to which the position is assigned; working knowledge of student services programs outside the program to which immediately assigned.
- Ability to gather and analyze data; ability to reason logically, draw valid conclusions and make appropriate recommendations; ability to participate in and contribute to group meetings, conferences and interviews; ability to clearly express ideas and recommendations orally; ability to write clear and concise reports.
- Ability to interpret and apply program rules and regulations; ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements; ability to obtain factual and interpretative information through interviews; ability to reason logically; ability to collect, compile, analyze and evaluate data and make verbal or written presentations based on these data; ability to advise students individually and in groups on routine matters where required; ability to recognize multicultural, multi-sexed and multi-aged value systems and work accordingly.

Employee Name:

- Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office.
- Ability to analyze complex situations accurately and adopt effective courses of action; ability to advise students individually and in groups on complex student-related matters; ability to determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature; ability to interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action; ability to carry out a variety of professionally complex assignments without detailed instructions; and ability to establish and maintain cooperative working relationships with a variety of individuals.

C. Specialized skills required for this position

- *Three years of professional experience in student leadership development.*
- *Ability to design and implement programs and services to meet identified student needs and campus needs.*
- *Skills in special event coordination, organization and programming.*
- *Ability to assist in identifying program goals and assist with developing long-range objectives to meet those goals.*
- *Ability to plan, coordinate and evaluate student-oriented events and programs.*
- *Must be able to handle multiple tasks simultaneously.*
- *Must possess strong organizational skills.*
- *Working knowledge of basic principles of student development theory as it applies to both individuals and groups.*
- *Ability to work with an ethnically and culturally diverse student population.*
- *Working knowledge of University policies relevant to student clubs and organizations.*
- *Ability to explain a wide variety of policies and procedures to students, faculty, staff and the general public.*
- *Ability to maintain confidentiality and trustworthy professionalism with staff, faculty, and students.*
- *Must be able to work cooperatively in a team environment.*
- *Ability to be flexible to deal with day-to-day changes in priorities, timeframes and deadlines.*
- *Must have excellent written and verbal communication skills.*
- *Must be familiar with, and abreast of, priorities within the Department, Division and University.*
- *Must be able to correspond with other constituencies on campus and in the community in a professional and cooperative manner.*
- *Must be able to conduct basic research.*
- *Ability to speak before all groups of students and possess the skills necessary to deal with sensitive and confidential issues.*
- *Ability to demonstrate respect and sensitivity towards cultural differences.*
- *Ability to effectively handle and complete several ongoing projects and activities in a work environment characterized by frequent interruptions.*
- *Ability to effectively use Google Suite, and software including but not limited to Word, Excel, and PowerPoint to create and analyze reports, manage data, resource materials and presentations.*

Employee Name:

- *Knowledge of or the ability to rapidly acquire knowledge of Title V, CSU policies and procedures, and University rules and regulations and their application to student organizations, student activities and expression, and student governance structures preferred.*
- *Ability to be creative and innovative.*
- *Ability to work evenings and weekends regularly, including every weekend during the first five weeks of the fall semester..*

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

- N/A

VII. PREFERRED QUALIFICATIONS:

- Master's degree in higher/postsecondary education, public health, health promotion, or related field.
- Knowledge of leadership development theory and practice.
- Ability to assist students in the process of creative problem solving and critical thinking.
- Possess critical decision-making skills.
- Ability to identify problems or potential problems and to assist in formulating and implementing procedures to effect problem resolution and program revisions as needed.
- Experience in program development of student organizations and activities, fraternity and sorority life, leadership programs, cross-cultural center, and student academic success centers preferred.
- Experience working with diverse student populations.
- Experience working in a large, urban diverse higher education setting.

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



May 22, 2024

Appropriate Administrator Signature

Date

Glenn Perez

Glenn Perez (May 22, 2024 14:11 PDT)

May 22, 2024

Classification & Compensation Services

Date



May 22, 2024

Resource Management /Acknowledgment

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

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

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

"N" = never

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

Center for Student Organizations & Activities
Organization Chart
Updated May 17, 2024

