

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
Conflict of Interest (COI) Designated: <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>MPP Positions Only</u>
Mandated Reporter: <input type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> N/A	MPP Job Code:
Review Date:	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:	5/28/2024
Department & Division:	Division of Research & Innovation
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	
FLSA Status: <i>(exempt or non-exempt)</i>	
Working Title:	RSCA Events Specialist
Position Number & Job Code:	Administrative Analyst/Specialist-Exempt 1
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Senior Associate Vice President for Research

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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.

- Our mission at the Division of Research and Innovation (DRI) is to amplify and invest in transformative, multidisciplinary research, scholarship and creative activities and fortify San Diego State University as a premier community-engaged and border-connected public research university where excellence and access converge. Our vision is to encourage university and community partners to push the limits of imagination and discovery, catalyzing innovative, equitable and collaborative solutions to society's most pressing challenges.

II. PURPOSE OF POSITION:

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

- Reporting to the Senior Associate Vice President for Research within the SDSU Division of Research and Innovation (DRI) and in collaboration with the Office of the Vice President, the AVP for Research Advancement, the AVP for Innovation, and the AVP of Research Support Services (and other departments within DRI, as needed), the RSCA Events Specialist is in charge of the planning, execution, and oversight for all aspects of the Division's RSCA-focused events. These events include but are not limited to the annual SDSU Student Symposium, Albert W. Johnson award ceremony, twice annual all-staff meetings, faculty book celebration, Women in STEM, Rising Stars, Explore SDSU, Writers Retreat, and the SDSU Summer Undergraduate Research Program events. This is a multifaceted position within DRI and the planning and coordination of events that highlight and celebrate faculty and student research, scholarship, and creative activity, engage community members and stakeholders, foster a sense of community, and promote SDSU's brand.

III. CHANGES IN RESPONSIBILITIES:

N/A

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%.

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Description of Responsibilities:	(%) Percent of Time
<p><u>RSCA Special Events Management</u></p> <ul style="list-style-type: none">● Within the Division of Research and Innovation, use sound administrative practices and procedures to strategically conceptualize, plan, direct, and implement all aspects of research-related events for multiple departments (e.g. Office of the VP, Research Operations, Research Advancement, etc.). Develop an event strategy aligned with the division's goals and objectives. This includes collaborating closely with DRI leadership to develop event themes, objectives, target audiences, and desired outcomes.● Manage all logistical aspects for DRI events. Coordinate logistics such as event set-up, signage, registration, transportation, accommodations, and audio-visual requirements. Oversee onsite operations with staff, volunteers, and vendors to ensure smooth execution.● Create and manage event budgets, ensuring cost-effectiveness while maintaining high-quality experiences. This includes working closely with the DRI resource manager to plan event budgets and make spending decisions within campus budget guidelines. Work directly with the DRI Director of Strategic Partnerships to coordinate aspects of sponsorships and partnerships as it relates to events management.● Provide lead work direction during the planning and implementation of events for department coordinators, student assistants, volunteers, and other DRI staff and administration.● Source and negotiate contacts with internal and external vendors, including caterers, venues, branded products, and venues while ensuring institutional policies and regulations.● Ensure the accessibility (e.g., ASL signers, ADA accessibility, etc.) of all events for our diverse SDSU community using best practices and processes to promote diversity, equity, and inclusion.● Serve as a liaison between DRI and other SDSU divisional events (e.g., SDSU Explore) by serving on committees or providing consultation. Collaborate with various departments, student organizations, alumni associations, and community partners to coordinate events and maximize participation. Build and maintain positive relationships with stakeholders.● Assess complex event-related issues and independently make decisions and recommendations for action.● Organize, plan, and lead committees related to DRI events. This includes but is not limited to vision meetings, planning meetings, and post-event evaluation meetings.	70%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none">● Identify potential risks and develop contingency plans to mitigate them. This includes issues related to safety, security, weather, and emergencies.● Collect feedback from participants and stakeholders to evaluate event effectiveness and identify areas for improvement. Use data and metrics to assess ROI and inform future planning. Develop a matrix of success for all events including processes for evaluating event success.● Stay updated on industry trends, best practices, and emerging technologies in event planning. Attend conferences, workshops, and training sessions to enhance skills and knowledge.● Effectively interact and communicate with event guests, dignitaries, board members, and other event stakeholders.●	
<p><u>Marketing and Promotion of Events</u></p> <ul style="list-style-type: none">● Closely collaborate with the Director of Research Communications to ensure maximum visibility and knowledge of events by campus stakeholders through promotional outreach mediums such as email, social media, websites, and print.● Liaise with San Diego community agencies and organizations as necessary to promote DRI events. This includes close collaboration with the Director of Strategic Initiatives concerning corporate sponsors and potential donors.● Provide lead work direction to department coordinators and student assistants for the marketing and communication of DRI events.●	20%
<p><u>Other Duties</u></p> <ul style="list-style-type: none">● Create and maintain standard operating procedures for all DRI events. Recommend changes in policy and procedures for event management to DRI leadership and administration.● Assist in hiring and provide lead work direction to student assistants and interns.● Prepare and lead discussions and presentations for DRI leaders (or other SDSU leadership or stakeholders) related to research-related events.● Evaluate current DRI systems related to event registration and recommend alternatives to current processes.	10%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none">Lead the division-wide adoption of the Asana project management program and serve as a champion and content expert for this program.	
Total =100%	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).

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.

- Bachelor’s degree
- General knowledge of public administration principles, practices, and methods.
- At least 3+ years of progressive experience in event planning.

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

- Excellent organizational and time management skills.
- Attention to detail and problem-solving skills.
- Ability to work effectively in a fast-paced, collaborative, team environment and to meet deadlines under pressure.
- Creativity and innovation in event design and execution.
- Ability to prioritize competing demands and tasks.

C. Specialized skills required for this position

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- *Highly skilled in communicating (both written and oral) and building exceptional interpersonal connections with a variety of people.*
 - *Ability to set goals and evaluate goal outcomes.*
 - *Ability to complete tasks independently with minimal supervision and make independent decisions related to event planning.*
 - *Proficiency in event planning software and tools, including but not limited to Asana, Salesforce, Canva, and Cvent.*
 - *Leadership and team management skills*

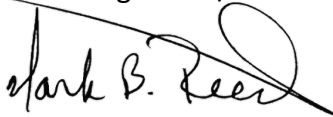
D. License and Certification Required (I.e., Driver's License and Grade, Certification, etc.)

VII. PREFERRED QUALIFICATIONS:

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

5/28/24

Appropriate Administrator Signature

Date

Glenn Perez

[Glenn Perez \(Jun 27, 2024 15:24 PDT\)](#)

Classification & Compensation Services

Jun 27, 2024

Date

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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	
O	Bending (neck)	F	Reading & Comprehending
O	Bending (waist)	F	Writing
N	Climbing	O	Performing Calculations
N	Crawling	C	Communicating Orally
O	Kneeling	C	Reasoning & Analyzing
O	Pushing/Pulling	C	Decision Making
F	Sitting	C	Directing/Coordinating Others:
O	Squatting		Other:
O	Standing	Environmental Working Conditions	
O	Twisting (neck)	N	Exposure to variations in temperature/humidity
O	Twisting (waist)	N	Exposure to chemicals, gases, dust or fumes
O	Walking	N	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	N	Working outside with various weather conditions
N	Using foot controls	N	Uses specialized equipment
	Other:		Other:

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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 type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" 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

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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

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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		

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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.

