|  |  |
| --- | --- |
|  | Date Revised: 10/2/24 |
| STAFF Position Description |

**Instructions:** C*omplete 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, and the original electronic version maintained by the department.* [NOTE: This form is unlocked; you will need to Double-click check boxes in order to check, and Ctrl + Click to open links.]

**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:**  Employee OR  MPP Administrator | **Name: Christopher Aston** |

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 7 working days of start date)*

**B. Current Information**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of current incumbent:** *(if filled)* | | | | | | | | **Employee ID #:** | |
| *Or if vacant*, *name of previous incumbent*: Lonni Lyons | | | | | | | | | |
| **Classification Title:** Student Services Professional 1B | | | | **Job Code:** 3079 | | | **Grade:** 2 | **Position #:** 99745639 | |
| **Working Title:** *(optional*)  Program Assistant, Mentorship Programs | | | | | | [**FLSA**](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) **Status:** Non-Exempt  *(See* [***CSU FLSA/Job Code List***](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) *-* [csun.edu/careers/resources-links](https://www.csun.edu/careers/resources-links)*)* | | | |
| **Department ID:** 10202 | **Department Name:** Student Involvement & Development | | | | | | | | **Time Base:** 1.0 |
| **Lead** *(non-MPP Reports To, if applicable)*  **Name:** vacant | | **Classification Title:**  SSP IV | | | **Working Title:**  Senior Coordinator, New Student & Family Programs | | | | |
| **MPP Administrator/Department Chair** *(Reports To)*  **Name:** Christopher Aston | | | **Working Title:**  Director | | | | | | |

*Please attach an org chart, if requesting a reorganization (current and proposed) (See* [***Campus Org Chart***](https://www.csun.edu/hr/orgchart) *-* [*csun.edu/hr/orgchart*](http://www.csun.edu/hr/orgchart)*)*

|  |
| --- |
| **Is this a sensitive position as designated by the CSU?**  Yes  No *(See* [***Sensitive Table***](http://www.csun.edu/sites/default/files/sensitive-positions-table1.pdf) *-* [*csun.edu/hr/background-checks*](http://www.csun.edu/hr/background-checks)) |

**C. Position Purpose** *(Hint: Complete Section D. first and then summarize; typically between 2 to 5 sentences)*

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

|  |
| --- |
| Under the supervision of the Director this position will assist with the coordination and implementation of the Mentorship Program tasks which include student mentor recruitment, selection, training, and development and serving as an additional liaison between the department and other divisional campus partners throughout the summer and during the New Student Orientation (NSO) season.  *\* Based upon satisfactory progress, the incumbent will be promoted to SSP II after the conclusion of the six-month training program. \** |

**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%)** |
| **Peer Mentorship Program:**   * + - * Oversee 15 to 20 peer mentors (student staff)       * Assists department Budget Manager and Director on student staff payroll recordkeeping. * Assist with development, execution, and evaluation of training programs, workshops and retreats which ensure student staff are well-prepared to mentor and be a resource for incoming students. * Assist with researching various student leadership groups on campus for involvement as peer mentors for the program, primarily selecting from the Orientation Leadership Team. * Interface with students inquiring about, and involved in, the program. * Collaborates with the Orientation Advisory Committee (OAC), from a broad campus network of offices and departments, to plan involvement in peer mentor training, resources offered to first-time students, important campus-wide dates and deadlines, and engagement opportunities available on campus. * Contribute ideas in developing long and short-term strategic plans. * Assists in development of collateral and publications regarding mentorship programs and other communications to new student mentees and mentors. * Reviews and maintains online/internet messaging for program and other related information * Assist with interpreting and applying CSUN, CSU, State and National policies, laws, and executive orders, that require specific procedures for student staff and volunteers, as well as enforces SDTP program standards for all participants. * Works with department staff and/or individually to make program related purchases utilizing established procurement processes. | 80% |  |
| **New Student Orientation (NSO):**   * Assists with the department’s NSO programming * Integrates Peer Mentors into NSO to boost marketing of program opportunities for new students | 15% |  |
| Other duties as assigned | 5% |  |

**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 |  |  |  |  | 1. Lifting or Carrying |  |  |  |
| 1. Repetitive Motion of upper extremities |  |  |  |  | 1. Up to10 lbs. |  |  |  |
| 1. Hearing |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Sight |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Sitting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Standing |  |  |  |  | 1. Pushing or Pulling |  |  |  |
| 1. Walking |  |  |  |  | 1. Up to10 lbs. |  |  |  |
| 1. Bending (from waist or neck) |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Climbing Ladders |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Stooping, Kneeling, or Squatting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Reaching above shoulder level |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL CONDITIONS** | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |
| 1. Inside (Typical office environment) |  |  |  |
| 2. Elevated Work *(Raised platform/scaffold)* |  |  |  |
| 1. Extreme Temperature (hot or cold) |  |  |  |
| 1. Outdoor |  |  |  |
| 1. Hazards |  |  |  |

|  |
| --- |
| **OTHER**  *Describe any additional demands/conditions or special circumstances that are pertinent to the position.* |
| **Lifting/Pushing/Pulling:** Occasionally this position will move program materials between locations in a variety of sizes/weights and sometimes with the assistance of dollies/carts/etc.  **Standing/Sitting:** Desk space can be retrofitted for ergonomic comfort that would allow for more/less sitting vs. standing, etc. |

**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 Suite (or comparable Apple/Mac office applications)  (incl. Word, Outlook/Mail/PowerPoint/Excel/etc.) | Create/update/review/revise documents, spreadsheets, presentations, communications (letters and email), etc… |
| General Office Equipment  (incl. Phone, Copies, Printer, etc.) | To conduct/facilitate general office/programmatic business |
| Adobe Software (occasionally)  Acrobat, PDF, Photoshop, Illustrator, InDesign | Creation/updating/review/revise documents, presentations, artwork, communications, and other associated programming collateral |
| CSUN based software and analytics: SOLAR, PeopleSoft and EAB, | Review, Research, and Analysis of students entering and/or graduating for projection and program creation purposes, and input of student experiences. |

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

**(A). Training and/or Licenses:** *List required and preferred training, licenses or certifications. If a license is required for any position outside of the* [*CSU Professional License Table*](https://www.calstate.edu/hrpims/pims/Appendix/professional_license_table.htm) *(*[*www.calstate.edu/hrpims/pims/appendix/professional\_license\_table.htm*](http://www.calstate.edu/hrpims/pims/appendix/professional_license_table.htm)*), a justification must be provided in description.* ***\*****Any 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)* |  |  |  |
| **\***CSUN Defensive Driver Training and Powered Cart/Low Speed Vehicle Safety Training (if appl) |  |  |  |
| **\***CSUN Procurement Card (P-Card) Training |  |  |  |
|  |  |  |  |
| **(B). Additional Knowledge, Skills, and Experience:***List additional knowledge, skills, and experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.* | | | |
| **Demonstrable knowledge of the following:**   * Knowledge of the practices, procedures and activities of large scale special event programming * General knowledge of the methods and problems of organizational and project management * Volunteer recruitment and retention techniques * Knowledge of group process training and development practices * Knowledge of student development theory and desired outcomes * Knowledge of Microsoft Office (incl. Word, Excel, PowerPoint, and Outlook or other email/calendaring platforms).   **Demonstrable ability to do the following:**   * Clearly express ideas and directions verbally and in writing * Establish and maintain cooperative working relationships with students, student organizations, faculty, staff, administrators, commercial vendors, agents, artists, and the general public * Provide training and development programs for student staff and volunteers in programming related areas * Plan, publicize, implement and evaluate a variety of social, cultural, educational, recreational and celebratory programs that are reflective of evolving campus needs * Effectively analyze, judge and provide critical feedback on marketing and other print materials with a strong attention to detail * Development, monitoring and analysis of programmatic budgets * Negotiate and execute contracts * Interpret and apply University rules and regulations * Recognize multicultural value systems and work accordingly   **Minimum Qualifying Education:**  Graduation from a four-year college or university with a bachelor’s degree. Specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis including ability to train, supervise, or coach others. *Master’s degree in related program preferred.*  **Minimum Qualifying Experience:**  One year in a college or university, non-profit organization or other program related entity, which included the implementation of campus or organization-wide programming efforts and supervision of paid and/or volunteer employees. A Master’s degree in a related field may be substituted for one year of experience.  **Desirable Training and Experience:**   * Experience in generating and monitoring progress achieved with Student Learning Outcomes * Familiarity with the California State University, Northridge campus, departments and culture. * Familiarity with the Southern California area, Los Angeles and local social, cultural and educational venues and attractions | | | |

**H. Lead or Oversight of Other Positions**  Yes  No (Please list below) *List positions (including Student Assistants) 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.):*

|  |  |  |
| --- | --- | --- |
| **Name** *(if applicable)* | **Job Title** | **Position #** |
| (Varies / Student Assistants) | Peer Mentors (20 to 30 students) | Varies |
|  |  |  |

**I. Changes in Position**

*If this is an existing position that you believe has changed, what specific duties or responsibilities have been changed, added to, or removed since the position was reviewed previously or since the incumbent was assigned?*

|  |
| --- |
| - Update working title to Program Assistant, Mentorship Programs |

**J. Signatures** *(Print, sign and date below)*  **EMPLOYEE** (*Acknowledgement of reading and receiving a copy of this job description*)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:** | **Signature:** | **Date:** | **Extension:** |
| **LEADS / MPP ADMINISTRATORS** (*Acknowledgement that the information is accurate*) | | | |
| **Non-MPP Lead:** *(if applicable)*  **Senior Coordinator (vacant)** | **Signature:** | **Date:** | **Extension:** |
| **1st level MPP Administrator/Dept. Chair:** *(required)*  **Christopher Aston** | **Signature:** | **Date:** | **Extension:** |
| **2nd level MPP Administrator:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |
| **3rd level MPP Administrator:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |