|  |  |
| --- | --- |
|  | Date Revised: 12/5/2023 |
| 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 **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:** |

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*: | | | | | | | | | |
| **Classification Title:** Admin Analyst/Specialist 12 mo | | | | **Job Code:** 1038 | | | **Grade:** 2 | **Position #:** 99746885 | |
| **Working Title:** *(optional*)  Events Specialist, HSI National Initiatives | | | | | | [**FLSA**](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) **Status:** Exempt  *(See link to* [***CSU FLSA/Job Code List***](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf)*)* | | | |
| **Department ID:** 10483 | **Department Name:** Global HSI Equity Innovation Hub | | | | | | | | **Time Base:** 1.0 |
| **Lead** *(Staff lead, if applicable)*  **Name:** | | **Classification Title:** | | | **Working Title:** | | | | |
| **MPP Administrator/Department Chair** *(Reports To)*  **Name:** Verónica Montoya | | | **Working Title:**  Senior Director of HSI National Initiatives | | | | | | |

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

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

**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.*

|  |
| --- |
| As part of the National Initiatives Team of Global Hispanic Serving Institution (HSI) Equity Innovation Hub, and under the direction of the Senior Director of HSI National Initiatives, the HSI National Initiatives Event Specialist provides a variety of administrative and operational functions in event coordination, administration and development with the Global HSI Equity Innovation Hub (EIH) at CSUN in alignment with the vision, mission, and values of the project and CSUN. The position leverages technology, creativity, and innovation to implement the EIH event portfolio. In coordination with the National Initiatives Team of the EIH, the HNI-EC provides leadership and is responsible for researching, planning, developing, coordinating and evaluating national events such as convenings, institutes, and other large-scale or special events. Specifically, the HNI-EC facilitates, coordinates, and oversees overall EIH event planning, scheduling, and coordination, including pre-and post-event and day-of-event activities. This includes venue coordination and reservations, budgeting, event budget projections, vendor and contractor coordination and oversight, event scheduling, reporting and logistics, event and outreach material development, and technology needs coordination for in-person and virtual events and related follow up. These duties include working with national and regional partners, HSI institutional partners, community and campus constituents, students, families, and other key partners and collaborating to ensure successful event completion. As central to the work of the EIH, the HNI-EC and the National Initiatives Teamwork to foster a culture of inclusive excellence and ensure that equity and justice are modeled and upheld and a sense of belonging is nurtured. |

**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%)** |
| **Event Planning, Development, Administration, Oversight & Coordination**   * In coordination with the EIH National Initiatives team (NIT), general supervision of the Senior Director of HSI National Initiatives, provides leadership and event oversight for the Global HSI Equity Innovation Hub (EIH) and national initiatives of the EIH to meet the goals of inclusive excellence and EIH project goals. * Leverages technology, creativity, and innovation to accomplish event coordination and administrative duties; actively contributes to an engaging, productive, welcoming, and inclusive culture within the department and must demonstrate a deep commitment to diversity, inclusion, equity, and student success related to advancing structural equity at minority-serving institutions. * Researches, plans, develops, coordinates, supports and oversees events of the EIH and national initiatives of the EIH, including large-scale national events such as national convenings, institutes, and other special events, contributing to the completion of broad and complex program projects and goals. * Independently researches, plans, oversees and tracks EIH events and organizes an EIH Events Schedule, including keeping an inventory of available venues and platforms, compiling event reservations across multiple platforms, and developing database, guest lists, and outreach schedules. * Facilitates, coordinates, and oversees overall EIH event planning and coordination, including logistics and reservations, scheduling, bookings and rentals, budgeting, vendor selection, and day-of-event activities, as well as pre-and post-event activity. * Works collaboratively with the EIH and NIT-EIH team, campus-wide partners, community partners, students, families, and national partners. * Serves as the primary liaison between event planners, planning, and external partners and liaises with vendors, venue representatives, contractors, and other third-party members required for event coordination and special events programming. * In coordination with the EIH and NIT-EIH team, prepares and coordinates other EIH and NIT-EIH meetings, visits, and presentations, including national partner meetings, site visits, meetings, and presentations with and for partners, campus officials, funders, and other external officials and special guests. * Serves as the lead in compiling campus and regional resources for technical and logistical support and coordination, including facilities support AV and other technology needs. * Coordinates and supports EIH virtual events, including virtual event tracking and planning, platform preparation, and integration of virtual event programming to in-person events. * In consultation with the NIT-EIH and coordination of relevant internal EIH staffing, serves as the lead on day-of event and virtual event arrangements, including room layout, parking, audiovisual, and other technical needs. * Works independently to make the necessary event and programming modifications based on changes and updates in event coordination. * Analyzes, evaluates, develops, and implements procedures and solutions to improve EIH programming and events and provide recommendation regarding new or innovative approaches. Works to uphold appropriate event and campus-wide guidelines, policies, and procedures. Uses ingenuity in determining methods to achieve programmatic goals and event operations. | 60 |  |
| **Communication Strategies and Marketing**   * Responsible for building effective communication and public relations with national and external partners, regional and community partners, the overall campus community, and other external audiences to ensure that events conducted align to the vision of the EIH and are well planned, partners and stakeholders are engaged and aware of their role. * Develops, supports, and maintains event artifacts and materials, including pre-event activities and outreach such as invitations and attendance tracking, programs, flyers, website event updates, and other publicity materials; during-event materials including event staffing plans, programs, surveys and evaluations, event information for talking points; and post-event materials such as compiling events statistics, survey and evaluation compilation and tracking attendance, any follow up correspondence. | 15 |  |
| **Administrative, Recordkeeping, Reporting & Budgetary Support**   * Provides administrative support with EIH and NIT-EIH events and programming related to budgetary, data collection and other reporting for funders and other partners as well as moderate to complex office and administrative and coordination functions such as managing calendars, emails, and phone calls, that support coordination and implementation of EIH events. * Maintains and oversees department event inventory and supplies. * Works closely with the EIH Director of Operations and Fiscal Officer, the EIH Administrative & Operations Coordinator and the National Initiatives Team in coordinating vendor information, requisitions, purchase orders, contracting, supply orders, and other materials related to overall event coordination and implementation. * Presents budgetary needs for events, including requests, bids, cost analysis, quotes, research for materials, and provides timely updates and information for event coordination and implementation. * Supports post-event collection of vendor information for invoicing, review final budget costs and support event and budget reporting and post-event summaries, including compiling data needed for overall event reporting. * Provides summary and impact reports related to events and other post-event analysis such are event budget, attendance and survey and evaluation data. | 15 |  |
| Perform 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 to 10 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 to 10 lbs. |  |  |  |
| 1. Bending *(from waist or neck)* |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Climbing *(Ladders, stairs or stools)* |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Stooping, Kneeling, or Squatting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Reaching |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 (including special schedules) that are pertinent to the position.* |
|  |

**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* |
| MS Office Suite | Daily work, general office support, support with presentation and meeting materials |
| Zoom, Box | Event support and coordination with virtual meetings, event organization and tracking |
| Adobe Creative Suite (Adobe Acrobat, Adobe Sign) | Project, initiative and event support |
| Internet; Social Media platforms; Photoshop, Canva or other similar programs or platforms | Project, initiative and event support |

**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. 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)*, 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 Procurement Card (P-Card) Training |  |  |  |
| **\***CSUN [Defensive Driver Training](https://www.csun.edu/ehs/request-defensive-driving-powered-cart-training)  Powered Cart/Low Speed Vehicle Safety Training (if appl) |  |  |  |
|  |  |  |  |
| **(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.* | | | |
| Bachelor’s degree from an accredited four-year college or university or the equivalent of three years of full-time, progressively responsible administrative, event planning and coordination, or related work experience or training requiring the use of independent judgment involving the study, evaluation, development or improvement of administrative policies, procedures, practices, or programs.   * Strong project management and organizational skills and experience in event planning, event coordination, and/or administrative duties, including scheduling, time management, attention to detail, and ability to oversee concurrent projects, events, and schedules. Ability to plan, coordinate and oversee concurrent projects, events, and schedules and effectively prioritize, multitask, and coordinate multiple events, projects, and initiatives, and organize work to meet deadlines, events schedules, and timelines while simultaneously adapting to changing circumstances. * Experience in working with various internal and external partners, including national and project partners, stakeholders, community members, students and their families, alumni, campus leaders, vendors, contractors, and other partners; working to establish and maintain cooperative working relationships in event coordination and overall project administration while maintaining a high level of professionalism, diplomacy and tact, working to address the needs of event and initiative planning, constituent needs, and able anticipate problems and address them proactively while maintaining a high level of professionalism, diplomacy, discretion, and tact. * Demonstrated experience in taking initiative, being proactive and comfortable in a fast-paced office environment balancing multiple priorities and assignments and exercising independent and sound decision-making as part of a highly-collaborative team while committed to learning, ongoing professional growth, and continual improvement and team development. * Strong verbal and written communication skills for effective communication in event coordination with multiple partners and constituencies, developing and drafting event and outreach materials, drafting reports, summaries, presentations, and other materials. * Proven ability to evaluate a wide variety of information, including data, rules, regulations, policies, and procedures; ability to set and ensure project and event compliance with deadlines * Demonstrated commitment to diversity, equity, and inclusion efforts and active engagement in promoting an inclusive culture.   Preferred Qualifications:   * Experience with leading, organizing or coordinating large-scale or special events from planning to production, preferably in an academic environment, with experience in large-scale event procedures, planning tools, practices, methods and the ability to translate ideas into viable plans and the successful implementation of those plans while overseeing overall workflow. * Experience in managing large-scale event budgeting, and budget projections. * Experience in using design or marketing tools, digital or social media tools, technology or software platforms, or design tools, and data evaluation or tools. * Experience or knowledge of working with grant projects, STEM programs or initiatives, HSI programs, or other programs for historically underserved and underrepresented students or communities. * Bilingual in Spanish. | | | |

**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)** |
| Student Assistants | Student Assistant | Varies |
|  |  |  |

**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:** |
| **LEADS / MPP ADMINISTRATORS** (*Acknowledgement that the information is accurate*) | | | |
| **Non-MPP Lead:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |
| **1st level MPP Administrator/Dept. Chair:** *(required)* | **Signature:** | **Date:** | **Extension:** |
| **2nd level MPP Administrator:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |
| **3rd level MPP Administrator:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |
| **4th level MPP Administrator:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |