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|  | Date Revised: |
| 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 (*[*hrclass-comp@csun.edu*](mailto:hrclass-comp@csun.edu)*), 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

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| **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**

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| **Name of current incumbent:** *(if filled)* | | | | | | | | **Employee ID #:** | |
| *Or if vacant*, *name of previous incumbent*: | | | | | | | | | |
| **Classification Title:** Administrative Support Assistant | | | | **Job Code:** 1032 | | | **Grade:** 2 | **Position #:** 99746810 | |
| **Working Title:** *(optional*)  Black Scholars Matter Program Assistant | | | | | | [**FLSA**](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) **Status:** Nonexempt  *(See link to* [***CSU FLSA/Job Code List***](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf)*)* | | | |
| **Department ID:** 10179 | **Department Name:** Office of the VP for Student Affairs | | | | | | | | **Time Base:** 100% |
| **Lead** *(Staff lead, if applicable)*  **Name:** Dr. Theresa White | | **Classification Title:**  Instr Fac AY | | | **Working Title:**  Program Director, Black Scholars Matter (BSM) | | | | |
| **MPP Administrator/Department Chair** *(Reports To)*  **Name:** Dr. Freddie Sanchez | | | **Working Title:**  Interim Asst. Vice President, Student Affairs, Equity and Inclusion | | | | | | |

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

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| **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.*

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| Under general supervision of the Black Scholars Matter (BSM) Program Director, the BSM Program Assistant performs the full range of clerical and administrative work assignments providing programmatic and logistical support assistance for the Black Scholars Matter (BSM) Program and facility housed within the Division of Student Affairs. Tracks program expenses, obtains direct approval for expenditures, submits supply/equipment orders as requested, and assists with reconciling program budget; assists with research by gathering data, works as a front line contact for a variety of campus and community individuals which assists with partnership development, and acts and informational resource for BSM students by participating in BSM community engagement projects; assists Program Director with coordination of program activities and events; assists with developing qualitative surveys: gathers data, tracks and maintains digital student records and program databases; provides holistic support for BSM Scholars; in collaboration with the BSM Empowerment Squad, drafts content for the BSM newsletter; assists the Program Director and BSM team with coordinating required forms, and execution of communication strategies (i.e., emails, phone calls, text messaging etc.) for BSM fundraising campaigns and study away initiatives; assists Program Director with managing the BSM study/office space and office equipment; assists Program Director with onboarding new BSM staff and students; assists Program Director with interviewing and recommending the hiring of staff/student employees; reviews and reconciles student timesheets; assists Program Director with coordinating and scheduling meetings and interviews. |

**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).*

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| **Description of Duties** | **% of Time Total = 100** | **Essential  (Minimum 15%)** |
| **Administrative & Clerical Office Support**   * Performs general clerical duties including filing, data entry, and managing correspondence. * Maintains and organizes hard copies and digital student records. * Supports the Program Director in preparing program-related documents, applications, surveys, and reports, and assists with scheduling interviews. * Monitors program timelines and deliverables to ensure deadlines are met. * Serve as a primary contact for campus and community individuals | 40 |  |
| **Event & Meeting Assistance**   * Assists the Program Director with coordinating program activities and events, including logistics and participant tracking, to ensure essential functions are covered, including monitoring facility usage and maintaining facility operations. * Set up and attends meetings with campus and community partners. * Provides clerical and technical support to the Program Director and BSM team for BSM campaigns and initiatives. * Act as a liaison for BSM mentors and tutors, and assists with scheduling, interviews, reference checks, and team onboarding. * Works with the Program Director to schedule BSM team meetings, including creating agendas, PPT slide decks, and spreadsheets. Takes meeting minutes and sets up refreshments for meetings (as needed). | 20 |  |
| **Communication & Outreach Support**   * Schedules group meetings and individual advisement sessions, providing informational resources to support the academic and personal well-being of Scholars. * Assists with partnership development by providing clerical and technical support, and gathers data for the BSM Community Engagement Project. * Assists with developing qualitative surveys (i.e. data gathering and data entry, scheduling, document preparation, distribution, and record keeping.) * Drafts content for the BSM newsletter for submission to the BSM Empowerment Squad and supports the development of BSM Podcast content. * Assists with the execution of communication strategies for BSM fundraising campaigns and study away initiatives, including managing emails, phone calls, and text messages. * Provides informational resources to BSM students and contribute to community engagement initiatives. | 15 |  |
| **Financial/Budget Support**   * Track program expenses, obtain necessary approvals for expenditures, and process orders for supplies and equipment as needed. * Submits chargebacks and assists the Program Director with other financial tasks and budget reconciliation. * Files, tracks, and maintains financial records related to the program. | 15 |  |
| **Staff & Student Support**   * Assist with the onboarding of new BSM staff and students, providing orientation and support. * Performs initial review and reconciliation of student timesheets. * Assists the Program Director with interviewing, recommending, and hiring staff and student employees. * May provide general work direction and oversight for student assistants | 5 |  |
| Performs 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.*

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| **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 |  |  |  |  |  |  |  |  |

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| **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 |  |  |  |

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| **OTHER**  *Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.* |
| Occasional evening and weekend work. |

**F. Equipment** *List any special software and machines, tools, and equipment used on a regular basis.*

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| **Type** | **Purpose and Desired Results** |
| *Example A1) Lawn Mower Example B1) Microsoft Word* | *Example A2) Mowing grass Example B2) Create or update documents* |
| Qualtrics, Excel, Survey Monkey | Data analysis, management and reporting |
| PowerPoint, CANVA or equivalent | Creation of slide decks for presentations; promotional materials |
| Microsoft Word | Preparation of text documents |
| Canvas | Maintenance of program’s learning management system |

**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.*

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|  | **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)  and Powered Cart/Low Speed Vehicle Safety Training (if appl) |  |  |  |
| CSUN FERPA Training |  |  |  |
| CSUN Information Security Awareness Training |  |  |  |
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| **(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.* | | | |
| General knowledge of academic advising and student aid processes | | | |

**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.):*

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| **Working Title** *(if applicable)* | **Classification Title** | **Position Number(s)** |
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**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.*

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

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| **Employee:** | **Signature:** | **Date:** | **Extension:** |
| **LEADS / MPP ADMINISTRATORS** (*Acknowledgement that the information is accurate*) | | | |
| **Non-MPP Lead:** *(if applicable)*  **Dr. Theresa White** | **Signature:** | **Date:** | **Extension:**  **7400** |
| **1st level MPP Administrator/Dept. Chair:** *(required)*  **Dr. Freddie Sanchez** | **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:** |