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|  | Date Revised: 06-18-24 |
| 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 (**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:**     |

[x]  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*: *John Lejay II* |
| **Classification Title:** SSP II | **Job Code:** 3082  | **Grade:** 1 | **Position #:** 99740953 |
| **Working Title:** *(optional*)Activities Coordinator, Fraternity and Sorority Life  | [**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:** 10375 | **Department Name:** Matador Involvement Center | **Time Base:** 1.0 |
| **Lead** *(Staff lead, if applicable)***Name:**       | **Classification Title:**       | **Working Title:**      |
| **MPP Administrator/Department Chair** *(Reports To)***Name:** Aja Butler | **Working Title:**Director, Student Life and Leadership |

*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?** [x]  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 the general supervision of the Director of Student Life and Leadership, the Activities Coordinator for Fraternity and Sorority Life supports the growth and development of CSUN’s diverse and vibrant fraternity and sorority life community. Provides direct advising support for the Panhellenic Council (PHC) and Interfraternity Council (IFC); supports student learning and development and the implementation of safe and effective intake and recruitment processes. Ensures student organizations comply with federal, state and local laws, and University/CSU system-wide policy. Plans assigned hazing prevention education programs, Greek officer transition trainings, risk management trainings, the annual Greek advisor training, and Greek Graduation Celebration. Supports and attends evening and weekend programs, events and activities. Contributes to the development and execution of program and department events and activities, engages in effective relationship building with internal and external stakeholders, and supports University and department efforts, initiatives and programs that advance equity and diversity at the University. Evaluates and assesses assigned programs and serves as the lead for assigned graduate and/or student assistants (when available). This is a high student contact position, requiring frequent work during the evening and/or the weekends.  |

**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 TimeTotal = 100** | **Essential (Minimum 15%)**  |
| **Council and Chapter Advisement*** Contributes to the development of a diverse, inclusive and vibrant Fraternity and Sorority community at CSUN.
* Provides support and advocacy for students while emphasizing individual accountability and responsibility within a vibrant and diverse campus community.
* Directly advises the Interfraternity Council (IFC) and Panhellenic Council (PHC).
* Meets regularly with council presidents, council recruitment chairs, chapter presidents and other officers as directed. Attend student governing council meetings.
* Reviews and approves recruitment intake plans for IFC and PHC chapters seeking to recruit new members.
* Advises fraternity and sorority organization leaders on University and department policy, procedures, and guidelines (e.g., club recognition requirements, intake/recruitment plan processes, Title IX, Student Code of Conduct, etc.)
* Implements CSUN Greek Recommendations and related mandates (i.e., PREP, council affiliation, Greek 101, Greek 102, chapter standards program, etc.)
* Implements Federal, State, and local laws; ordinances, and mandates; CSU Executive Orders, and CSUN policy
* Supports the formal and informal recruitment and membership intake processes for IFC and PHC chapters.
* Conducts eligibility/grade collection and verification analysis.
* Meets with IFC and PHC chapter leadership each semester to review chapter scholarship reports.
* Serves as a resource for community building, leadership development, scholarship, new member education, wellness, risk management, crisis intervention, sexual assault prevention, chapter development, student conduct and policy development, and event/program planning.
* Meets with the Director and inter/national headquarters personnel, local advisory leadership, the neighborhood/community, faculty/staff advisors, alumni, and parents as directed.
* Assists with processing off-campus event registration forms
* Reviews programs, events and activities for consistent application of risk management standards.
* Assists with planning for Greek Graduation Celebration
* Participates in regional Greek Consortium meetings and other opportunities to connect with advisors in the fraternity and sorority community.
* Leads work direction of assigned student assistants and graduate assistants
* Supports the overall mission of the Matador Involvement Center
 | 40 | [x]  |
| **Training, Leadership and Organizational Development*** Plans and facilitates educational trainings and leadership development offerings (e.g., Greek 101, Greek 102, PREP, risk management, officer transition workshops, conflict management, off-campus events, etc.) for Greek organizations
* Facilitates judicial hearing trainings for IFC and PHC council representatives
* Plans the annual Greek advisor training and assists with updating the advisor handbook and other educational resources.
* Supports planning and marketing for hazing prevention efforts
 | 25 | [x]  |
| **Technology, Marketing and Accessibility*** Supports the development and design of fraternity and sorority life webpages, social media accounts, ensuring information is current and accurate.
* Ensures marketing materials are accessible per university requirements.
* Monitors training completion rates and verify students complete the program prior to receiving an invitation for membership (bid, application, invitation, etc.)
* Utilizes online software programs and learning management systems to deliver education content for potential new members and active members.
* Works with campus partners to review and update training content for mandatory trainings.
* Develops online educational resources for students and advisors as needed.
* Supports the clubs and organizations compliant review process as a facilitator and uses technology tools, such as Maxient for adjudication of cases.
 | 15 | [x]  |
| **Assessment and Reporting*** Assists with the collection of data from each recognized fraternity and sorority organization in accordance with the Campus-Recognized Sorority and Fraternity Transparency Act.
* Compiles, maintains and publishes a publicly accessible report in compliance with the Campus-Recognized Sorority and Fraternity Transparency Act.
* Works with the department Director to create, implement and assess student learning outcomes, surveys, and evaluations for trainings and presentations
* Prepares data reports for internal and external review
 | 10 | [x]  |
| **Other Responsibilities*** Assists with preparation of the AS Annual and supplemental budget requests for designated programs
* Uses assigned program budget(s) in accordance with department goals, priorities and directives
* Supports the overall mission of the Matador Involvement Center
* Attends department, divisional and university meetings, events, trainings, etc.
* Serves on committees as assigned
* Assists with department events, programs, activities as assigned
* Assists with coordinating department involvement in university and community events as assigned
 | 5 | [x]  |
| 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
 | [x]  | [ ]  | [ ]  |  | 1. Lifting or Carrying
 |  |  |  |
| 1. Repetitive Motion of upper extremities
 | [x]  | [ ]  | [ ]  |  | 1. Up to 10 lbs.
 | [x]  | [ ]  | [ ]  |
| 1. Hearing
 | [x]  | [ ]  | [ ]  |  | 1. Up to 25 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Sight
 | [x]  | [ ]  | [ ]  |  | 1. Up to 50 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Sitting
 | [x]  | [ ]  | [ ]  |  | 1. Over 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Standing
 | [x]  | [ ]  | [ ]  |  | 1. Pushing or Pulling
 |  |  |  |
| 1. Walking
 | [x]  | [ ]  | [ ]  |  | 1. Up to 10 lbs.
 | [x]  | [ ]  | [ ]  |
| 1. Bending *(from waist or neck)*
 | [x]  | [ ]  | [ ]  |  | 1. Up to 25 lbs.
 | [x]  | [ ]  | [ ]  |
| 1. Climbing *(Ladders, stairs or stools)*
 | [x]  | [ ]  | [ ]  |  | 1. Up to 50 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Stooping, Kneeling, or Squatting
 | [x]  | [ ]  | [ ]  |  | 1. Over 50 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Reaching
 | [x]  | [ ]  | [ ]  |  |  |  |  |  |

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

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| **OTHER**  *Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.* |
| Frequent work during evenings and weekends |

**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* |
| Microsoft Office Suite (i.e., Work, Excel, PowerPoint, Outlook, MS Teams, etc.); Google Drive, Canva | Create documents, presentations, data reporting and analysis, email correspondence |
| Qualtrics and Anthology Baseline | Create, distribute and collect assessment data, run reports |
| Anthology Engage | Create online forms, promote events, track student attendance at events, manage chapter rosters, etc. |
| Social Media (Instagram, Facebook, YouTube, etc.) | Market events, upload video trainings, correspond with students and the public, etc. |
| Various internet browsers (Chrome, Internet Explorer, FireFox) | Access various cloud-based software platforms, update the website, internet searches, etc. |
| Kahoot | Create and deliver training and education materials |
| Zoom, MS Teams | Host meetings, trainings, events, etc. |
| SOLAR or other student management system | Verify student enrollment, GPA, unit load, etc.  |
| Maxient | Adjudicate group conduct cases |

**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)* | [x]  |  |  |
| **\***CSUN Procurement Card (P-Card) Training | [ ]  | [ ]  | [x]  |
| **\***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) | [ ]  | [ ]  | [x]  |
| **(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.* |
| Membership in a fraternity or sorority. Experience with Interfraternity Council and Panhellenic Council organizations. Foundational knowledge of student development theory, principles and practices. Ability to train, plan and lead the work of student assistants and volunteers. Ability to apply student affairs principles and practices to implement assigned programs and services. Knowledge of principals of individual and group behavior, and basic counseling and advising techniques. Ability to interpret and apply various policy, procedures and guidelines. Effective verbal and written communication skills. Ability to provide clear and concise information and apply active listening skills. Effective public speaking skills. Demonstrated experience preparing and facilitating trainings, presentations, workshops, meeting, etc. Ability to gather, interpret and evaluate information to make informed decisions consistent with existing policy, procedures and directives. The ability to accurately summarize and present recommendations. Strong organizational skills. Ability to manage competing priorities and apply effective time management skills to meet short and long-term goals. Demonstrated experience, planning and evaluating mid to large scale events. Ability to work independently and as part of a team. Ability to establish and maintain positive and cooperative working relationships with students, staff, faculty, administrators, and the public. A positive and respective attitude. Quality customer service skills. Ability to communicate and collaborate with an ethnically and culturally diverse campus community. |

**H. Lead or Oversight of Other Positions**  [x]  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)** |
| Student Assistant | Brdg Student Assistant | 1874 |
| Graduate Assistant | Graduate Assistant | 2355 |
|       |       |       |
|       |       |       |

**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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| Changed position title from Coordinator, Fraternity and Sorority Life to Activities Coordinator, Fraternity and Sorority Life. Changed classification from SSP III to SSP II. Updated the position purpose. Removed program coordinator responsibilities, decreased responsibilities related to student organization conduct and assessment. Updated sections F. and G.  |

**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:**  |