

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY

Conflict of Interest (COI) Designated: Yes No

Mandated Reporter: Limited General N/A

Review Date: 08/26/2024

MPP Positions Only

MPP Job Code:

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: | 8/19/24 |
| Department & Division: | Career Services, Students Affairs + Campus Diversity |
| Employee Name <i>(leave blank if vacant):</i> | |
| Current Classification & Grade: | Student Services Professional III & Grade 1 |
| FLSA Status: <i>(exempt or non-exempt)</i> | Exempt |
| Working Title: | Industry Relations Lead |
| Position Number & Job Code: | 10003258 & Job Code 3084 |
| Working Title & Position Number of HEERA Designated Appropriate Administrator: | Associate Director of Industry Relations 10005781 |

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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.

The Office of the Vice President for Student Affairs and Campus Diversity is responsible for the coordination and development of student services and building the inclusive excellence of SDSU's staff and faculty at San Diego State University. Departments include, but not limited to, Assistant Deans for Student Affairs; Career Services; Communications Services; Counseling & Psychological Services; Cultural and Identity Centers; Center for Educational Opportunity Programs, Outreach and Success; Financial Aid and Scholarships; Military Veterans Program; New Student and Parent Programs; Office of the Student Ombudsman; Residential Education; Resource Management; Student Ability Success Center; Student Health Services; Student Life and Leadership; Student Rights and Responsibilities; Testing Services Office; Well-being & Health Promotion; and programming related to Inclusive Excellence.

Division of Student Affairs and Campus Diversity

The Division facilitates the academic and career success, personal growth and well-being of all students, and works proactively to address systemic inequities through professional learning, community building, advocacy, policy recommendations and organizational structures. We aim to foster an affirming campus culture based on the core values of excellence, equity, diversity, belonging and inclusion through:

- Recruiting and retaining faculty and staff who are reflective of the diverse student body and communities served by SDSU, and recruiting students who are representative of the rich diversity of the region and the world;
- Fostering an environment that is welcoming, affirming, and empowering for students, faculty, staff and alumni of all backgrounds;
- Enhancing the career and educational pathways of a diverse student body, the faculty and staff, including enhancing the learning environment and expanding learning opportunities for all students inside and outside the classroom, and expanding and connecting opportunities for students to participate in transformational experiences;
- Developing leaders who believe in and lead others toward supporting civility, mutual respect and diversity in our society and workplaces; and
- Cultivating relationships with the local community that advance the well-being of diverse individuals and communities.

Position upholds the Student Affairs and Campus Diversity Statement on Diversity, Equity, and Inclusion, specifically:

“The Division of Student Affairs and Campus Diversity acknowledges and honors the inherent value and dignity of all individuals by creating and nurturing a learning and working environment that affirms and leverages our community’s diversity of traditions, heritages, perspectives, and experiences. We are committed to fostering a culture of inclusive excellence designed to facilitate the personal and professional success, growth, development, and well-being of all members of our community. We manifest this commitment through our innovative, strategic and collaborative efforts to develop leaders who believe in and lead others toward practicing civility, mutual respect, and inclusion in our workplaces and society.”

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The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students reports to the Vice President for Student Affairs and Campus Diversity and serves as one of the executive officers in the Division. The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students is responsible for the direction and coordination of department programs/personnel as designated by the Vice President for Student Affairs and Campus Diversity. The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students represents the interests of the Division on a day-to-day basis at the sub-Cabinet level and is responsible for the promotion of student development through a program of co-curricular activities and services to students. The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students is also responsible for the quality of the campus social, cultural and educational environment and the student services that enhance the University's academic programs and the intellectual and personal development of students on the San Diego State University campus.

The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students is responsible for supervising, monitoring and implementing programs and services that have a direct impact on orientation, transition, and student retention. These programs and services are designed to ease the transition to the University, enhance student involvement/participation in university organizations, and promote diversity, equity, and inclusion. The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students promotes student rights and encourages citizenship responsibility among students. They also facilitate the development of orientation, transition and retention initiatives.

Career Services

The department of Career Services is a unit in the Division of Student Affairs and Campus Diversity. It is an innovative, reputable, and globally recognized leader that supports education, workforce, and economic development.

The Career Services department serves students by supporting their career development journey through the following activities:

- Career exploration
- Professional development
- Employment preparation and experiential learning
- Industry engagement and employment outcomes

The Career Services department serves industry partners by supporting their talent acquisition and business needs through the following activities:

- Workforce development planning and consulting
- Professional development
- Direct services and resources to support talent acquisition

II. PURPOSE OF POSITION:

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

The purpose of this position is to serve as a campus and regional lead for industry relations activities with a focus on workforce development, hiring, job/internship development, and business development. This role manages the strategic planning implementation of industry focused Business-to-Business (B2B) engagement strategies to support talent acquisition including recruitment lifecycles, internship design, and B2B professional development. This effort accomplishes this through leadership in the following areas:

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- Industry Relations Program Leadership
- Internal & External Partnerships
- Communications, Marketing, and Outreach
- Administrative Support & Outcomes

This position leads employer engagement within a specific industry and works closely with the Career Management team to ensure employer integration into the academic and career development process. This role helps keep the department and institution current on workforce development trends and industry needs.

Local travel is a routine part of this role and weekend/evening work may be required as needed.

III. CHANGES IN RESPONSIBILITIES:

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%.

| Description of Responsibilities: | (%) Percent of Time |
|---|----------------------------|
| <p>I. Program Coordination & Leadership</p> <ul style="list-style-type: none">• Serves as industry lead for specific career pathways/industry sectors.• Leads, coordinates, and supports industry and career development programs that may include experiential learning and high impact educational practices; programs may include and/or relate to internships, mentoring, service learning, industry related class projects, leadership programs, staffing/recruiting, and other related activities to support student car.• Develops, implements, and assesses various industry relations events, services, and resources that may include career fairs, information sessions, sponsorships, webinars, orientations, and more.• Plans, develops, implements, and evaluates the delivery of services to students/alumni, industry partners, and other stakeholders.• Supports the maintenance of Customer Relationship Management (CRM) strategies and theories to improve industry relationships and increase the quality of employers and their engagements with students and alumni.• Maintains and enhances an ongoing Industry Menu of Services that integrate Career Service and campus partner offerings. Campus partners may include Global Campus, philanthropy/development, Foundation, Fowler College of Business Career Management Center, and beyond.• Plans semester and annual industry offerings in alignment with business cycles, recruiting cycles, and other relevant timelines. | 30% |

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| Description of Responsibilities: | (%) Percent of Time |
|---|----------------------|
| <ul style="list-style-type: none">• Innovates and creates new services/resources that expand beyond recruiting/hiring while ensuring a value-add experience for industry partners.• Supports the development, design, and deployment of an industry learning library and other professional development activities to support industry engagement and economic development.• Engages industry partners in internship services and resources to support experiential educational opportunities.• Supports the coordination of internship site development and tracking as needed.• Coordinates reasonable fees for employer use of recruiting and other industry services in order to generate revenue.• Supports the center’s online career services management (CSM) system for employers and students to promote and track employer participation.• Implements industry orientations to introduce external stakeholders to SDSU industry offerings.• Develops and enhances employer relationships to generate new work opportunities for students and alumni with a focus on internships and other forms of experiential education.• Works with career center staff and leadership to ensure ongoing employer involvement in departmental workshops, presentations, and programming.• Maintains ongoing industry involvement in the career development process.• Supports student career development needs through coaching, guidance, webinars, and other forms of guidance to support professional development. | |
| <p>II. Internal & External Relations</p> <ul style="list-style-type: none">• Communicates key metrics and related findings to internal and external constituents.• Identifies and cultivates relationships with external stakeholders to support internship and experiential educational opportunities.• Keeps campus partners current on recruiting practices and requirements.• Coordinates planning with internal and external partners to support revenue development and industry engagement.• Strengthens and expands university partnerships to ensure that the center’s services, programs, resources, and initiatives are effective, innovative, and aligned with the university’s strategic plans and priorities.• Coordinates the identification of contacts to explore, promote, and solicit industry interest in developing long-standing relationships with | 30% |

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| Description of Responsibilities: | (%) Percent of Time |
|---|----------------------|
| <p>SDSU that include recruiting, mentoring, and various forms of career development and beyond.</p> <ul style="list-style-type: none"> • Identifies and attends external branding and networking opportunities that may include conferences, banquets, luncheons, industry events, and more. • Deploys cross-sectional collaboration efforts between Career Services, academic and non-academic departments/divisions, the community, and other stakeholders to support DEI and student growth and development. • Works in collaboration with campus partners to ensure industry access to institutional educational resources that may include non-credit, and for-credit opportunities. • Coordinates program activities, training opportunities, seminars, conferences, and other industry-related activities with community partners to enhance and promote the SDSU brand throughout various industries. • Cultivates relationships with the local community that advance the well-being of diverse individuals and communities. | |
| <p>III. Communications, Marketing, & Outreach</p> <ul style="list-style-type: none"> • Actively supports and contributes to the programming and outreach that Career Services offers to students, faculty, student organizations, employers, and other relevant parties. • Provides liaison services to departments and organizations within the university. Liaison responsibilities include outreach to students, student organizations, campus departments, academic internship coordinators, faculty, staff, and other relevant parties. Liaison responsibilities include collaboration on shared programming, presenting to a variety of audiences, and representing Career Services / Student Affairs and Campus Diversity. • Provides comprehensive campus outreach focused on student success via internships and related practices. Uses direct contact with students, faculty, departments, and community partners to identify barriers that prevent students from taking part in campus internship programs. • Supports related outreach efforts such as training Career Peers on internships and industry engagement events/activities. • Implements strategies to continuously gather authentic and diverse student voices to inform program decisions. • Participates in the development, deployment, and assessment of a communications strategy that targets external industry organizations and internal campus partners to increase engagement and departmental awareness. | 15% |

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| Description of Responsibilities: | (%) Percent of Time |
|---|----------------------|
| <ul style="list-style-type: none">• Identifies and utilizes marketing channels that may include physical/in-person platforms, media, social media, remote, and other outlets and assess their effectiveness.• Contributes to publications to be released to internal and external partners to help expand the SDSU brand while increasing the reputation of the department, division, and institution.• Supports departmental correspondence to mass audiences that include students, alumni, and industry stakeholders.• Coordinates the development and deployment of newsletters to various stakeholders which may include industry/employers, and the community.• Contributes to efforts to support the development and maintenance of the department's, divisions, and campus' media / social media presence.• Identifies and implements media strategies where industry and recruitment efforts can be integrated effectively into media planning.• Creates new models and approaches to engage stakeholders remotely through online tools and devices to increase programmatic access while responding to business needs.• Conducts outreach in-person and online utilizing current marketing tools that include social media, mass media, and mobile communications to identify and attract key stakeholders.• Provides customer service to students, alumni, industry partners, and other stakeholders regarding industry relations activities, services, and resources. | |
| <p>IV. Administration & Outcomes</p> <ul style="list-style-type: none">• Works with the Career Services team and leadership to create program strategies to ensure department, division, and institutional alignment.• Routinely researches and integrates current best practices promoted by relevant professional associations such as NACE, MPACE, CCDA, CWA, and other career and workforce-related associations.• Ensures that industry and employment-related outcomes are tracked, analyzed, and reported in a manner that supports department, division, and campus priorities and commitments.• Utilizes data tracking systems to collect and report key metrics using a Logic Model to support inputs, activities, outputs, and outcomes.• Aligns data collection and reporting with the department, division, and institutional priorities.• Supports the ongoing assessment of Industry Relations efforts and provide feedback on effectiveness; employ solutions to address any deficiencies.• Assists with employer fund development with the broad goal of maintaining and building employer involvement in the department's sponsor program and other forms of business development activities. | 15% |

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| Description of Responsibilities: | (%) Percent of Time |
|---|----------------------|
| <ul style="list-style-type: none"> • Supports the identification, execution, and assessment of revenue goals for the department. • Identifies and reports workforce and economic development trends that may relate to unemployment rates, resignation rates, workforce participation rates, and other relevant data/trends. • Cultivates new programming and strategies to support program expansion. • Participates in the development, coordination, and negotiation of cooperative and partner agreements with campus partners, public entities, and private contractors. • Coordinates the financial administration and operations of industry related programming including developing, implementing, and reporting to ensure the maintenance of grant/contract funding. • Interprets and maintains compliance with pertinent Federal, state and local laws, and contractual regulations. • Leads efforts to ensure that employer services and employment opportunities are both current and in alignment with applicable university policies, legal requirements, and professional standards. • Supports the review, development, and/or revision of guidelines, practices, and policies to support organizational goals and priorities. | |
| V. Other Duties as Assigned | 10% |
| Total | 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) |
|-----------------------|---|--|
| Student Interns (1-3) | Industry Relations Intern / Student Assistant | Direct |

VI. POSITION REQUIREMENTS:

A. List education and years of experience required that are based on the classification standards.

Equivalent to graduation from a four-year college or university in a related field, including or supplemented by upper division or graduate course work in counseling techniques, interviewing, and conflict resolution where such are job-related. Possession of these knowledge and abilities is typically demonstrated through the

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equivalent of three years of progressively responsible professional student services work experience. One year in the program area to which assigned may be preferred but is not required.

A master's degree in Counseling, Clinical Psychology, Social Work, or a directly related field may be substituted for one year of experience. A doctorate degree and the appropriate internship or clinical training in counseling or guidance may be substituted for the three years of experience for positions with a major responsibility for professional career or personal counseling.

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

- Working knowledge of research and observation techniques for the purpose of recording, classifying, and interpreting factual information; and working knowledge of the techniques and methods of interviewing.
- Working knowledge of the practices, procedures and activities of the program to which assigned; general knowledge of the methods and problems of organizational and program management; general knowledge of research and interview techniques; and general knowledge of the principles of individual and group behavior.
- Thorough knowledge of the principles of individual and group behavior; general knowledge of the principles, practices and trends of the Student Services field as well as general knowledge of the policies, procedures and practices of the program area to which assigned.; general knowledge of individual counseling techniques; general knowledge, or the ability to rapidly acquire such knowledge, of the organizational procedures and activities of the specific campus to which the position is assigned; working knowledge of student services programs outside the program to which immediately assigned.
- Ability to gather and analyze data; ability to reason logically, draw valid conclusions and make appropriate recommendations; ability to participate in and contribute to group meetings, conferences and interviews; ability to clearly express ideas and recommendations orally; ability to write clear and concise reports.
- Ability to interpret and apply program rules and regulations; ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements; ability to obtain factual and interpretative information through interviews; ability to reason logically; ability to collect, compile, analyze and evaluate data and make verbal or written presentations based on these data; ability to advise students individually and in groups on routine matters where required; ability to recognize multicultural, multi-sexed and multi-aged value systems and work accordingly.
- Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office.
- Ability to analyze complex situations accurately and adopt effective courses of action; ability to advise students individually and in groups on complex student-related matters; ability to determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature; ability to interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action; ability to carry out a variety of professionally complex assignments without detailed instructions; and ability to establish and maintain cooperative working relationships with a variety of individuals.

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C. Specialized skills required for this position

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

VII. PREFERRED QUALIFICATIONS:

(Education, experience, knowledge, skills and/or abilities which are preferred but not required.)

- Working knowledge of workforce and economic development concepts, practices, and trends
- 3+ years of experience in business development, revenue generation, and/or sales
- Ability to meet annual goals and outcomes related to employer and student engagement, revenue generation, and employment outcomes

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


[Andrew Soliz \(Aug 26, 2024 10:28 PDT\)](#)

Aug 26, 2024

Appropriate Administrator Signature

Date


[Glenn Perez \(Aug 26, 2024 10:53 PDT\)](#)

Aug 26, 2024

Classification & Compensation Services

Date



Aug 26, 2024

Resource Management /Acknowledgment

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

"O" = occasionally or up to 3 hours per day

"F" = frequently or 3-6 hours per day

"N" = never

| Physical Requirements of the Position | | Mental Requirements of the Position | |
|---------------------------------------|----------------------------|-------------------------------------|--|
| O | Bending (neck) | C | Reading & Comprehending |
| O | Bending (waist) | C | Writing |
| N | Climbing | C | Performing Calculations |
| N | Crawling | O | Communicating Orally |
| O | Kneeling | C | Reasoning & Analyzing |
| O | Pushing/Pulling | C | Decision Making |
| C | Sitting | O | 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 | O | Operates machinery or drives motorized equipment |
| O | Handling Objects | N | Exposure to bio-hazards |
| F | Manual dexterity | C | Working in normal office environment |
| O | Reach above/below shoulder | O | Working outside with various weather conditions |
| O | 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 checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input 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.

CAREER SERVICES

