

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: 06/13/2024

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:	June 17, 2024
Department & Division:	Department of Africana Studies, College of Arts and Letters Academic Affairs
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Administrative Support Coordinator I
FLSA Status: <i>(exempt or non-exempt)</i>	Non-exempt
Working Title:	Administrative Support Coordinator I
Position Number & Job Code:	1035 / 10000969
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Adisa Alkebulan, Department Chair, PN #10001371

Employee Name:

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 Department of Africana Studies has eight permanent faculty and 17 temporary lecturers. Africana Studies offers a broad, interdisciplinary program. The curriculum covers a variety of subjects pertaining to Africa and the African Diaspora. The major establishes a strong academic foundation that can lead directly into a career or into graduate study in a variety of fields. It also creates linkages between the university community and the broader community by developing frameworks for social change. In short, the major seeks to provide a well-rounded educational experience.

Degrees and Certificates offered by the Department include:

BA in Africana Studies
Minor in Africana Studies
Interdisciplinary Minor in African Studies

II. PURPOSE OF POSITION:

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

This position provides support for the faculty in the Department of Africana Studies as well as direct office lead responsibilities for the one-person office. The administrative coordinator's work is supervised by the department chair and should be carried out within the policies set by the department and the chair. These responsibilities include the following: planning and managing budgetary and fiscal matters, course scheduling, assisting with the faculty RTP process, processing paperwork for faculty appointments, interpreting academic and administrative regulations and policies, gathering data, assisting committees, hiring and supervising student employees, overseeing web site updates, and planning and organizing events.

III. CHANGES IN RESPONSIBILITIES

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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>OFFICE LEAD RESPONSIBILITIES</p> <p><u>General Duties</u></p> <ul style="list-style-type: none">• The Administrative Coordinator is present in the department office during work hours except for vacation, sick leave, personal emergencies, and necessary department errands. All absences will be reported to and approved by the department chair.• The office is open and staffed at all times during standard operating hours (8:00 a.m. to 4:30 p.m. Monday through Friday).• Students and faculty receive prompt and courteous assistance when they call or come into the office.• Monitor workflow in the office according to priorities set by the department chairperson.• Maintain an efficient system of departmental records and files, protecting the security of records and correspondence. Make available all records to those who have the authority to use them. Monitor security of all department offices and department equipment.• Recommend to department chair, when necessary, student support positions for department. Interview and recommend student employees to chair.• Student Employees: Under the supervision of the chair, recruit, train, and supervise student employees.• Student Employees: Ensure that student employees are punctual, and that they are consistent in their observance of scheduled working hours.• Schedule meetings and events with full and timely notice to those persons involved and in consultation with them.• Coordinate requests of faculty, students, and general public who contact the department. Provide information and assistance as needed to respond to requests from students, faculty and staff, while maintaining appropriate confidentiality.• Process data retrieved from the student faculty teaching evaluation process.• Research student information on-line using campus database.• Assist faculty and students with procedures and paperwork for web grades, incompletes, withdrawals, grade changes, etc.	40%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none">• Assist with summer orientation sessions by providing information on the Africana Studies major and minor.• Department Research Assistance: Assist the chair in researching projects related to the department's mission, including preparation of proposals for academic reviews and administrative reports. Under the direction of the chair, assist faculty members in research projects related to the department's mission.• Work with CAL Digital Services staff to update department web site as needed.• Assist faculty on various software programs. Use campus service portal to request assistance with computer hardware, software, and email problems for department and faculty offices; arrange for installation of new equipment and repairs. <p><u>Typing and Filing</u></p> <ul style="list-style-type: none">• Respond to faculty requests. Post deadlines for word processing requests and reproduction of examinations and other materials. Special requests or differences between staff and faculty shall be arbitrated by the chair.• Update department records and files, including a written index and/or instructions, on a continual basis for easy retrieval. Suggest improvements in organization of files, and alert chair where documents may be missing or need to be updated.• Work with chair to build and maintain the Department Policy file.• Type confidential materials for chair and faculty, including vita, personnel data summaries, grant proposals and research-related correspondence. <p><u>Telephone and Reception</u></p> <ul style="list-style-type: none">• Answer phones, assist visitors and callers, and train and monitor student workers to do the same. Ensure that someone is always available to answer phones during business hours, and that they perform this function effectively and courteously. Monitor that department office phones are not used for personal calls except in important circumstances, and then, only briefly. Private conversations should not take precedence over office business.• Maintain department chair's calendar of appointments and meetings; screen callers for him or her and handle routine matters personally when possible. Inform chairperson of matters attended to in his or her place.• Establish voice mail use for faculty and train in voice mail usage.	

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> • Arrange times, rooms, and other details for meetings and distribute meeting information promptly. • Ensure that faculty are promptly informed of telephone or walk-in messages. <p><u>Mail Processing</u></p> <ul style="list-style-type: none"> • Open department chairperson’s incoming official, but not personal, mail and handle according to his or her general directions. Answer requests for public and inter-office information, draft responses for chairperson’s review, route mail to others where appropriate, note deadlines and attach backup material for chair’s information. • Responsible for timely and efficient out-going mail processing, and for distribution of all faculty and staff mail. (May be delegated to student employee.) • Responsible for preparation of bulk mailings, fliers, newsletters, etc. • Responsible for duplication of classroom and other materials using optimum method (duplicator, copier, etc). (May be delegated to student employee.) • Maintain confidentiality of all department communications. All correspondence and messages generated by or sent to members of the department is confidential material, and the contents should not be shared except when necessary for the chair to set policies or with the permission of the author and recipient. 	
<p>BUDGETS AND INVENTORY</p> <ul style="list-style-type: none"> • Maintain and reconcile departmental university and foundation accounts using Oracle and Banner reports. Provide monthly reconciliations to department chair. Budgets include: temporary faculty, supplies and services, student assistants, work-study, and various foundation accounts. • Create purchase requisitions for State and Foundation, prepare check requests, and prepare reimbursement claims for events. • Order supplies and services as required; maintain inventory of most needed supplies. Prevent use of supplies by students or others not connected with operations of the department. Ensure that supplies for part-time faculty are sufficient. • Serve as Inventory Coordinator for the department. Maintain equipment and computer inventories and arrange for repairs and updating. Monitor security of all department office equipment. Keep records of all equipment loans. • Approve student assistant and work study hours in campus database. • Maintain inventory of faculty offices and office assignments. Forecast office needs with regard to new hiring and retirements. 	15%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> • Monitor budget allocations in order to ensure that basic departmental operations in areas involving supplies, equipment maintenance, etc., are supported. • Maintain tracking system for new faculty start-up support. Calculate dollar cost of staffing and FTEF staffing, to ensure that class schedule does not exceed allocations. 	
<p>SCHEDULING, STAFFING, AND CURRICULUM</p> <ul style="list-style-type: none"> • Gather information for chair on class needs, teaching preferences, staffing and room allocations, and other tasks associated with planning a class schedule. • Create schedules for classes on templates provided by College Dean’s Office. Check for errors and conflicts, proofread printouts, and using input from faculty and chair, amend the schedule as needed. Keep Chair informed of all class schedule issues and attend schedule approval meetings with Chair and Associate Dean. • Inform faculty of possibility of room changes before and after beginning of classes and negotiate for additional and substitute classrooms as needed. Make sure faculty, including part-time lecturers, are informed of possibilities to upgrade or change classrooms if the room assigned does not meet the needs of their class. • Prepare and post flyers regarding classes. Contact other departments that may have students interested in Africana Studies classes. • Assist with the preparation of catalog updates, curriculum proposals, and new program proposals. 	10%
<p>PERSONNEL</p> <ul style="list-style-type: none"> • Faculty Recruitment: Assist chair and personnel committee in recruiting new faculty by placing ads. Process candidate campus visit travel documents and reimbursement claims. Arrange for campus visit schedules including hosting. • Faculty Appointments (Lecturers): Prepare appointments in campus software, provide new faculty with office space, materials, keys, and general orientation information as needed. Set up and maintain department personnel files. • Assist the department chair and chair of the department peer review committee with faculty reappointment, tenure and promotion processes. Assist in preparing and maintaining personnel review materials according to specified procedures. Advise faculty on policies and procedures, based on knowledge of university, college and department personnel rules and regulations. • Assist with lecturer periodic evaluation process. 	10%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> Prepare faculty workload reports and other reports or projects related to scheduling and staffing as stipulated by the chairperson, college, or university. 	
<p>SPECIAL EVENTS AND PROGRAMS</p> <ul style="list-style-type: none"> Participate in planning department special events and programs as needed. The following events or programs occur on a semester or annual basis: <ul style="list-style-type: none"> ◇ Annual Department Commencement Ceremony ◇ Annual Black Baccalaureate Ceremony ◇ Annual Martin Luther King Luncheon ◇ Annual Semester Cultural Exposure Course at Malcolm X Community Library ◇ Annual Alternative Spring Break Program. Work with Office of International Programs to ensure annual payment to vendor. ◇ Annual Conference of the National Council for Black Studies (NCBS) Duties include correspondence with speaker(s), lecture confirmation, honorarium requests, and guest parking permits. Produce and distribute promotional flyers and announcements, provide press release information and post on appropriate websites. Arrange for additional support services from campus or outside vendors when needed. Attend planning meetings, take notes and disseminate minutes, assist with conference registration, attend conferences. Maintain budget for events. Assure events are within budget and all expenses are paid in a timely fashion. Participate in community outreach and recruitment related to the Martin Luther King luncheon and Black Baccalaureate. Update email contact lists. 	25%
<p>Total =100%</p>	

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)
1870, 1150	Student Assistants, ISAs	Direct

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VI. POSITION REQUIREMENTS:

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

Entry to this classification requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures. Additionally, incumbents are expected to have a thorough knowledge of English grammar, spelling, and punctuation and be able to clearly communicate orally and in writing. Some positions may require a knowledge of business mathematics beyond basic arithmetic. The ability to use and quickly learn new office support technology systems and software packages is also a prerequisite.

These qualifications would normally be obtained through a high school program, technical/vocational program, or their equivalents combined with several years of related office work experience.

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

- Experience to be fully functional in all technical aspects of work assignments.
- Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures.
- Thorough knowledge of English grammar, punctuation, and spelling.
- Thorough knowledge of office systems and ability to use a broader range of technology, systems, and packages.
- Ability to independently handle multiple work unit priorities and projects.
- Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.
- Working knowledge of budget policies and procedures.
- Ability to perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.
- Ability to draft and compose correspondence and standard reports.
- Ability to handle effectively a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature.

C. Specialized skills required for this position

- Proficient in Microsoft Word and Excel.
- Knowledge of university infrastructure, policies, and procedures.
- Strong budgetary skills.

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

VII. PREFERRED QUALIFICATIONS:

- Experience working in a university setting.
- Experience with Oracle, Banner, My.SDSU, OnBase, Interfolio
- Experience with event planning and coordination

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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: To acknowledge reading and receiving a copy of this job description, close this document and click "I AGREE" on your applicant page.

Incumbent's Signature/Acknowledgment

Date



Adisa Alkebulu (Oct 3, 2024 10:51 PDT)

Appropriate Administrator Signature

Date



Glenn Perez (Oct 2, 2024 15:06 PDT)

Classification & Compensation Services

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

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

"O" = occasionally or up to 3 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	F	Performing Calculations
N	Crawling	F	Communicating Orally
N	Kneeling	F	Reasoning & Analyzing
N	Pushing/Pulling	F	Decision Making
C	Sitting	O	Directing/Coordinating Others:
N	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	N	Operates machinery or drives motorized equipment
O	Handling Objects	N	Exposure to bio-hazards
F	Manual dexterity	C	Working in normal office environment
N	Reach above/below shoulder	N	Working outside with various weather conditions
N	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 type="checkbox"/> Yes <input checked="" 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, services 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 checked="" type="checkbox"/> Yes <input 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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MPP Job Code:

Employee Name:

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.

Department of Africana Studies

