

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
Conflict of Interest (COI) Designated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<u>MPP Positions Only</u>
Mandated Reporter: <input type="checkbox"/> Limited <input checked="" type="checkbox"/> General <input type="checkbox"/> N/A	MPP Job Code:
Review Date: 05/16/2024	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:	May 07, 2024
Department & Division:	Center for Commuter Life, Division of Student Affairs and Campus Diversity
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	SSP III/A & Grade 1
FLSA Status: <i>(exempt or non-exempt)</i>	Exempt
Working Title:	General Advisor and Retention Specialist/Advising Training Coordinator
Position Number & Job Code:	10010319 & Job Code 3084
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Assistant Director, Student Life & Leadership, Commuter Life 10004759

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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.

The Office of the Dean of Students is responsible for supervising, monitoring and implementing programs and services that have a direct impact on orientation, transition, and overall student success and 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 Office of the Dean of Students promotes student rights and encourages citizenship responsibility among students. The Office of the Dean of Students consists of the following areas: Campus Assistance, Response, Evaluation, and Support (CARES) Team, Center for Commuter Life, Center for Student Organizations & Activities, Esports Engagement Center, Glazer Center for Leadership and Service, Office of New Student and Parent Programs, and SDSU Connects.

Through participation in the activities within the Office of the Dean of Students, students are connected to the University through an array of structured and informal learning opportunities. Students are encouraged, supported and empowered to pursue academic success, personal growth, an understanding of diverse human experiences, and compassionate activism on and off campus.

Within the Division of SA & CD, the Campus Life subdivision and the Office of the Dean of Students reports to the Senior Associate Vice President for Student Affairs and Campus Diversity and works to create an inclusive community of care supporting student success, career development, and holistic well-being. We are focused on ensuring opportunities for community development in which every student can participate in experiential and co-curricular learning endeavors to challenge assumptions and push beyond boundaries for their student success. We support all aspects of campus life with the dual goals of individual student success and a dynamic caring community.

II. PURPOSE OF POSITION:

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

Under the supervision of the Assistant Director of the Center for Commuter Life, the incumbent has

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responsibility for developing and implementing advising and programs that facilitate growth in the areas of scholarship, personal and leadership development, citizenship, mentorship, and campus engagement. The incumbent provides guidance and mentoring, through programming and advising efforts, to commuter students at SDSU.

Evening and weekend work are routinely part of this position.

The Commuter Life General Advisor and Retention Specialist / Advising Training Coordinator will:

- Provide academic and holistic advising to commuter students at San Diego State University. If needed, referrals to campus resources will be provided.
- Implement initiatives to improve communications to students, through in-person presentations/workshops and web-based/online technology.
- Facilitate student success through program/workshop development and/or implementation.
- Provide support for students experiencing concerns regarding academic advisement, course selection, and degree evaluation.
- Provide guidance and personal counseling related to self-awareness, personal growth and academic probation that facilitates the continuation of students towards degree goals.
- Work closely with the Office of Advising and Evaluations and/or individual Colleges to provide guidance to students that depend on their curriculum.
- Provide support for, and supervision of the Commuter Resource Center, including undergraduate peer mentors, in order to ensure that commuter students receive the appropriate advising necessary to efficiently progress through the major/pre-major and graduate in a timely manner.
- Coordinate the recruitment, selection, training, and evaluation of peer mentors.
- Work collaboratively with campus partners to provide advising in high-impact practice opportunities (such as internships, study abroad opportunities, research, etc) for students to enhance their academic coursework.

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
I. Coordinated Care Advising and General Advising <ul style="list-style-type: none">• Coordinates Care Advisor for special student populations identified by the Division of Student Affairs and Campus Diversity.• Ensures the development and implementation of extensive and individualized academic progress plans for each student.	35%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none">• Provides students with information related to University academic requirements, procedures, and policies.• Provides complex student advisement and guidance in individual and group settings. Deployment of high-impact advising practices.• Exercises sensitivity, tact and persuasiveness when communicating with students, staff and faculty. In particular, uses advanced human relations skills to help students identify problems, realistically evaluate their situation, and implement corrective strategies. Performs advising duties that are based on theories and knowledge of teaching, learning and human development. Responds to the needs of individuals, special populations, high-risk populations and communities.• Identifies students who are at risk of dismissal and provides advising. Provides resources for tutoring and academic support. Monitor progress of students on probation or subject to dismissal.• Advises students on appropriate courses of action to resolve complex and sensitive issues, such as situations requiring requests for academic adjustments, adding or withdrawing from courses, and academic grievances.• Provides referrals to university resources.• Pre-enrolls students in classes through the batch load and pre-registration processes.	
<p>II. Advising Training Coordinator</p> <ul style="list-style-type: none">• In collaboration with the Assistant Dean of Students and Advising Specialist, supports the development, coordination, and implementation for training of Coordinated Care Advisors.• Provides guidance to CCAs to ensure strong understanding of university resources and services, academic advising tools, universal advising curriculum, Canvas faculty/staff advising homeroom modules.• Serves as a point of contact for CCAs as it relates to coordinated care advising, general advising, batch enrollment, and pre-registration questions.• In collaboration with Academic Affairs (Enrollment Services, academic colleges and departments), will provide training support to Coordinated Care advisors.	25%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> • Assists with the review of CCA outreach and communication and ensures alignment with campus wide advising initiatives and curriculum. • Coordinates training material and guides to support CCAs, academic advising tools and resources, effective coaching skills. • Provides support for training of support ambassadors, mentors, and other student leaders supporting university special initiatives related to transition, retention, graduation. • Reviews effectiveness of CCA training program and recommends adjustments to schedule, content, and delivery based on analysis. • Attends training for academic advisors on campus. • Attends, provides advising for, and presents to students at New Student Orientation. • Attends Career Services training activities and professional development to support the design and development of first year and sophomore career exploration programs. • Presents workshops or sessions in areas related to university student personnel issues. 	
<p>III. Community Outreach, Collaboration and Programming.</p> <ul style="list-style-type: none"> • Works collaboratively with Career Services to design, develop and implement career exploration programs for undergraduate students, with a focus on first year and sophomores. • Aligns all career programming to Career Services models, menus of services, and college/industry pathways/plans under the purview of the Career Management Lead for CAL. • Partners with the College of Arts Student Success Team and other faculty and staff to support coordinated care advising. • Plans, markets, implements, and evaluates Commuter Life programming, including, but not limited to Commuter Life mentor programs (for first and second year students), Alliance 4 Commuter Involvement, Commuter Life receptions, In College Shape, summer mentoring training, New Student and Family Convocation coffee, and Commuter Resource Center events/programs/activities. • Coordinates, implements, and supports departmental activities including, but not limited to: Homecoming, workshops, seminars, retreats, awards and recognition events, Quest for the Best, Welcome Week, New Student Orientations, Aztec Nights, Explore SDSU, Student Life & Leadership (SLL) leadership programs, 	25%

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Description of Responsibilities:	(%) Percent of Time
<p>community service and service-learning experiences, One SDSU Community events, and Greek Week activities.</p> <ul style="list-style-type: none">• Develops, improves, assesses and implements programs, workshops and information sessions that facilitate student success/development such as, but not limited to how to read a degree audit, how to get involved in research, small group advising sessions, LinkedIn workshops, CV/resume workshops.• Develops and maintains positive working relationships with faculty, staff, and administrators at San Diego State University in order to utilize the full potential of the resources available on campus. This includes on-going interaction with University Seminar Instructors and team members from Commuter Life, Academic Colleges, Counseling & Psychological Services, Student Life & Leadership, Career Services, and other university departments/colleges as necessary. Coordinates efforts with these and other Student Services offices to develop creative solutions to students' issues.• Attends and participates in Career Services team/staff meetings and annual retreats; participates in career services virtual community.• Leads or serves on selected department and university committees.• Attends departmental and campus wide training, meetings, workshops and retreats in order to develop new skills and experience and keep abreast of current research in college administration.	
<p>IV. Administrative/Operational.</p> <ul style="list-style-type: none">• Supports the operation and enhancement of the Commuter Resource Center, including hiring, supervision, training, and evaluation of student assistants (e.g., peer mentors).• Provides regular office hours through which students may schedule appointments, including in the evenings.• Responsible for the processing and completion of payroll for student assistants per university timelines.• Selects, trains, supervises, and evaluates undergraduate and graduate student assistants.• Assists with the evaluation of ongoing budgetary needs for the academic and co-curricular programs within Commuter Life. Assists with expenditure tracking for the academic programs.• Develops, distributes, and assessments tools to evaluate outcomes related to student programming and leadership initiatives, including commuter mentor programs.	10%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> • Prepares annual reports and infographics. • Assists in the maintenance of materials, websites, social media outlets and publications. • Participates on screening committees for departmental positions. • Provides coverage, support and supervision to ODOS and student assistants once a week during evening hours. 	
<p>V. Other duties as assigned.</p> <ul style="list-style-type: none"> • Completes other miscellaneous duties as assigned. • Participates as appropriate and as assigned in various ODOS programs and carries out other departmental duties specific to the position. 	5%
<p>Total =100%</p>	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 Assistant	Student Assistant	General

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 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.

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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.

C. Specialized skills required for this position

- *Understanding of Family Educational Rights and Privacy Act with regards to the maintenance of academic and judicial records of individual students.*
- *Understanding of reporting responsibilities outlined as a “Responsible Employee” and “Campus Security Authority” under Title IX and the Jeanne Clery Act.*
- *Ability to learn and acquire knowledge of Title V, CSU policies and procedures, and University rules and regulations and their application to student organizations, student activities and expression and student governance structures preferred.*
- *At least one (1) year experience working with commuter students.*

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- *At least one (1) year experience in working with diverse student populations.*
 - *Basic facilitation skills.*

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




- N/A

VII. PREFERRED QUALIFICATIONS:

- Three or more years of professional experience in higher education/student affairs.
- Master’s degree in higher education, student affairs, counseling or a related field.
- Familiarity with academic advising practices.
- Ability to effectively handle and complete several ongoing projects and activities in a work environment characterized by frequent interruptions.
- Ability to plan work so that monthly and quarterly schedules can be adhered.
- Ability to be flexible in dealing with day-to-day changes in priorities.
- Organizational and programming skills.
- Effective interpersonal skills required to build and maintain cooperative working relationships among diverse individuals and groups.
- Ability to present clear and concise information orally and in written reports and guidelines.
- Ability to understand, develop and effectively monitor fiscal budgets.
- Basic experience in program development of student organizations and activities, fraternity and sorority life, leadership programs, cross-cultural center, and student academic success centers preferred.
- Ability to effectively use EAB Navigate, Word, Excel, PowerPoint and Google Applications to create and analyze reports, manage data, resource materials and presentations.
- Ability to speak before all groups of students and possess the skills necessary to deal with sensitive and confidential issues.
- Ability to work evenings and weekends.

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
 <small>Eunice Flores (Sep 16, 2024 09:28 PDT)</small>	Sep 16, 2024
Appropriate Administrator Signature	Date
 <small>Glenn Perez (Sep 16, 2024 09:32 PDT)</small>	Sep 16, 2024
Classification & Compensation Services	Date
	Sep 16, 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	
F	Bending (neck)	F	Reading & Comprehending
N	Bending (waist)	F	Writing
N	Climbing	O	Performing Calculations
N	Crawling	C	Communicating Orally
N	Kneeling	C	Reasoning & Analyzing
N	Pushing/Pulling	C	Decision Making
C	Sitting	C	Directing/Coordinating Others:
N	Squatting		Other:
F	Standing	Environmental Working Conditions	
F	Twisting (neck)	O	Exposure to variations in temperature/humidity
F	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 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 type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input 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.

