

STAFF Position Description

Instructions: Complete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources, and the original electronic version maintained by the department. [NOTE: This form is unlocked; you will need to **Double-click** check boxes in order to check, and **Ctrl + Click** to open links.]

A. Action Requested

- Request a New position OR Fill a Vacant position (Must initiate through online recruitment)
 Initiate a Classification Review for a filled position

Requestor: <input type="checkbox"/> Employee OR <input type="checkbox"/> MPP Administrator	Name:
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- Update an existing position description (no review requested)
 New Employee/Appointment acknowledgment of the position description (no review requested)
 (Employee should be given full position description within one week of start date)

B. Current Information

Name of current incumbent: (if filled)		Employee ID #:	
Or if vacant, name of previous incumbent:			
Classification Title: SSP II	Job Code: 3082	Grade: I	Position #: 99747217
Working Title: (optional) Undergraduate Academic Advisor		FLSA Status: Exempt (See link to CSU FLSA/Job Code List)	
Department ID: 10093	Department Name: MCCAMC: SRC/EOP		Time Base: 1.0
Lead (non-MPP Reports To, if applicable) Name: Sevetlana Pirjan	Classification Title: SSP IV	Working Title: Director	
MPP Administrator/Department Chair (Reports To) Name: Kandace Harris	Working Title: Associate Dean		

Please attach an org chart, if requesting a reorganization (current and proposed) (See link to [Campus Org Chart](#))

Is this a sensitive position as designated by the CSU? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See link to Sensitive Positions Table)
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C. Position Purpose (Hint: Complete Section D. first and then summarize; typically between 2 to 5 sentences)

Please briefly describe the primary function, nature, and scope of the position.

Under general supervision assists with the planning, coordination and implementation of advisement and retention services provided by the MCCAMC Student Resource Center/EOP. Provides individual and group academic advisement to new, continuing, readmitted and high potential students; explains university degree requirements, academic policies, procedures, and regulations. Assists students with educational planning, course selection, and other advisement related issues. Attends staff meetings, advisement update meetings, and other campus events. Follows up with students and responses to EAB alerts. Review and approve change of major/minor and graduate application. Knowledge of academic notice and facilitates academic notice workshops (when applicable). Provides additional holistic support services to EOP students and participates in EOP admissions (when applicable). Performs other duties as assigned.
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D. Major Duties

Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.

Indicate duties, which are "essential functions" by checking the Essential box in the right column (15% or greater to be considered essential).

The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified individual who is able to perform the "essential functions", which is intrinsic to the work. A function may be essential because 1) the position was established to perform the function; 2) a limited number of employees are available to perform the function; and/or 3) removing the function would fundamentally change the position. (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).

Description of Duties	% of Time Total = 100	Essential (Minimum 15%)
Provides individual and group academic advisement to prospective, new and continuing undergraduate students from one or more departments in the College of Arts, Media, and Communication. Explains university degree requirements, academic policies, procedures, and regulations; Assists students with educational planning, course selection and other advisement related issues. Provides holistic support services to EOP students.	80	<input checked="" type="checkbox"/>

Work closely with Department Chairs regarding student inquiries and issues, substitutions, curriculum updates.	7	<input type="checkbox"/>
Assists in representing the College at campus and community outreach activities.	3	<input type="checkbox"/>
Attends staff and department meetings, development/training sessions and represents the College and/or Department on University committees. Provides regular updates, prepares oral and written reports and performs other duties as assigned.	5	<input type="checkbox"/>
Performs other duties as assigned.	5	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

E. Physical and Cognitive Demands; and Environmental Conditions

Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.

PHYSICAL DEMANDS	Greater than 50%	Less than 50%	N/A		Greater than 50%	Less than 50%	N/A
1. Key Boarding and Mousing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2. Repetitive Motion of upper extremities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
3. Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4. Sight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
5. Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
6. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
7. Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
8. Bending (from waist or neck)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
9. Climbing (Ladders, stairs or stools)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
10. Stooping, Kneeling, or Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
11. Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
				12. Lifting or Carrying			
				A. Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				B. Up to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				C. Up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				D. Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				13. Pushing or Pulling			
				A. Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				B. Up to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				C. Up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				D. Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENVIRONMENTAL CONDITIONS	Greater than 50%	Less than 50%	N/A
1. Inside (Typical office environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Elevated Work (Raised platform/scaffold)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Extreme Temperature (hot or cold)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Outdoor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.

Under the guidance of the Director of MCCAMC SRC/EOP satellite cross train and be ready to provide individual and group academic advisement to a caseload of prospective, new, and continuing students from one or more departments.

F. Equipment

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

Type	Purpose and Desired Results
Example A1) Lawn Mower Example B1) Microsoft Word	Example A2) Mowing grass Example B2) Create or update documents
PeopleSoft	Accessing and utilizing student records for advisement purposes.
EAB	Student appointments and record keeping. Data analytics
MS Word, Excel, Access & PowerPoint, Microsoft Outlook	Reports, presentations and records keeping. Manage List Serve

G. Training and/or Licenses; and Additional Experience, Knowledge, Skills, and Abilities

(A). **Training and/or Licenses:** List required and preferred training, licenses or certifications. If a license is required for any position outside of the [CSU Professional License Table](#), a justification must be provided in description. *Any CSU/CSUN "Required" training will be provided after starting the appointment.

	Required	Preferred	N/A
*CSU Sexual Harassment Prevention / Title IX / Data Security Training (Required for ALL employees)	<input checked="" type="checkbox"/>		
*CSUN Procurement Card (P-Card) Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*CSUN Defensive Driver Training and Powered Cart/Low Speed Vehicle Safety Training (if appl)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(B). Additional Experience, Knowledge, Skills, and Abilities: List additional knowledge, skills, abilities and unique experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.

H. Lead or Oversight of Other Positions Yes No (Please list below)

List positions (including Student Assistants and Volunteers) that incumbent will lead, oversee or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.):

Working Title (if applicable)	Classification Title	Position Number(s)

I. Changes in Position

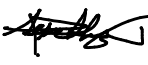
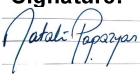

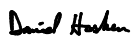
Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.

J. Signatures (Print, sign and date below)

EMPLOYEE (Acknowledgement of reading and receiving a copy of this job description)

Employee:	Signature:	Date:	Extension:

LEADS / MPP ADMINISTRATORS (Acknowledgement that the information is accurate)

Non-MPP Lead: (if applicable) Dr. Sevetlana Pirjan, Director SRC/EOP	Signature: 	Date: 02/06/2024	Extension:
1st level MPP Administrator/Dept. Chair: (required) Natali Papazyan, DFO	Signature: 	Date: 02/06/2024	Extension:
2nd level MPP Administrator: (if applicable) Dr. Kandace Harris, Associate Dean	Signature: 	Date: 02/06/2024	Extension:
3rd level MPP Administrator: (if applicable) Dr. Daniel Hosken, Dean	Signature: 	Date: 02/06/2024	Extension:
4th level MPP Administrator: (if applicable)	Signature:	Date:	Extension: