



# Temporary Hire – Position Description Form

Casual Workers | Helper Aids | Special Consultants

Office of Human Resources

This description will be used as a basis for determining temporary employment type and will be maintained as an official record of the duties assigned to this position. The appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

FOR HUMAN RESOURCES USE ONLY:			Temporary Hire
APPROVED APPOINTMENT TYPE	APP. BY C&C	DATE	THIS COPY TO
Special Consultant	VC	7/22/2024	<input type="checkbox"/> HR <input type="checkbox"/> EMP <input type="checkbox"/> SUP <input type="checkbox"/> C&C

## 1. POSITION INFORMATION

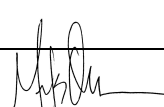
Employee: James Van Buren Department: Athletics  
 Working Title: Special Consultant for Drumline  
 Name & Title of Dept. Chair/Work Lead (if any): External Marketing Specialist  
 Name & Title of Appropriate Administrator: Andy Fiske, Sr. Associate AD for External Affairs  
 Name of Dean/Manager (MPP): Mark Orr, Athletic Director

## 2. APPOINTMENT TYPE BEING REQUESTED (Select One)

Special Consultant       Casual Worker       Helper Aid

## 3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
 Appropriate Administrator:  \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean/Manager (MPP): \_\_\_\_\_ Date: 7/23/2024

## 4. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

List any knowledge, skills, abilities, and experience required to successfully perform the essential functions.

1. Proven experience in leading and coaching drumlines, with a strong background in music education and performance.
2. Excellent organizational and project management skills.
3. Ability to recruit, train, and mentor students from diverse backgrounds.
4. Strong communication and interpersonal skills.
5. Experience in community engagement and outreach.
6. Commitment to promoting diversity, equity, and inclusion within the university setting.
7. Commitment to maintaining a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community.

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APPROVED APPOINTMENT TYPE	WORKING TITLE
Special Consultant	Special Consultant for Drumline

Condition of Employment:

- Ability to successfully pass a background check

## 5. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

Sacramento State University is seeking a dynamic and experienced Drumline Coach to serve as a Special Consultant, reporting to the External Marketing Specialist. This role is pivotal in establishing and leading a drumline as part in alignment with the University's designation as California's first Black-Serving Institution. The Drumline Coach will design and implement a comprehensive drumline program, recruit and train talented students, coordinate performances, and engage with the broader community to promote the University's mission to support and celebrate Black students.

## 6. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions should total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
100%	Weekly, Monthly, Annually	<p>Program Design and Implementation:</p> <ul style="list-style-type: none"> <li>• Develop and design a comprehensive drumline program that aligns with the Black Honors College's mission and the broader goals of Sacramento State's Black-Serving Institution designation.</li> <li>• Create a detailed plan for the drumline's structure, including member roles, practice schedules, and performance routines.</li> </ul> <p>Recruitment and Selection:</p> <ul style="list-style-type: none"> <li>• Organize and conduct auditions to select talented students for the drumline, with a focus on recruiting Black students to support Sacramento State's commitment to boosting Black enrollment and graduation rates.</li> <li>• Develop criteria and processes for evaluating and selecting drumline members.</li> </ul> <p>Training and Workshops:</p> <ul style="list-style-type: none"> <li>• Provide specialized training sessions and workshops to drumline members, focusing on technical skills, musicality, and performance techniques.</li> <li>• Create training materials and resources to support members' development.</li> </ul> <p>Performance Coordination:</p> <ul style="list-style-type: none"> <li>• Plan and choreograph drumline routines for specific university events, such as athletic games, cultural celebrations, and commencement ceremonies.</li> <li>• Coordinate all aspects of performances, including scheduling, logistics, and equipment needs.</li> </ul> <p>Community Engagement Initiatives:</p>

Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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		<ul style="list-style-type: none"> <li>• Develop and implement outreach programs, workshops, and clinics to engage the broader community and promote drumline traditions.</li> <li>• Establish partnerships with local schools and community organizations for collaborative projects and events.</li> </ul> <p>Consultation and Advisory Services:</p> <ul style="list-style-type: none"> <li>• Provide expert advice and recommendations to university administrators and the Black Honors College on integrating the drumline into campus events and activities.</li> <li>• Offer consultation services on best practices for maintaining and growing the drumline program.</li> </ul>
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**7. ADA REQUIREMENTS – MUST BE COMPLETED**

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”

PHYSICAL		MENTAL		ENVIRONMENTAL	
C	Sit	F	Direct others	F	Is exposed to excessive noise
F	Stand	F	Concentrate	N	Is around moving machinery
F	Walk	F	Analyze	O	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic		
C	Bend	F	Demonstrate recall	N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Climb	F	Make decisions	N	Drives motorized equipment
F	Reach	F	Works rapidly	N	Works in confined quarters
C	Kneel	O	Handle multiple tasks/priorities	N	Works in high places
C	Push/Pull	O	Tolerate variety		Other:
F	Have gross hand coordination	F	Work with others		
F	Have fine hand coordination		Other:		
F	Hear with background noise				
F	Hear the spoken word				
F	Hear over a phone/other device				
F	See to read fine print				
F	See to read bold print				
F	See to accomplish a task				
F	Talk				
F	Communicate				
F	Lift: 25 lbs. max				
F	Carry: 25 lbs. max				
N	Operate equipment				
C	Perform keyboard entry				
	Other:				