

Employee Name:



## MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
<b>Conflict of Interest (COI) Designated:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b><u>MPP Positions Only</u></b>
<b>Mandated Reporter:</b> <input type="checkbox"/> Limited <input checked="" type="checkbox"/> General <input type="checkbox"/> N/A	<b>MPP Job Code:</b>
<b>Review Date:</b> 6/13/24	<b>Job Family:</b>
	<b>Job Function:</b>
	<b>Job Category:</b>

**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

<b>Date:</b>	6/28/24
<b>Department &amp; Division:</b>	SDSU Alumni/ University Relations and Development
<b>Employee Name</b> <i>(leave blank if vacant):</i>	
<b>Current Classification &amp; Grade:</b>	Administrative Support Coordinator, 12-mo / Grade 2
<b>FLSA Status:</b> <i>(exempt or non-exempt)</i>	Non-Exempt
<b>Working Title:</b>	Alumni Engagement Coordinator
<b>Position Number &amp; Job Code:</b>	10000244 /1035
<b>Working Title &amp; Position Number of HEERA Designated Appropriate Administrator:</b>	Director, Alumni and Community Engagement / 10001163

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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.*

University Relations and Development (URAD) shares the university's vision and mission underscored in the 2020 five-year strategic plan. The plan identifies five strategic priorities including: Becoming a Premier Public Research University: A New Kind of Hispanic Serving Institution (HSI); Resilience. Designed to Thrive; We Are SDSU; Equity and Inclusion in Everything We Do; and Students at Our Core.

Units of URAD work together to create enduring relationships with alumni, parents, donors, students and the community to generate private support for SDSU students, faculty and a diverse number of programs. URAD handles a range of services encompassing stewardship, events, gift administration, communications and more.

Within URAD, the departments of Development, SDSU Alumni, Planned Giving, Special Events, Donor Relations, Marketing and Communications, Financial Management, Data Management, Prospect Research and Management and Operations are making a difference in the lives of SDSU's 37,000 students.

URAD had another record-setting fundraising year in 2022-2023 with \$136.9M total raised. Other superlatives in 2022-2023 include 16,534 total gifts, 2,254 scholarships awarded and 5,969 first-time donors. The latest fundraising success can be credited to the university's goal of building a world-class university campus, research center, and multi-use stadium in Mission Valley to serve higher education, the public good, and the community's goals and aspirations.

SDSU has been recognized several times for its exceptional development program by the Council for Advancement and Support of Education (CASE). With the support of loyal donors and working alongside SDSU's visionary faculty and staff leaders, SDSU builds lifelong relationships with 500,000 alumni, friends and the community that advance the mission of SDSU.

**Diversity, Equity and Inclusion:**

University Relations and Development at San Diego State University is committed to upholding, as a foundational belief, a supportive working environment of inclusion that values, honors, and respects, all members of our team and the University community.

We strive to engage in and promote the fair and equitable recruitment and training of URAD staff members, develop meaningful relationships with all groups in our diverse campus community, and share philanthropic stories that highlight the impact of and opportunity for diverse giving by our SDSU community.

University Relations and Development firmly believes that an inclusive environment facilitates critical and creative thinking, and that differences in identities, values, beliefs, and perspectives are fundamental to our mission of generating philanthropic support for the university and its student body.

Within University Relations and Development, the term diversity implies a respect for all and an understanding of individual differences and other characteristics protected by applicable state or federal law, so that all members of the community are treated at all times with dignity and respect.

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We value diversity and inclusion in the working environment and believe it is vital to the fulfillment of the university's mission.

**II. PURPOSE OF POSITION:**

Under the general supervision of the Director of Alumni and Community Engagement, the Alumni Engagement Coordinator plays an essential role in helping to build and maintain strong relationships with the SDSU alumni community. This role assists in the planning and execution of alumni regional events, managing communications, and supporting various regional engagement initiatives. The Alumni Engagement Coordinator will also provide support to SDSU Alumni team members for programs such as new alumni career initiatives and volunteer engagement opportunities. This position will also work directly with the student engagement officers in their day-to-day activities, to include New Student Orientation and Career Fairs. In addition, this position will lead the planning and execution of Aztec Proud student philanthropy events and initiatives.

**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%.*

<b>Description of Responsibilities:</b>	<b>(%) Percent of Time</b>
<b>Alumni Engagement:</b> <ul style="list-style-type: none"><li>● Assist the Director of Alumni and Community Engagement in planning, organizing, and executing regional alumni activities, such as council meetings and send-offs.</li><li>● Provide administrative support for the regional groups, including scheduling meetings, preparing materials, and managing correspondence.</li></ul>	25%
<b>Careerism:</b> <ul style="list-style-type: none"><li>● Assist the Director of Alumni Engagement in building positive relationships with SDSU Career Services and Associated Students' "Career Advantage" initiative.</li><li>● Attend SDSU Career Services' on-campus Career Fairs with EOs and engage with alumni attendees and employers.</li><li>● Maintain accurate records of alumni engagement metrics, including participation and attendance rates using the CRM system.</li><li>● Provide logistical and administrative support for other career-related initiatives.</li></ul>	20%
<b>Student Engagement Officers (EOs):</b> <ul style="list-style-type: none"><li>● Serve as main point of contact for the EOs to include the scheduling, training and day-to day operations.</li><li>● Provide leadership, training and support to the EOs during summer New Student Orientations.</li></ul>	20%
<b>Aztec Proud, Student Philanthropy:</b>	20%

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<b>Description of Responsibilities:</b>	<b>(%) Percent of Time</b>
<ul style="list-style-type: none"> <li>● Strategize, coordinate, and participate in Aztec Proud events and tabling to generate philanthropic support for student scholarships.</li> <li>● Create solicitation, stewardship, and engagement materials for emails, the Aztec Proud app, social media, and events.</li> <li>● Oversee the Aztec Proud social media accounts' content, publishing, and reporting.</li> <li>● Help to create survey and analytics reports to assess progress of events.</li> </ul>	
<p><b>SDSU Alumni Support:</b></p> <ul style="list-style-type: none"> <li>● Provide support for the alumni engagement team, including, preparing materials, and managing correspondence</li> <li>● Assist team members with other engagement events, such as volunteer opportunities.</li> </ul>	15%
<b>Total =100%</b>	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).*

<b>Classification</b>	<b>Working Title</b>	<b>Type of work direction (Direct or General)</b>
Student Assistants	Engagement Officers	Direct

**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 entry 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*

- Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures.
- Thorough mastery of English grammar, punctuation, and spelling.

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- Expertise in using office software packages, technology, and systems.
- Ability to interpret and apply policies and procedures independently and use judgment and discretion to act when precedents do not exist.
- Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to work area.
- Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas.
- Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions.
- Ability to perform business math, analyze budgetary data, and make accurate projections requiring some inference.
- Ability to effectively write and present own reports.
- Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations.
- Ability to use negotiation and persuasion skills to achieve results and expedite projects.

*Specialized skills required for this position*


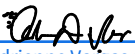
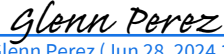
*D. License and Certification Required (I.e., Driver’s License and Grade, Certification, etc.)*

Valid California Driver’s License within 10 days of hire.

**VII. PREFERRED QUALIFICATIONS:**

**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
 <u>Malerie McNeill (Jun 28, 2024 13:06 PDT)</u>	Jun 28, 2024
Appropriate Administrator Signature	Date
 <u>Adrienne Vargas (Jun 28, 2024 13:57 PDT)</u>	Jun 28, 2024
Vice-President, University Relations and Development	Date
 <u>Glenn Perez (Jun 28, 2024 14:06 PDT)</u>	Jun 28, 2024
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	C	Reasoning & Analyzing
N	Pushing/Pulling	C	Decision Making
C	Sitting	O	Directing/Coordinating Others:
N	Squatting		Other:
O	Standing	Environmental Working Conditions	
N	Twisting (neck)	N	Exposure to variations in temperature/humidity
N	Twisting (waist)	N	Exposure to chemicals, gases, dust or fumes
O	Walking	N	Operates machinery or drives motorized equipment
N	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](#).

<b>Consideration for designation as a sensitive position per HR Technical Letter 2017-17</b>		
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 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 type="checkbox"/> Yes <input checked="" 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? <b>Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.</b>	<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 <b>SDSU/CSU</b> 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**

<b><u>Planning</u></b>		<b><u>Staffing</u></b>	
	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
<b><u>Organization</u></b>		<b><u>Employee Relations</u></b>	
	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		
<b><u>Direction/Leadership/Supervision</u></b>		<b><u>Performance Evaluations</u></b>	
	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		
<b><u>Organization</u></b>		<b><u>Other</u></b>	
	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.

