|  |
| --- |
| Please note whenever there is a significant change in the assignment, advance notice must be given to the employee and the position description should be revised to reflect the changes. |
|  |
| **SECTION I - PRIMARY ACTION REQUESTED**  Enter an **(X)** before the primary action requested. |
|  |
| [ ]  RECRUITMENT FOR NEW POSITION *(Please also submit a Recruitment Request form to Human Resources)* |
| [ ]  RECRUITMENT FOR EXISTING POSITION |
| **[ ]** REVISED POSITION DESCRIPTION  |
| [ ]  RECLASSIFICATION |
|  Requested by: [ ]  Employee / [ ]  Management / [ ]  CSU/HR |
|  |
|  |
| **SECTION II - GENERAL INFORMATION** |
|  |
| Department/Office:       School/Division:       |
| Immediate Supervisor:       |
| Existing Position filled by:       Position Number:       |
| Present Classification Title:       |
| Working Title (if applicable):       |
|  |
|  |
| **SECTION III - FUNCTION OF DEPARTMENT/ OFFICE**Briefly state the function of the department or office and the purpose of the position. |
|  |
|       |
|  |
|  |
| *Complete only if this is a revised position description* |
| **SECTION IV - MAJOR CHANGES**List major changes in the position since it was last reviewed. Briefly describe what is different about the assignment in terms of responsibility, complexity, authority, and skill levels. |
|  |
|       |
|  |
|  |
| **SECTION V - SUPERVISION RECEIVED** Describe the nature of supervision the employee in the position will receive. |
|  |
| **[x]  Direct Supervision** - Employee receives immediate, close and regular supervision |
| **[ ]  General Supervision** - Employee receives some delegation of responsibility and independence |
| **[ ]  General Direction** - Employee functions independently under broad guidelines |
|  |
| **Comments on Nature of Supervision Received**:  |
|  |
|       |
|  |
|  |
| **SECTION VI - SUPERVISION OF OTHERS** List time base and class title directly supervised by this position, or for which this position provides lead guidance. If applicable, also indicate Student Assistants supervised. |
|  |
| Time Base | Class Title | Student Assistants | Number:       |
|       |       | Total Hours Per Week:       |  |
|  |
| **SECTION VII - MAJOR RESPONSIBILITIES AND WORK ACTIVITIES**List major responsibilities, from most important to least important, and estimate percentage of time for eachone. Then indicate essential work activities required to perform each major responsibility. Instructional Student Assistant assignments primarily involve teaching, grading and/or tutoring duties. *Example:* *25% Responsibility: Teaching.* *A. Providing classroom instruction once a week.* *B. Assisting with grading papers.* *C. Preparing some course materials.* |
|  |
| The essential functions of the job include, but are not limited to: |
|       |
|      Additional duties within the classification that may be assigned.CSUEB retains the discretion to add to or change the duties of the position at any time with written notice.  |
|  |
|  |
|  |
|  |
|  |
|  |
| **SECTION IX - REQUIREMENTS OF THE POSITION** |
|  |
|  |
| **A. Knowledge, special skills/qualifications and abilities required** |
| Demonstrated ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. |
| Ability to function under stress. |
|  |
| **B. Education required/academic eligibility** |
| Completion of       |
| Admission or registration as a CSUEB student, i.e., **enrolled in at least 6 undergraduate units (4 units for students enrolled in a graduate program), or enrolled for at least 6 units in the preceding quarter, worked as a Student Assistant and is either taking a recess quarter off and therefore is not enrolled as a student or is enrolled in less than 6 units. Students are restricted to one "bridge" quarter per college year (Summer - Spring).** GS X6990 Graduate Student Completion will count towards the current enrollment requirement if the student is in the thesis writing or comprehensive exam preparation stage.Must be maintaining at least a . |
|  |
| **D. Specific physical and/or environmental working conditions that relate to the essential requirements of the position** |
|  *Example: Has regular contact with hazardous waste materials.* |
|  *Must be able to lift 50 pounds.*  |
|  |
|  |
|        |
|  |
|  |
|  |
| **SUPERVISORY SIGNATURES -** My signature denotes this position description is an accurate statement of the duties and responsibilities assigned to this position.  |
|  |
|  |
|  |
|   |
| **Supervisor/Chair Date** |
|  |
|  |
|  |
|  |
| **Dean/Department Head/Director Date** |
|  |
|  |
| **EMPLOYEE SIGNATURE -** Acknowledgement of receipt of position description. |
|  |
|  |
|  |
|  |
| **Employee Date** |