



Student Employment
Human Resources

CSU Recruit Position Description

Human Resources

Employment Services

Last Revised: 7/15/2024

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Create a Student Position Description in CSU Recruit

This section outlines how to create a Student Position Description in CSU Recruit. All department funded state-side student recruitment must begin with a CSU Recruit-approved position description.









Creating a position description is the **first** step in initiating a state-side student assistant recruitment.

IMPORTANT NOTE: The Position Description created will be presented to incumbent *as is* at time of hire, and placed in the personnel folder. Please ensure accuracy.

General Steps:

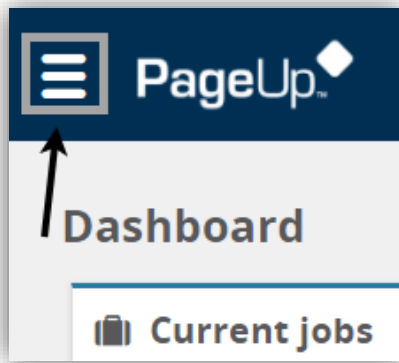
1. Gather and verify the necessary position information
2. Create a position description in CSU Recruit
3. Submit the position description for approval in CSU Recruit
4. If approved, save a copy of the position description.

Log in to CSU Recruit

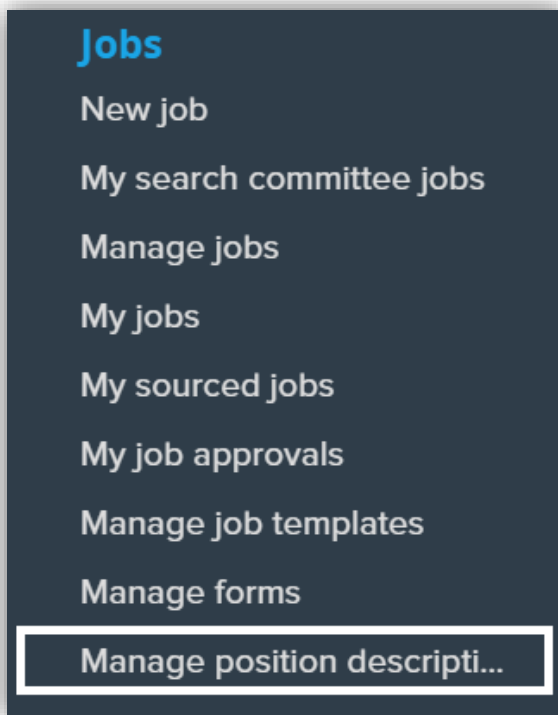
 My Status Application Status, Admission Transcript Status, and Training Status	 Collaborate Zoom Video Conferencing, Google Drive, Qualtrics Surveys, Yammer and more	 Employment Opportunities Search employment opportunities	 Administrative Systems PeopleSoft CS, PeopleSoft HR, CSYOU, CFS, CFS DW, EMS, and more
 Questica Budget Campus budgeting software for planning, reporting, forecasting and position management.	 Handshake Manage on-campus, part-time, full-time, internship, and volunteer opportunities for students.	 CSU Recruit CSUSB recruiting powered by PageUp. Submit recruitments, view candidate applications, and more	 CLSS Build your semester class schedule using CLSS

Create a new Student Assistant Position Description

1. Select the Hamburger Menu at the top-left side of your dashboard



2. Select **Manage Position Descriptions** under the "Jobs" heading



3. Search for the Student Assisant Position Description template (PD - 7395).

Position Description

PD No. 7395

Working title

Position Number

Employee No.

Reports to

Work Type All

Campus All

*Division All

College/Program All

Approval status All

Status All

Clear Search

4. Select the 'view' option.

Position Description

PD No. 7395

Working title

Position Number

Employee No.

Reports to

Work Type All

Campus All

*Division All

College/Program All

Approval status All

Status All

Clear Search

PD No.	Working title	Position Number	Employee Name	Reports to	Date modified	Approval status	
PD-7395	TEMPLATE, Department Name - Student Assistant Type				May 30, 2024	Pending approval	Edit View Recruit for position Archive

5. Click on the ellipsis and select the 'Copy position description' option

TEMPLATE, Department Name - Student Assistant Type

Position info Notes Documents

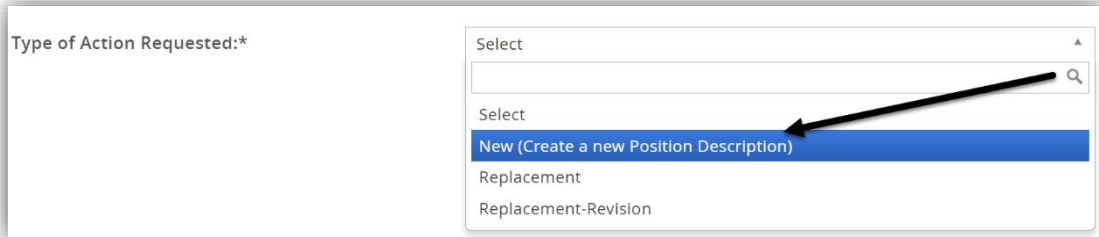
POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

- Print
- History
- Revision history
- Copy position description

Position Information

1. Type of Action Requested: Select **New (Create a new Position Description)**, **Replacement**, or **Replacement-Revision**



Type of Action Requested:*

Select

Select

New (Create a new Position Description)

Replacement

Replacement-Revision

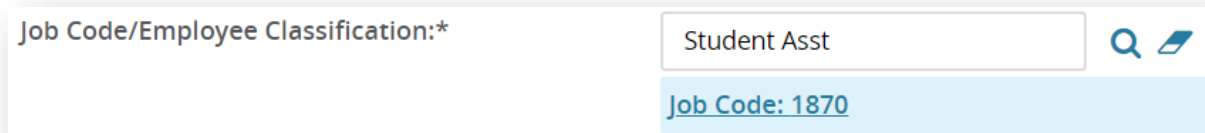
2. Internal Team: Select the Department ID to which the position belongs
 - **Do not select *Available to all teams***



Internal Team:*

SB-Human Resources - DS0600

3. Locate the Job Code/Employee Classification by using magnifying glass, or:
 - Type the 4-digit job code to populate the classification standard title

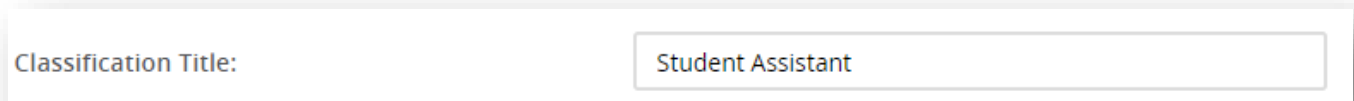


Job Code/Employee Classification:*

Student Asst

Job Code: 1870

4. Classification Title: Input Student Assistant Classification
 - Format Example: Student Assistant / Bridge Student Assistant



Classification Title:

Student Assistant

5. MPP Job Code: **Leave this blank** as it is not needed for student positions.
6. Position Number: Position Number is needed and will be placed on the Job Card.
 - If the department has the position number, please indicate it on the position description template.

7. CSU Working Title: Please use the following "*Department Name - Student Assistant Type*"
 - *Ex. Student Employment – Student Assistant*
 - *Ex. Student Employment – Bridge Student Assistant*
8. Salary Range/Grade: Locate the Salary Range and Grade by using the magnifying glass
9. Reports to Supervisor: Must be a HEERA Manager
 - (HEERA) is California State law, which defines responsibilities of a manager. A HEERA manager is called many other names too: Administrators, MPP's (Management Personnel Plan), or Non-bargaining Unit Administrators, yet they all mean the same.
10. Reports To: locate the supervisor's position number
 - Select the magnifying glass (a new window will appear)



The image shows a screenshot of a web form. On the left, there is a label 'Reports To:*'. To its right is an empty text input field. Further right are two icons: a magnifying glass (search) and a pencil (edit). Below the input field, a light blue message box contains the text 'No position selected.'. A black arrow points from the bottom right of the message box towards the magnifying glass icon.

- Input the Supervisor's First and Last Name separated by a % sign (no spaces)
- Search
- Locate and click on the appropriate person
- Verify the selected person belongs to the San Bernardino campus
- Select Okay

Title: Number:

Incumbent: **1** Reports to:

2

Title ▾	Number	Incumbent	Reports to
Manager	SB-xxxxxxx	Cody Coyote	VP Name 3

Page 1 of 1 Records 1 to 1 of 1

Position information:

Position no: SB-xxxxxxx
 Position: Manager
 Incumbent: Cody Coyote
 Reports To: VP Name
 Campus: San Bernardino
 Division: San Bernardino Division **4**
 Department: San Bernardino Department

5

- Verify "Reports to" is populated on the Position Description

Reports To:*

Manager

- 11. **Campus:** Select San Bernardino
- 12. **Division:** Select the appropriate value
- 13. **College/Program:** Select the appropriate value
- 14. **Department:** Select the appropriate value (Department ID)
- 15. **FLSA Status:** Leave as 'Non-Exempt'
- 16. **Hiring Type:** Leave as 'Student (Other)'
- 17. **Workplace Type (Exclude Inst Fac):** Leave as 'On-site (work in-person at business location)'
- 18. **Pay Plan:** Leave this blank.
- 19. **Pay Plan Months Off:** Leave this blank.

Position Designation

- 1. **Mandated Reporter:** Please indicate if the person holding this position is considered a mandated reporter, under the California Child Abuse and Neglect Reporting Act. *Note: Mandated Reporters are required to comply with the requirements set forth in the CSU Executive Order 1083 as a condition of employment.*

Link: <https://www.csusb.edu/policies/mandatory-reporting-child-abuse-neglect>

- 2. **Conflict of Interest:** Leave as 'None' as it does not apply.
- 3. **NCAA:** Select No; however, exception should be indicated for Athletics

Mandated Reporter:*	General - The person holding this position is considered a general mand... ▾
Conflict of Interest:*	None ▾
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No

- 4. **Sensitive Position:** Select Yes or No

*Note: Click on View Sensitive Position Criteria link on the PD template, and if any of questions 5-13 are “yes,” then Sensitive Position must be marked “yes”

5. **Care of People** (including minors) Animals and Property: Select Yes or No

*Note: Mark **yes** if incumbent will care for minors. This will require a LiveScan.

6. **Authority** to commit financial resources: Select Yes or No

7. **Access/control** over cash cards and expenditures: Select Yes or No

8. **Access/possession** of master/sub-master keys: Select Yes or No

9. **Access** to controlled or hazardous substances: Select Yes or No

10. **Access/responsibility** to personal info: Select Yes or No

11. **Control** over Campus business processes: Select Yes or No

12. **Responsibilities** requiring license or other: Select Yes or No

13. **Responsibility** for use of commercial equipment: Select Yes or No

Sensitive Position:	<input checked="" type="radio"/> Yes <input type="radio"/> No
	View the Sensitive Position criteria and select from below where relevant.
Care of People (including minors) Animals and Property:	Yes
Authority to commit financial resources:	No
Access/control over cash cards and expenditure:	No
Access/possession of master/sub-master keys:	No
Access to controlled or hazardous substances:	No
Access/responsibility to personal info:	No
Control over Campus business processes:	No
Responsibilities requiring license or other:	No
Responsibility for use of commercial equipment:	No

14. **Serves** a security function: Select Yes or No

15. **Designated** recipient for crime/misconduct reports: Select Yes or No

16. **Significant** responsibility for Student Activities: Select Yes or No

17. **Significant** responsibility for Campus Activities: Select Yes or No

18. **Job Summary/Basic Function:** List the basic function of this position.

19. **Minimum Qualifications:** List the required qualifications for this position, as listed in the [CSU Classification Standards](#).

20. **Required Qualifications:** Leave as.
21. **Preferred Qualifications:** List the preferred qualifications related to this job.
22. **Special Conditions:** Optional
23. **License/Certification:** Optional
24. **Supervises Employees** (as defined by [HEERA](#)): Mark no for all student positions.

Job Duties

1. **Job Duties:** Complete this section by clearly listing the major responsibilities, the percentage of time, and if the duty is considered essential or marginal in descending order.
 - a. How to add a new section:
 - i. Select **New**
 - ii. % of Time: Input number only; percentages about not be less than 5%
 - iii. Duties/Responsibilities: Clearly list the major responsibilities/functions. Duty statements should be written with enough level of detail as to describe the work performed but should not include the instructions or procedures for performing the job
 - iv. Indicate if the responsibility is essential or marginal
 - v. Select **Add** to save
 - vi. Repeat until responsibilities total 100%

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
<p>1 <input type="button" value="New"/> 1 There are no items to show</p>		
<p>Please list the essential (core) duties of the position and the percentage of time devoted to each responsibility in the table above.</p>		

% of time	Duties / Responsibilities	Essential / Marginal
2 <input type="button" value="% of tim"/>	3 <input type="text" value="Duties / Responsibilities"/>	4 <input type="button" value="Essential"/> <input type="button" value="Marginal"/>
<p>5 <input type="button" value="Add"/> There are no items to show</p>		

2. Selection Criteria: Do not use this section.

Physical, Mental, and Environmental Demands

Please select from the following options for each requirement and whether the requirement is essential to perform the roles and responsibilities of the position:

- Constantly: 6-8 hours per day (75% or more of time)
- Frequently: 3-6 a day (35-74% of time)
- Occasionally: up to 3 hours a day (up to 34% of time)
- Never: Not applicable

Physical and Mental Requirements

1. **Bending**: Select from the drop-down menu
2. **Climbing**: Select from the drop-down menu
3. **Concentrating**: Select from the drop-down menu
4. **Crawling**: Select from the drop-down menu
5. **Decision Making**: Select from the drop-down menu
6. **Keyboarding** and Mousing: Select from the drop-down menu
7. **Lifting** or Carrying up to 10 lbs.: Select from the drop-down menu
8. **Lifting** or Carrying up to 25 lbs.: Select from the drop-down menu
9. **Lifting** or Carrying up to 50 lbs.: Select from the drop-down menu
10. **Lifting** or Carrying over 50 lbs.: Select from the drop-down menu
11. **Performing** Calculations: Select from the drop-down menu
12. **Pushing** or Pulling: Select from the drop-down menu
13. **Reaching** Overhead: Select from the drop-down menu
14. **Repetitive** Motion of Upper Extremities: Select from the drop-down menu
15. **Sitting**: Select from the drop-down menu
16. **Standing**: Select from the drop-down menu
17. **Stooping** Kneeling or Squatting: Select from the drop-down menu
18. **Walking**: Select from the drop-down menu

Other Physical & Mental Requirement No.1

- **Description**: Please add the following
 - Reading and Comprehending, Writing, Communicating Orally, Reasoning and Analyzing
- **Frequency**: Select Constantly, Frequently, Occasionally, or Never

Note: Do not select "essential" for this option

Environmental Requirements

1. **Drive** motorized equipment: Select from the drop-down menu
2. **Excessive** Noise: Select from the drop-down menu
3. **Hazards**: Select from the drop-down menu
4. **Outdoor**: Select from the drop-down menu
5. **Elevated** Work: Select from the drop-down menu
6. **Extreme** Temperature (hot or cold): Select from the drop-down menu
7. **Indoor** (Typical office environment): Select from the drop-down menu

Posting Details

1. Advertising Summary: Leave this blank
2. Advertisement Text: Leave this blank

User and Approvals

- **Justification for Position:** Complete this section by providing the items below.
 - Anticipated Hiring Range
 - Budget/Chart field/Account string
 - Working Hours
 - Number of positions

USERS AND APPROVALS

Justification for Position:

Anticipated Hiring Range:
Budget/Chart field/Account string:
Working hours:
Number of positions:

- **Hiring Administrator:** Entire first and last name of the hiring manager.

Review the Position Description

- **Important:** Review the Position Description for accuracy

Submit the Position Description for approval

- To **save** and complete later, select "Save as draft"
- To **submit** for approval, please select the appropriate approval process:

For Student Assistant positions, select SB-HR-Student Employment Approval:

- MPP: Input the appropriate administrator
- Lead: Input the appropriate staff member
- Department Budget: Input the appropriate staff member
- Student Employment Manager: This pre-populates, do not change

What Happens Next?

1. The Hiring Administrator will receive an email notification of the fully approved position description
2. Student Employment will complete the job card within 24 hours and the recruitment will be posted.