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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
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 Assistant Position Description template (PD - 7395).

4. Select the ‘view’ option.

5. Click on the ellipsis and select the ‘Copy position description’ option.
Position Information
1. Type of Action Requested: Select **New (Create a new Position Description), Replacement, or Replacement-Revision**

![Type of Action Requested]

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

![Internal Team]

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]

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

![Classification Title]

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)
    - 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
- Verify “Reports to” is populated on the Position Description
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](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

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

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](https://www.csueastbay.edu/classificationstandards).
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%
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

- **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.