**CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POSITION DESCRIPTION**

**MPP – Administrator**

A current and accurate Position Description is required for each position, and must be on file in Human Resources.

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| **SECTION I - TO BE COMPLETED BY THE SUPERVISOR** | | | | | |
| Date: | Division: | | | Department: | |
| Incumbent: | Classification: | | | Working Title: | |
| Supervisor’s Name: | Supervisor’s Classification and Title: | | | | |
| New Position Existing Position | | Full-Time Part-Time | | | |
| PURPOSE OF THE POSITION: | | | | | |
| RESPONSIBILITIES & DUTIES: | | | | | |
| SUPERVISOR/OTHER WORK RELATIONSHIPS: | | | | | |
| REQUIREMENTS OF POSITION: | | | | | |
| **SECTION II - SIGNATURES** | | | | | |
| Incumbent: | | Date: | President(direct reports only)/President Designee: | | Date: |
| Supervisor: | | Date: | AVP HR Programs: | | Date: |