**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: |