

Classified Staff Professional Development Fund Administrator

Eligibility – Must be a full-time classified staff member.

Criteria for the CSPD Fund Administrator:

1. Must be proficient in Excel.
2. Must be able to maintain confidentiality.
3. Must have organizational skills.
4. Must have the ability to respond in a timely manner.

Function:

- To manage and administer the Classified Staff Professional Development (CSPD) Fund
- To accept all CSPD Fund applications
- To approve/deny requests according to guidelines
- Submit a monthly report to the Chair of the Classified Association (CA)
- Track funding using an excel spreadsheet
- Once the fund reaches \$7000 all requests will be forwarded to the CA for authorization