



Associated Students, Inc.

5151 State University Drive, Los Angeles, CA 90032
Phone: 323-343-4778 Fax: 323-343-6420

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Associated Students, Inc. * California State University, Los Angeles

Please submit a cover letter, resume, and application to the A.S.I. Administrative Office, U-SU 203.

Job Description

A.S.I. ADMINISTRATIVE ASSISTANT TO THE EXECUTIVE DIRECTOR

Rate: \$15.00 – \$18.00 hourly

Workweek Class: Non-Exempt
Classification: Part-Time
Work Schedule: Up to 29 hours per week as developed with the Executive Director
Classification & Salary: The salary range for this classification is \$1,740 - \$2,088 per month – part time basis.

GENERAL STATEMENT:

The Administrative Assistant reports to the Executive Director assisting with the maintenance and development of administrative and clerical daily functions. The Assistant will also assist with various other aspects of relating to the dissemination of information, budget related tasks and providing administrative support to the Executive Director in a primarily self-directed environment.

RESPONSIBLE TO: A.S.I. Executive Director

CONDITIONS OF EMPLOYMENT:

This position has an At-Will employment status. Continued employment in this position is dependent upon the mutual consent of the Associated Students, Inc. and the employee. A.S.I. or the employee can terminate the relationship at any time (which may or may not be subject to a fourteen day notice).

SKILL REQUIREMENTS:

- Willing to work with an ethnically diverse and culturally pluralistic student body and staff;
- Strong interpersonal, organizational and leadership skills;
- Proven ability to work independently and possesses the ability to work as part of a team;
- Effective written and oral communications skills;
- Related classroom experience preferred (i.e. Social Sciences, Management, Personnel, etc.);

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- Typing, word processing and ten key skills preferred;
- Detail oriented;
- Positive attitude and willingness to learn;
- Ability to prioritize workload, meet deadlines and multi-task; &
- Maintain resource, vendor and administrative files

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assist the Secretary/Treasurer with the application process (i.e. timely collection and distribution of applications, scheduling of interviews, and creation of information for BOD review, etc.)
- Oversee and assist the Vice President for Academic Governance, Secretary/Treasurer, Election and Orientation Commissioner with the orientation of appointed A.S.I. and Committee members.
- Assists with project and report presentations
- Assists the Office Manager with semester staff meeting set ups, agendas etc.
- Oversee transcription of A.S.I. minutes and posting online
- Manage the creation and disbursement of appointment memos in consultation with the Vice President for Academic Governance
- Assists the Executive Director & A.S.I. Staff with administrative support for A.S.I. Officers Strategic Goals & Plans.
- Assists with various account reconciliations (i.e. Payroll, Benefits, etc.)
- Assists with identifying public and private grant opportunities to increase organizational and institutional visibility
- Assists the Executive & Office Manager with other special projects as needed
- Serves as the confidential and executive secretary to the Executive Director managing A.S.I. E-mails, eligibility, application management, member conflict of interest forms etc.)
- Assists in researching data required for reports to the CSU system office, auditors, and other state and federal agencies, and prepares responses for signature
- Coordinates background material for agendas, meetings and special presentations.
- Drafts special responses and prepares routine correspondence on behalf of the Executive Director.
- Organizes special events and meetings and coordinates room and catering needs (i.e. Title IX Training, Special Leadership Trainings, food permits, and office key log.)
- Responds to the requests of the members of the Board of Directors, resolving problems and providing information
- Assists Executive Director in research and development of reports for A.S.I. Board of Directors and its sub-committees, as needed
- Assists with the management of all A.S.I. Business E-mail accounts, and website updates.

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- Screens, directs and responds to all mail and telephone inquiries
- Enforces Student Union, Cal State L.A., California State University, and other policies, regulations and guidelines, and assists in the development of such
- Performs general clerical support for the Executive Director & Office Manager
- Log all outgoing correspondence
- Performs other related duties as assigned

General Information:

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the Cal State LA. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Cal State LA/CSU employees who apply for the position.

An Equal Opportunity/Title IX Employer

In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs. Upon request, reasonable accommodations will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job when this does not cause an undue hardship.

California State University, Los Angeles is one of the most culturally diverse universities in the United States. The student body is 58.4 percent Latino, 18.4 percent Asian, Non-Resident 8.8%, 8.2 percent Caucasian, 4.2 percent African American, Unknown 3.2%, two or more races, and Pacific Islander 0.1%. Our 27,827 student range in age from 15 to 80 years old - the average undergraduate age being 24.4.

Please feel free to visit the CSLA homepage at www.calstatela.edu and the Associated Students, Inc. homepage at www.calstatela.edu/asi.

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Cover letter and resume should be e-mailed to asiaoc@calstatela.edu or mailed to:

- Cal State L.A. Human Resources Management
- Attention Susie Varela, HRM Director,
- Administrative Assistant to the Executive Director Search, A.S.I.,
- California State University, Los Angeles, Inc.,
- 5151 State University Drive, Los Angeles, CA 90032.
- Cover letter, resume, and application received by **Friday, March 24, 2017** will be given preference.

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