

Position Title: Assistant Executive Director

Reports To: Executive Director - ASI

Payroll Classification: Salaried, Exempt

Priority Filing Date: Open Until Filled

GENERAL STATEMENT:

Under the general direction of the Executive Director, the Assistant Executive Director provides for the effective day-to-day operations of the Associated Students, Inc. The Assistant Executive Director evaluates program effectiveness, developing and implementing recommendations as appropriate. This position is responsible for managing resources to deliver a high overall program standard as well as quality customer service experiences to Cal State LA students. The Assistant Executive Director provides supervision and leadership to three service departments: Leadership and Program Development, Shared Governance and Legislative Initiatives, and A.S.I. Marketing and Communication while also assisting the Executive Director with the overall management of A.S.I.

SPECIFIC DUTIES AND RESPONSIBILITIES:

As a member of the A.S.I. management team, meets regularly with other management personnel to establish and ensure effective on-going communication and coordination among departments. Assists managers and supervisors with all aspects of program and service delivery and ensures adherence to the mission, goals, and policies of the Associated Students, Incorporated. Administers all aspects of planning, development, and management of the aforementioned departments, services, and facilities and is responsible for the overall coordination and integration of programs and services with other A.S.I. and campus functions. Establishes and implements short- and long-range goals, objectives, and operating procedures. Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish goals and objectives. Working with the Executive Director provides direction and day-to-day management of several key functions other than programs such as finance, administration, organization development; assumes responsibility for major projects; assumes responsibility for organization in absence of Executive Director. Participates as a member of the senior management team to formulate and implement policies and plans to meet the organization's short- and long-term objectives.

Responsible for the overall effective operation of:

Leadership and Program Development – The Director is responsible for the growth of student leaders within the corporation. The Leadership and Program Development area operates under the idea of setting up student leaders for success by teaching and developing leadership, organizational and personal skills through both informal and formal means in both the group and individual formats. Assists student leaders in the

development attainment of annual goals. Develops orientation and training for student leaders in fiscal procedures, corporate and university policy/mission. The Director works with student leaders in the development and implementation of programs consistent with the goals and policies of the A.S.I. Board of Directors. The Assistant Executive Director attends A.S.I. Board of Directors biweekly meetings.

A.S.I. Marketing and Communication Department – The Director is responsible for the Marketing and Communication Department is responsible for the centralized marketing, advertising and public relations for A.S.I., including A.S.I. events, programs, and services. A primary focus is to recruit, assess, and secure maximum involvement and engagement with students and our surrounding community. The area of oversight may include: corporate communication, video/photography, A.S.I. website management/social media, and graphics.

Shared Governance and Legislative Initiatives – The Director is responsible for fostering student engagement through campus advocacy through shared governance. Develop short and long-term advocacy strategies to ensure students share in the decision-making and governance of campus. Train members and on-campus student groups (e.g. Lobby Corps) to effectively research, monitor, advocate, and organize around higher education policy issues.

OTHER SPECIFIC DUTIES:

- Works closely with the Executive Director in the development of minor and major construction and remodeling proposals, and shall work with committees of the ASI Boards and appropriate University offices and off-campus consultants in the development and implementation of projects of this nature.
- Works closely with the A.S.I. Graphic and Marketing Coordinator to insure the development and implementation of an on-going and comprehensive promotional and marketing effort that effectively presents ASI programs and services to the University students.
- Provides direction to departments and programs in the development and management of department budgets; review and approve all budget expenditures. Plans, develops, and implements strategies for generating resources for programs supervised.
- Develops, implements, and evaluates appropriate policies and operating procedures.
- Analyzes policies, procedures, and work systems and recommends changes to increase efficiency, service, and productivity.
- Provides support to the Executive Director in the development and implementation of special programs and projects within the Corporation.
- Develops and implements an effective customer service program for departments and programs under its supervision.
- Participates as a member of various student union, Associated Students, and Student Affairs committees and/or other campus assignments as requested by the Executive Director.
- Occasionally represents the Executive Director at meetings as requested.

- Required to be a Mandatory Reporter and sign ASI Mandatory Reporter Form.
- Other duties as assigned by the Executive Director.

MINIMUM QUALIFICATIONS:

Education and Experience:

Master's degree in Higher Education or related field and five to seven years progressive experience in the management and administration of a student union and/or student activities program; or equivalent combination of education and experience.

Experience in student advising, facilities management and contract negotiations preferred. Experience in California State University auxiliary system preferred. Must have three years of responsible supervisory experience.

Knowledge and Abilities

Demonstrated ability to work effectively within a complex setting and to organize, schedule, train, and supervise college age and full-time staff. Ability to effectively lead and direct the efforts of others. Must possess strong interpersonal skills. Must have demonstrated experience in forecasting and assessing organizational needs. Experience in coordinating typical activities held in student unions. General knowledge of the methods and problems of organizations and management.

Ability to prepare and manage budgets as well as financial and cash reports. Familiarity with word processing and data management computer programs is desirable. Works effectively with coworkers, customers and others by sharing ideas in constructive and positive listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions; addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds.

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 duties when this does not cause an undue hardship.