



PROJECT LIST

Administrative Assistant to the Executive Director

Administrative: 60%

- Applications: Receive, review and process applications. (Weekly)
- Memorandum: Draft and scan appointment memos. (Biweekly)
- Upkeep Databases: Update information based on appointments and membership changes. (Weekly)
- Upkeep Website: Update information based on appointments, membership changes and meeting updates. (Weekly)
- Room Requests: Contact various departments for room availability. Most annual meetings will have a room reservation by the end of the week, if requests are approved. Five meetings are still pending.
- Minutes: Transcribe audio. (Biweekly)
- Eligibility: Create a list of newly appointed students for eligibility review after every BOD. (Biweekly)
- Placards: Request placards for various committees for newly appointed students. (Biweekly).
- Administrative Related Meetings: Attend Student Affairs meetings as well as A.S.I. planning meetings. (Weekly)
- Equipment Loan Reservation: Provide access of tablets to ASI members and staff. Ensure tablets are ready for various meetings.
- Website inquiries: Forward or reply to website inquiries.

Projects: 30%

- Database Improvement: Update committee database to make it more accurate. (In progress)
- Eligibility List: Modify list to reflect Lobby Corps eligibility requirements.
- Approved Policy Tracker: Create a tracker for the policies approved by ASI.
- ASI Moodle: Exploring opportunities to use Moodle for a more interactive way to reach students.
- General Student Engagement Process: In collaboration with the Executive Director, create a process to get more general students to attend ASI meetings. (Ongoing)
- Meeting Signs: In order to have smooth meetings, a request was made to graphics to create time keeping signs to let members and presenters know when their time is up. The signs were first

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used at the last BOD, but will get improved. Any committee could request time keeping sign from me. Similarly, due to our many meetings outside of the U-SU, a request was made to create a location and time sign. (Ongoing)

Research: 10%

- Annual Report: Look into annual reports of different organizations to create one for ASI.
- A.S.I. History: Review State of Affairs and BOD minutes of previous administrations. (Ongoing)

*underlined items represent new administrative tasks/projects/research.



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