



Chief of Staff

Summary: The Chief of Staff is an appointed position and maintains the quality of the organization by assisting the President in holding individuals accountable and aligning practices to policy

Reports:

1. The Chief of Staff shall report at the BOD on matters that relate to the Internal Affairs of the organization
2. The Chief of Staff shall submit a state of affairs report to the BOD in accordance with the Code of Procedures.

Meetings:

1. The Chief of Staff shall sit on the Board of Directors and Executive Committee as a non-voting member.
2. The Chief of Staff will chair the Strategic Planning Committee

Essential Duties/Responsibilities:

1. Oversee accountability and quality control of the Organization by aligning current practices with policy
2. Process GIA's reports with the input of the Direct Report.
3. Serve as Chair of the Strategic Planning Committee
4. Ensure access to the Directors by maintaining a list of their office hours
5. Distribute and post meeting agendas and minutes as required under the Gloria Romero Open Meetings Act of 2000.

Service

1. Perform any other responsibilities that may be delegated by the President

A.S.I. PRESIDENT ADMINISTRATIVE ASSISTANT

Duties:

- Communicate and interact cordially, politely, and professionally Complete incident reports for accidents, injuries, etc., as required Insure prompt and efficient customer service
- Learn and abide by A.S.I., University, and state employment practices
- Follow A.S.I. filing system for records, documents, etc.
- Provide general clerical support for A.S.I. President
- Trouble shooting of the highest levels of customer service possible
- Experience and ability to use Dragon Speak, Natural Speak, and be familiar with optical character recognition software applications preferred.
- Scan documents into PDF then format to be a readable document via Dragon software Other duties as assigned
- **Process the Administrative Side to the GIA Reporting (Committee Attendance and Office Hours).**
- **Attend Executive Committee Meeting**