



Associated Students, Inc.

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ASI Administrative Assistant to the Executive Director (3.6.18 Draft)

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.

PERCENTAGE OF TIME SPENT ON ESSENTIAL FUNCTIONS (Sample)

ADMINISTRATIVE: 65%

- Transcribe Minutes: Transcribe two and a half hours of the Board of Directors meeting. This task includes inputting notes taken at the meeting into a word document, listening to audio for accuracy and any missing information from notes, and checking for spelling and grammar.
- Attend Meetings: These meetings include Student Life Staff meetings, ASI Pro- Staff meetings, BOD meetings and occasional meetings with student representatives and student staff.
- Equipment Management: Checking out tablets to student representatives and professional staff. Making sure all tablets are charge for meetings and that they are returned. In addition, manage the periodic necessary updates for tablets.
- Process Applications: Receive, review, redact and send applications for open positions. This is done weekly.
- Website Updates: Update open positions, add new appointees, change meeting information. This is usually done bi-weekly after every BOD.
- Eligibility: Draft a list of appointed students to be check for eligibility. Maintain an internal online list of eligible students.
- Room Reservations: Fill out room reservation forms, and cancel or change reservations.
- Meeting Set-Up: Have placards and projector ready for BOD meetings.
- Drafting Memorandum & other documents: After appointments or resignations, create memorandum and send it for signature to different people in ASI.
- Minutes Collection: Assure that minutes for meetings are being approved and collect them. After collection, these minutes are reviewed and uploaded.
- Supplies pick up: Pick up supplies for events, meetings and trainings.
- ASI Weekly Update: Compile events and meetings to be send to ASI members, committee members and relevant staff.
- Provide Training: Train student staff and representatives on spreadsheets and small projects.

PROJECTS: 20%

- Special Projects: This ranges from assisting events, creating spreadsheets for processes, crafting surveys, designing marketing campaigns, looking into more efficient ways to archive official and historical documents, various monetary forecasts, get committee gavels engraved, contact other departments to get up to date information for committee meetings.

RESEARCH: 15%

- As requested by the Executive Director, this includes research on other AS's processes, ASI's history, chair responsibilities and how to receive grants.