



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 Reservations: Contact various departments for room availability. **(Ongoing)**
- 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 ASI planning meetings. **(Weekly)**
- Equipment Management: Provide access of tablets to ASI members and staff. Ensure tablets are ready for various meetings. **(Daily)**
- Website inquiries: Forward or reply to website inquiries. **(Ongoing)**
- ASI Weekly Update: Assist the Executive Director with weekly updates to ASI members and relevant university staff. **(Weekly)**
- Tablet Updates: Request appointments to have necessary updates on ASI tablets, making sure the tablet needs of all meetings are met. All tablets were updated. **(Completed)**

Projects: 30%

- Working on new updates for the accountability tracker. **(Ongoing)**
- General Student Engagement Process: In collaboration with the Executive Director, create a process to get more general students to attend ASI meetings. Changes to social media posts have been made and marketing was created. **(Partially Completed)**
- ASI Archiving Process: Create a process to better archive ASI historical documents. I am doing research on different methods of archiving. **(Ongoing)**

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- Attendance Tracker: Train Vice Chairs and respective staff on this tool and its features. One more student needs the training. **(Partially Completed)**
- Gathered and compiled data from SPC Roundtable surveys. **(Completed)**
- Created a forecast for the Shared Governance Council that includes future expected expenses. **(Completed)**
- SPC Roundtable: Assist Executive Director on the SPC Roundtable events. **(Completed)**

Research: 10%

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

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

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