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*Associated Students, Inc.*

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### **ASI Administrative Assistant to the Executive Director**

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**

##### **ADMINISTRATIVE: 65%**

- Transcribe, draft and keep records of Board of Directors meetings minutes.
- Participate in strategic planning meetings.
- Maintaining an equipment management system that promotes readily accessibility and efficiency.
- Manage and process applications for open ASI internal positions and University-wide committee positions.
- Update website content such as open positions, new appointees and meeting information.
- Maintain an internal online list of eligible students and provide that list to the Executive Director for eligibility checks.
- Procure rooms for all ASI internal meetings and make changes to reservations when necessary.
- Ensure ASI internal meetings have placards and other supplies or equipment.
- Draft memorandum and other documents to be sent out to on campus departments.
- Oversee the collection of ASI internal committee minutes and make sure approved minutes are accessible at the ASI website.
- Compile a weekly list of events and meetings to be send to ASI members, committee members and relevant staff.
- Train student staff and ASI representatives on administrative projects.

##### **PROJECTS: 25%**

###### **ADMINISTRATIVE UNIT**

- Assist in the planning and execution of events and trainings related to the administrative unit of ASI.
- Research and offer suggestions on the best way to archive official and historical documents.
- Streamlined internal processes by analyzing current practices and make changes using technological tools.

###### **STUDENT GOVERNEMENT UNIT**

- Craft surveys and assist with the design of marketing campaigns for review of the Executive Director. Make changes when required.
- Research and compile data use at some committee meetings.
- Forecast committee incentives using different scenarios.
- Contact other departments to get up to date information for University-wide committee meetings.

##### **RESEARCH: 10%**

- As requested by the Executive Director, this includes research that will be use at committee meetings or for administrative purposes.