



PROJECT LIST

Administrative Assistant to the Executive Director

Administrative: 65%

- 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)**

Projects: 25%

- Assist on research of graduate exam study materials and contact the library to form a partnership. **(Partially Completed)**
- Assist the VPAG with the Student Appreciation Event. **(Ongoing)**
- Set up meetings with various departments to clarify their oversight of University-wide committees. **(Ongoing)**
- ASI Archiving Process: Create a process to better archive ASI historical documents. I am doing research on different methods of archiving. **(Ongoing)**
- Created a forecast for the Shared Governance Council that includes future expected expenses. **(Completed)**
- Working on new updates for the accountability tracker. **(Completed)**

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- 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. **(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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