

ASI Executive Director

Under the authority and within the policies of the Associated Students, Inc. (ASI) and in compliance with all applicable federal, state and local laws as well as the policies and regulations of the California State University system, the ASI Executive Director acts on behalf of the ASI Board of Directors and is responsible for the overall management and administration of its corporate affairs and the organizations under its governance. The Executive Director manages the support functions for the organization, including administration, financial services, human resources, marketing and public relations and information technology. The Executive Director builds relationships throughout the University and the surrounding community in the interests of ASI. The Executive Director provides the mentorship and structure to support ASI student leadership and development. The Executive Director serves to develop continuity and cohesion within ASI to ensure timely and efficient transition for student administrations. The Executive Director has a dotted line reporting relationship to the University Vice President for Student Life.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administration/Management

- Under the direction of the ASI President, administratively responsible for the operation of ASI programs and services, and implementation of policies, procedures and programs adopted by the ASI Board of Directors
- Serve as the Associated Students, Inc. Operations Officer of the corporation with administration and management responsibilities over all the departments of ASI
- Provide leadership, direction and guidance to ASI management and staff members
- Advise ASI on program, facilities and fiscal matters, including compliance with ASI, campus and CSU policies and procedures as well as applicable state and federal regulations
- Ensure that ASI's financial and legal interests are safeguarded and that the ASI Board of Directors is briefed regularly and advised of corporate matters as well as pertinent laws, regulations and policies
- Responsible for the personnel management of all ASI staff, including recruitment, selection, training, evaluation, retention, discipline and termination
- Provide oversight for assessment and continuing improvements relating to facilities, programs and services for ASI
- Develops and maintains a close relationship with the University Student Union, University Auxiliary Services, Administration, Business and Financial Services, Division of Student Life and all divisions of the university
- Serve on campus boards and committees as well as associations at the system-wide and higher education levels and represents ASI to the campus, CSU as well as public and private organizations
- Serve as an ex-officio, non-voting member of the ASI Board of Directors and other committees and appoint designees, as needed
- Collaborate with the Department of Risk Management and participate in the University's emergency preparedness policies, procedures and activities, including developing and maintaining a business continuity plan for ASI

Budget/Fiscal Management - In conjunction with the ASI President and Vice President for Finance and the University's Division of Administration and Finance:

- Responsible for the development of the annual budget, presented to the University President for final approval. Implements and monitors approved budget.
- Responsible for negotiation, approval and implementation of all ASI contracts with external, campus and system-wide agencies, including those for space lessees, vendors and service providers, upon approval of the Board of Directors,
- Ensures accepted accounting and fiduciary guidelines are followed
- Assist external auditor with the annual audit and ensure that it meets the required deadline
- Ensures all investments comply with state laws and ASI policies
- Responsible for comprehensive and accurate accounting and purchasing procedures, including cash handling

Strategic Planning

- Assist the ASI Board of Directors in the development of organization and unit long-term strategic plans, benchmarking and monitoring programs
- Ensure ASI strategic plan is incorporated and followed operationally and programmatically
- Develop vision/mission statements and put into practice a strategic plan that will empower students to their full leadership potential
- Design, implement and maintain a process where student needs are matched with resources to provide consistent guidance given the annual change in the Board of Directors and Officers

Programmatic Review/Development

- The Executive Director is responsible for ensuring that all ASI programs are fiscally sound and meet the needs of the student body
- Implement a scheduled review of each program, evaluating the needs for the program and/or services, in collaboration with the ASI Board of Directors and the Office of the Dean of Students
- Consults with the ASI Board of Directors and others to investigate new or emerging programs that will benefit and meet the strategic needs of the corporation.
- Pursue and create new networks to develop ASI policies and programs to benefit the student body

Student/Board of Director Development

- The Executive Director coordinates staff, student, and university efforts, to realize ASI's objectives as articulated by the ASI Board of Directors. The Executive Director provides guidance and advice to the ASI Board of Directors, ASI Officers and sub-governing boards and committees
- Utilizes theories, practices, and principles of college student development to develop training, coach and empower students and student leaders
- Build long-term relationships in the interests of ASI to ensure the organization

maintains good standing and cooperative relations with the University, University Divisions and Auxiliaries

- Act as advisor and resource for all activities under jurisdiction of ASI; serves as reference for all ASI personnel and Board of Directors on ASI policies and procedures
- Foster leadership skills while simultaneously providing support and guidance to student leaders

QUALIFICATIONS

- Master's degree required in Educational Leadership, Business Administration, Public Administration, Communications or related field; at least three years of experience in a university, focused on student services or student development highly desirable
- A record of demonstrated effectiveness in student development programs in a multicultural environment with demonstrated commitment to educational equity is desired.
- Strong knowledge of the principles, practices and procedures of business administration, to include strategic planning, organization and direction, fiscal planning and control, assessment and continuous improvement, budget development and accounting principles, personnel supervision and development, risk management, policy and program development and implementation, contract negotiation, and administration and compliance with ASI, University, CSU, state and federal regulations and reporting requirements
- Demonstrated ability to work with a diverse student population and campus community
- Knowledge of and commitment to the principles of student development
- Ability to communicate clearly and concisely, both orally and in writing
- Training and experience in leadership, group dynamics, and public relations
- Evidence of active professional involvement in NASPA, AOA, ACUI or other professional organizations is desirable

Suggested text from Marcus:

ABOUT ASSOCIATED STUDENTS, INCORPORATED (ASI)

ASI assists in the protection of the rights and interests of individual students and provides the means for effective avenues of student input into the governance of the campus. In turn, ASI is the official avenue through which student opinion is expressed and offers an opportunity for members to gain experience in responsible political participation and community leadership. With the support of professional staff, the ASI Board of Directors sets strategic goals and policy priorities while advocating for student interests on internal and campus-wide committees.

ABOUT CAL STATE LA

Cal State LA is a university dedicated to engagement, service, and the public good. Founded in 1947, the University serves more than 27,000 students and more than 247,000 distinguished alumni, who are as diverse as the city it serves. Located in the heart of Los Angeles, Cal State LA has long been recognized as an engine of economic and social mobility. Led by an award-winning faculty, the University offers

nationally recognized programs in science, the arts, business, criminal justice, engineering, nursing, education and the humanities.