



*Associated Students, Inc.*  
5154 State University Drive, Los Angeles, CA 90032

## JOB DESCRIPTION

Please submit a cover letter, resume, and application to the ASI  
Administrative Office, U-SU 203.

### **ASI ADMINISTRATIVE ASSISTANT ~~TO THE OFFICE MANAGER~~**

Rate: ~~\$11.50 — \$13.50~~ \$16.00 hourly

Workweek Class: Non-Exempt  
Classification: Student Assistant III  
Work Schedule: Up to 20 hours per week as developed with the Office Manager ~~for~~  
~~Administration and Services~~

#### **GENERAL STATEMENT:**

The Administrative Assistant reports to the Office Manager for Administration and Services 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 Office Manager for Administration and Services in a primarily self-directed environment. Candidate must have a working knowledge of the concept of confidentiality.

**RESPONSIBLE TO:** Executive Director and Office Manager for Administration  
~~and Services for Administration and Services~~

#### **CONDITIONS OF EMPLOYMENT:**

Continued employment in this position is dependent upon the mutual consent of the Associated Students, Inc. and the employee. The condition of employment for this position is such that the employee can be terminated by the ASI at will. This position is also subject to a 90 day probationary period.

~~This student position has an At-Will employment status. Continued employment in this position is dependent upon the mutual consent of the Associated Students, Inc. and the employee. ASI or the employee can terminate the relationship at any time (which may or may not be subject to a fourteen-day notice).~~

#### **SKILL REQUIREMENTS:**

- Willing to work with an ethnically diverse and culturally pluralistic student body and staff.
- ~~pluralistic student body and staff~~
- Strong interpersonal, organizational and leadership skills
- Proven ability to work independently and possesses the ability to work as part of a team



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- Effective written and oral communications skills
- ~~Related classroom experience preferred (i.e. Social Sciences, Management, Personnel, and Non-profit etc.)~~
- ~~Typing, word processing and ten-key skills preferred~~ Proficient knowledge of Microsoft Office (Word, Excel, Powerpoint).
- ~~Detail-oriented~~ Outstanding customer service skills
- Positive attitude and willingness to learn
- Ability to prioritize workload, meet deadlines and multi-task
- Maintain resource, vendor, and administrative files
- ~~Customer service skills and positive attitude~~

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- ~~Assist with preparation of Requests for Payment or Purchase (RPP's)~~ Prepare Requests for Payments or Purchase for credit card statements, university department, and external invoices in a timely manner for review by Office Manager.
- Process the deposit of checks payable to Associated Students, Inc. with University Cashiers.
- Enter data and assist Office Manager with the recordkeeping of ASI business and operations.
- Prepare Hospitality Forms and Food Permits in a timely manner for review by Office Manager.
- Prepare ASI Executive Officers, Board of Director, and Staff Travel Requests and Travel Claims in a timely manner for review by Office Manager.
- Coordinate ASI Services to include, but not limited to Locker Program, Book Voucher, and ASI Discount Ticket Program.
- Assist the Office Manager with the ASI Office and Equipment Asset Inventory.
- Assist with semester staff meeting set ups, agendas etc.
- ~~Assist with transcription of~~ Process and maintain the "Certified" copies of -ASI Board, Executive Committee, and Personnel Committee, Strategic Committee, and Finance Committee meeting minutes.
- Assist with Club Funding to include, but not limited to, Award Letters and processing of RPP's for Clubs and Organizations.
- Under the Office Manager's direction and supervision, liaise with outside offices such as Business Financial Services, University Student Union (USU), University Auxiliary Services (UAS), and others as necessary to initiate and complete signature processing.
- ~~Assist with various account reconciliations~~
- Assists the Office Manager ~~for Administration and Services~~ with other special projects as needed
- Perform general clerical support to Office Manager ~~for Administration and Services~~ and Executive Director
- Performs administrative, clerical and customer services duties as assigned
- Maintain a neat appearance as a representative of the Associated Students, Inc.
- Ability to handle multiple tasks simultaneously, set priorities and meet deadlines in a rapidly changing environment, and exercise sound judgment.



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~~The successful candidate also must have the ability to: maintain a neat appearance as a representative of the Associated Students, Inc., handle multiple tasks simultaneously, set priorities and meet deadlines in a rapidly changing environment, and exercise sound judgment.~~

**An Equal Opportunity/Title IX Employer**

Upon request, reasonable accommodations will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job when this does not cause an undue hardship.

**How to Apply:**

~~Please go to our website to download an application <http://asicsula.org/about/employment>. Submit a completed application, cover letter, and resume by the closing date to the A.S.I. Administrative Office, U-SU Room 203. Openings for student assistant positions are posted on  handshake Inquiries can be directed to Associated Students, Inc. Administration office, U-SU #203.~~

~~If you have any questions give us a call at 323-343-4778.~~