



ADMINISTRATIVE COORDINATOR

Pay Range: **TBD**

Workweek Class: Full-time, Non-Exempt

Work Schedule: 5/40

GENERAL STATEMENT

Under the supervision of the Associated Students, Inc., (ASI) Associate Executive Director. The Administrative Coordinator is responsible for assisting in planning and organizing the day-to-day operations of the organization. This position will also assist with various student support initiatives and the development of sound fiscal and operating practices while maintaining accurate records, policies, and procedures.

This position will apply and educate student staff/leaders on specific operating policies and procedures, perform research, prepare reports with recommended courses of action, make in-depth analytical studies and investigations which have broad impact, make recommendations for changes in policy or procedures, and develop questionnaires or complex documents.

RESPONSIBLE TO: Associate Executive Director

REQUIRED QUALIFICATIONS

- Bachelor's degree is required.
- Substantive supervisory/managerial experience, at least one (1) year experience.
- Willingness to work with ethnically diverse and culturally pluralistic student body and staff.
- Creativity, high motivation, organization, and coordination abilities.
- Excellent oral and written communication skills.
- Ability to motivate, advise, and work closely with college students.
- Computer experience (e.g., Microsoft Office (Word, Excel, PowerPoint, Outlook))
- Strong organizational skills and capable of multitasking.

DESIRED QUALIFICATIONS

- Substantive experience in Higher Education, at least 1 year. Experience in training and development.
- Knowledge of and skill in fiscal management, and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Responsibilities:

- Assist in the coordination of various ASI programs, services, and policies as provided for in the ASI Administrative Manual.
- Work with Executive Director and Associate Executive Director to effectively utilize resources and staff by reviewing and assessing long and short-term administrative planning objectives operational policies, accounting procedures, staffing needs and general office services.



- Educate student staff on ASI policies, University policies, California Education Code and Title 5 of the State of California.
- Meet regularly with Executive Director and Associate Executive Director to discuss daily operation, changes, and other procurement needs.
- Assist the Executive Director and Associate Executive Director with other special projects as needed.
- Oversee ASI Executive Officers, Board of Director, and Staff Travel Requests and Travel Claims in a timely manner for review by Associate Executive Director.
- Perform general clerical support for Associated Students, Inc.
- Assist with establishing and evaluating standards of excellence related to office procedures for use of telephones, turnaround times, staff coverage, cross training, and customer service.

Fiscal Responsibilities

- Provide administrative support with all required audit functions and ensure that we meet the required deadlines for the GAAP and Chancellor's Office Audits.
- Assist in fiscal year end closing procedures.
- Coordinate ASI Services to include, but not limited to Locker Program, Textbook program, and ASI Discount Ticket Program.
- Maintain records of ASI Office and Equipment Asset Inventory.
- Assist the Associate Executive Director with the development and management of a system of controls for ASI financial management.
- Assist with reconciling and maintaining accounts receivables/payables.
- Review preparation of Requests for Payment or Purchase (RPP's) and maintain resource, vendor, credit card, product, and administrative files.
- Oversee the processing of Club and Organization funding requests.

Programming and Services Responsibilities:

- Assist in the implementation and planning of various ASI programs, trainings, retreats, and initiatives (e.g., Homecoming, Leadership Retreat)
- Supports planning special events and meetings, coordinates room and catering needs, and food permits.

Student Government Responsibilities:

- Assist with the application process for student leaders and committee membership (i.e. timely collection and distribution of applications, creation of information for BOD review, and posting online, etc.), creating and filing appointment memos, tracking campus-wide appointments, scheduling interviews, and maintaining a committee database with meeting times/dates and committee descriptions.
- Gather background material for agendas, meetings, and special presentations.
- Oversee the transcription of ASI meeting minutes and posting online.
- Assist with the management of all ASI Business E-mail accounts, and website updates.
- Advise and provide support to ASI standing and ad hoc committees.

Student Staff Supervision Responsibilities:

- Assist in the efficient work schedule assignments of student staff.



- Schedule staff meetings and assist with training development Manage Target Safety trainings.
- Participate in the recruitment, hiring, orientation, training, and discipline of ASI student staff.

CONDITIONS OF EMPLOYMENT

This 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).

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily for an employment offer to remain valid. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current U-SU employees who apply for the position.

AN EQUAL OPPORTUNITY/TITLE IX EMPLOYER:

In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs. 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. California State University, Los Angeles is one of the most culturally diverse universities in the United States. The student body is 60.9% Latino, 14.2% Asian, 7.9% Non-Resident, 7.8% Caucasian, 4.1% African American, 2.9% Unknown, 2.0% two or more races, and 0.1% Pacific Islander. Our 27,827 student range in age from 15 to 80 years old - The average age* of undergraduates is 23.2, while that of graduates and post-baccalaureates is 30.7. The average for the combined group is 24.2. *As of September 19, 2016