



Associated Students, Inc.  
California State University, Los Angeles

Job Description

**EXECUTIVE DIRECTOR  
(Administrator II)**

Rate: \$39,672 - \$96,660  
Workweek Class: Exempt  
Work Schedule: 5/40

**GENERAL STATEMENT**

The Associated Students, Inc. Executive Director acts on behalf of the Board of Directors on matters including but not limited to: fiscal management, student development, corporate safety, legal affairs, personnel and program management, strategic planning, policy and procedures development, and compliance. The Executive Director builds long-term relationships throughout the University and the surrounding community, in the interests of ASI. The Executive Director serves to develop continuity and cohesion within the Associated Students, Inc. to ensure timely and efficient transition for student administrations to ensure that ASI maintains its position as a leadership laboratory.

**QUALIFICATIONS**

- Master's degree required in Business Administration, Public Administration, Communications, or in related fields.
- Thorough knowledge of administration, organizational management, strategic planning and personnel management; student personnel administration, and student development is essential.
- A record of demonstrated effectiveness in student development programs in a multicultural environment with demonstrated commitment to educational equity is desired.
- Training and experience in leadership, group dynamics, business administration, public relations, budget and personnel management are highly desired.
- Minimum of three years experience completed in a position of progressive responsibility in personnel and business management prior to application.
- Willingness to work with an ethnically diverse and culturally pluralistic student body, staff and administration.
- Must be able to effectively communicate, orally and in writing as well as computer literate.
- Ability to work with students on various levels; must be able to foster leadership skills, while simultaneously providing guidance.
- Three years of experience in a Student Services or Student Development environment, preferred.
- Familiarity with Non-Profit Organizations [501(c)3], corporate law and the California Code of Regulations, preferred.

**ADMINISTRATIVE RESPONSIBILITIES**

- Working for the ASI Board of Directors, under the direction and supervision of the ASI President, the Executive Director shall be administratively responsible for the operation of ASI programs and services, and implementations of those policies, procedures and programs adopted by the ASI Board of Directors.
- Provide time and effort to be familiar with problems, priorities, and current work-in-progress of the Associated Students.
- Shall perform the duties of the Associated Students, Inc. Operations Officer as provided for in the ASI Articles of Incorporation, Bylaws and Codes of Procedures.
- Develop operational policies as they relate to the functions of the Associated Students.

**DUTIES**

- Under the direction of the Board of Directors, the Executive Director shall, organize, manage, direct and supervise the corporate functions of the Associated Students, Inc.
- To develop, implement and administer the programs, services and finances of the Associated Students, Inc.

- Makes recommendations and coordinates immediate and long term planning objectives and policy development for the Associated Students, Inc.
- Responsible for long-term policies regarding personnel, management as well as day to day management
- Maintain and publish up-to-date copies of the ASI Bylaws, Codes of Procedures, Committee Rules and Regulations and other official ASI documents of record.
- Ensure the ASI's legal interests are protected and that the ASI Board of Directors is informed of pertinent laws, regulations and policies.

### **FISCAL RESPONSIBILITIES**

- Assist in the formulation and preparation of the ASI budget, and establish and maintain sound fiscal and operational policies and procedures.
- Responsible for comprehensive and accurate accounting and purchasing procedures. Ensures accounting and check processing efficiency within the organization.
- Up-to-date account and file records.
- Ensures accepted accounting and fiduciary guidelines are followed.
- Advise student directors on fiscal procedures affecting their respective budgets.
- Serves as an official representative of ASI in meetings with representatives concerning fiscal matters.
- Responsible for implementation of all contracts, leases and tax exemption requests and any reports involving the Associated Students, Inc. Provides reports to the Associated Students, Inc., President and other as needed and/or directed.
- Keeps a quarterly updated list of ASI assets and properties.
- Ensures that all investments comply with state laws and ASI policies.
- Act as an advisor for all the activities under the jurisdiction of, or subsidized by the Associated Students, Inc. Works with clubs and organizations to ensure equitable access.
- Assists the external auditor with the annual audit and ensures that it meets the required deadline.
- Supervises all ASI cash handling procedures.

### **STUDENT DEVELOPMENT**

- Develop vision/mission statements and put into practice a strategic plan that will empower students to their full leadership potential.
- Expected to assimilate and maintain the organizations institutional memory and to orient incoming officers, BOD members and committee members and staff on ASI history policies, procedures and methods.
- Serves as a reference person for all ASI personnel and BOD on all ASI policies and procedures.
- Sensitive and responsive to the role of student involvement in University governance and Associated Students in particular.
- Coordinate the annual retreat of the Board of Directors.
- Assist the Board of Directors in conferences hosted by the Associated Students, Inc.
- Coordinate activities, including social, cultural, and recreational with clubs and organizations.

### **PERSONNEL DEVELOPMENT**

- Supervises all paid employees.
- Responsible for all facets of the ASI personnel program including recruitment, placement, orientation, training, performance evaluation, salary schedules, classification, retention, discipline or dismissal and employee relations, including morale and grievances.
- Responsible for carrying out all personnel policies of the Associated Students, Inc.
- Knowledgeable of all University personnel policies.

### **UNIVERSITY RELATIONS**

- Serves as ex-officio member of the ASI Board of Directors, the ASI Executive Committee, the University Student Union Board of Directors, and other committees as required. Serves in a voting capacity to the ASI Finance Committee. The Executive Director is expected to attend and report all ASI meetings.
- Maintains a close relationship with the Administration, Finance and Student Affairs divisions of the University.
- Maintains a close relationship with the University, auxiliaries and others as appropriate.

- Coordinates staff, student, and University efforts to realize ASI's objectives as articulated by the ASI officers and Board of Directors.
- Take steps necessary to ensure the ASI maintains good standing and cooperative relations with the University. The Executive Director must be eager to pursue and create new networks to develop ASI policies and programs to benefit the student body population.

### **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 51.3 percent Latino, 22.7 percent Asian, 16.5 percent Caucasian, and 9 percent African American. Our 20,000 student range in age from 15 to 80 years old - the average undergraduate age being 25.

Please feel free to visit the CSLA homepage at [www.calstatela.edu](http://www.calstatela.edu) and the Associated Students, Inc. homepage at [www.calstatela.edu/asi](http://www.calstatela.edu/asi).