



*Associated Students, Inc.*

5151 State University Drive, Los Angeles, CA 90032

Phone: 323-343-4778 Fax: 323-343-6420

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## Job Description

### **ASI ADMINISTRATIVE ASSISTANT TO THE EXECUTIVE DIRECTOR**

Classification: Full-Time  
Workweek Class: Non-Exempt  
Work Schedule: 5/40  
Compensation: Salary is commensurate with experience and qualifications.  
A comprehensive benefits package is provided.

#### **GENERAL STATEMENT:**

The Administrative Assistant reports to the Executive Director 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 Executive Director in a primarily self-directed environment.

**RESPONSIBLE TO:** ASI Executive Director

#### **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).

#### **SKILL REQUIREMENTS:**

- Willing to work with an ethnically diverse and culturally 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;
- Effective written and oral communications skills;
- Related classroom experience preferred (i.e. Social Sciences, Management, Personnel, etc.);
- Typing, word processing and ten key skills preferred;
- Detail oriented;
- Positive attitude and willingness to learn;
- Ability to prioritize workload, meet deadlines and multi-task; &
- Maintain resource, vendor and administrative files

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Assist the with the application process (i.e. timely collection and distribution of applications, creation of information for BOD review, and posting online, etc.)
- Assists the VP for Academic Governance with committee appointment memorandums, tracking campus-wide appointments, setting interview appointments, and maintaining a committee database with meeting times/dates and committee descriptions.
- Assist with the orientation of appointed ASI and committee members to ensure document collection for audit requirements.
- Assists with project and report presentations
- Assist with the transcription of ASI minutes and posting online
- Assist the creation and disbursement of appointment memos
- Assists the Executive Director & ASI Staff with administrative support for ASI Officers Strategic Goals & Plans
- Assists with various account reconciliations (i.e. Payroll, Benefits, etc.)
- Assists with identifying public and private grant opportunities to increase organizational and institutional visibility
- Assists the Executive & Office Manager with other special projects as needed
- Serves as the confidential and executive secretary to the Executive Director managing ASI E-mails, eligibility, application management, member conflict of interest forms etc.)
- Assists in researching data required for reports to the CSU system office, auditors, and other state and federal agencies, and prepares responses for signature
- Coordinates background material for agendas, meetings and special presentations.
- Drafts special responses and prepares routine correspondence on behalf of the Executive Director
- Organizes special events and meetings and coordinates room and catering needs (i.e. Title IX Training, Special Leadership Trainings, food permits, and office key log.)
- Responds to the requests of the members of the Board of Directors, resolving problems and providing information
- Assists Executive Director in research and development of reports for ASI Board of Directors and its sub-committees, as needed
- Assists with the management of all ASI Business E-mail accounts, and website updates.
- Screens, directs and responds to all mail and telephone inquiries
- Enforces Student Union, Cal State LA, California State University, and other policies, regulations and guidelines, and assists in the development of such
- Performs general clerical support for the Executive Director & Office Manager
- Log all outgoing correspondence
- Performs other related duties as assigned

### **General Information:**

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act (CANRA) 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 before any candidate can be offered a position with the Cal State LA. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Cal State LA/CSU 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.