



## **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, hold administrative responsibility for the operation of ASI programs and services, and implementation of policies, procedures and programs adopted by the ASI Board of Director.
- 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 staffmembers
- Actively foster opportunities for full-time professional staff development
- 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
- Develop and maintain 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 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,
- Ensure accepted accounting and fiduciary guidelines are followed
- Assist external auditor with the annual audit and ensure that it meets the required deadline
- Ensure 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**

- 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
- Consult 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**

- Coordinate 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
- Utilize 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
- Actively seek new avenues for ASI officers to promote the student opinion
- 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



- Advocate shared governance to University-wide stakeholders

## **REQUIRED QUALIFICATIONS**

- Master's degree in Educational Leadership, Business Administration, Public Administration or a related field.
- Three years of progressively responsible management experience that demonstrates broad and extensive experience in business functions and operations.
- Record of demonstrated effectiveness in student development programs in a multicultural environment with demonstrated commitment to educational equity.
- Training and experience in leadership, group dynamics, and public relations.
- 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.
- Knowledge of and commitment to the principles of student development.
- Ability to communicate clearly and concisely, both orally and in writing.
- Demonstrated ability to achieve assigned objectives, within budget and within the desired time frame.
- Demonstrated ability to work with shifting deadlines and work priorities.
- Ability to mentor, motivate, and work closely with students.
- Excellent interpersonal skills

## **DESIRED QUALIFICATIONS**

- Experience in a college or university environment involving student activities and auxiliary organizations.
- Experience in a university, focused on student services or student development.
- Evidence of active professional involvement in NASPA, AOA, ACUI or other professional organizations is desirable.

## **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 students 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



**ASSOCIATED STUDENTS, INC.**  
5154 STATE UNIVERSITY DRIVE, ROOM 203  
LOS ANGELES, CA 90032

**COMPENSATION:**

Salary is commensurate with experience and qualifications. A comprehensive benefits package is provided.

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Please feel free to visit the Associated Students, Inc. homepage at: [www.calstatela.edu/asi](http://www.calstatela.edu/asi) for more information about student government and the campus environment.

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**COVER LETTER, RESUME, AND APPLICATION SHOULD BE MAILED OR EMAILED TO:**

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Human Resources Management

Attention Erika Ramirez

5151 State University Drive, Admin 606

Los Angeles, CA 90032

RE: ASI EXECUTIVE DIRECTOR

**Email:** [Jobopenings@cslanet.calstatela.edu](mailto:Jobopenings@cslanet.calstatela.edu)

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**Review of applications will continue until the position is filled. A completed ASI Employment Application is required. Resumes will not be accepted in lieu of the completed application.**