



Associated Students, Inc.

5151 State University Drive, Los Angeles, CA 90032

Phone: 323-343- 4780 Fax: 323-343-6415

Associated Students, Inc.
California State University, Los Angeles

Job Description

A.S.I. ADMINISTRATIVE ASSISTANT TO THE EXECUTIVE DIRECTOR

Rate: \$12.00 – \$15.00 hourly

Resumes received by Thursday, September 17, 2015, will be given preference

Workweek Class: Non-Exempt
Classification: Part-Time
Work Schedule: Up to 29 hours per week as developed with the Executive Director

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: A.S.I. 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. A.S.I. 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:

- Assists with project and report presentations
- Assists with quarterly staff meeting set ups, agendas etc.
- Assists with transcription of A.S.I. Board meeting minutes
- Assists with various account reconciliations
- Assists the Executive & Office Manager with other special projects as needed
- Performs other duties as assigned
- Serves as the confidential and executive secretary to the Executive Director.

- 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.
- 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 A.S.I. Business E-mail accounts
- Screens, directs and responds to all mail and telephone inquiries
- Enforces Student Union, Cal State L.A., California State University, and other policies, regulations and guidelines, and assists in the development of such
- Performs general clerical support for the Executive & Assistant Director
- Performs other related duties as assigned

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 55.4 percent Latino, 17.3 percent Asian, 11.3 percent Caucasian, and 5.6 percent African American. Our 21,284 student range in age from 15 to 80 years old - the average undergraduate age being 24.

Please feel free to visit the CSLA homepage at www.calstatela.edu and the Associated Students, Inc. homepage at www.calstatela.edu/asi.

Cover letter and resume should be e-mailed to asiaoc@calstatela.edu or mailed to:

- Cal State L.A. Human Resources Management
- Attention Susie Varela, HRM Director,
- Administrative Assistant to the Executive Director Search, A.S.I.,
- California State University, Los Angeles, Inc.,
- 5151 State University Drive, Los Angeles, CA 90032.
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