



PROJECT LIST

Administrative Assistant to the Executive Director

Administrative: 60%

- Applications: Receive, review and process applications. **(Weekly)**
- Memorandum: Draft and scan appointment memos. **(Biweekly)**
- Upkeep Databases: Update information based on appointments and membership changes. **(Weekly)**
- Upkeep Website: Update information based on appointments, membership changes and meeting updates. **(Weekly)**
- Room Reservations: Contact various departments for room availability. **(Ongoing)**
- Minutes: Transcribe audio. **(Biweekly)**
- Eligibility: Create a list of newly appointed students for eligibility review after every BOD. **(Biweekly)**
- Placards: Request placards for various committees for newly appointed students. **(Biweekly)**.
- Administrative Related Meetings: Attend Student Affairs meetings as well as ASI planning meetings. **(Weekly)**
- Equipment Management: Provide access of tablets to ASI members and staff. Ensure tablets are ready for various meetings. **(Daily)**
- Website inquiries: Forward or reply to website inquiries. **(Ongoing)**
- Tablet Updates: Request appointments to have necessary updates on ASI tablets, making sure the tablet needs of all meetings are met. Less than ten tablets need updates now. One last appointment will be made. (Ongoing)
- ASI Weekly Update: Assist the Executive Director with weekly updates to ASI members and relevant university staff. (Weekly)

Projects: 30%

- ASI Archiving Process: Create a process to better archive ASI historical documents. I met with library personnel to discuss this matter. In addition, I am doing research on the various documents that govern our retention policy. (Ongoing)
- SPC Rountable: Assist Executive Director on the SPC Roundtable events (Ongoing)
- Attendance Tracker: Train Vice Chairs and respective staff on this tool and its features. One more student needs the training. (Partially Completed)

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- ASI Committee Incentives Forecast: Created scenarios to see how much ASI needs to allocate to meet incentive requests. (Completed)
- General Student Engagement Process: In collaboration with the Executive Director, create a process to get more general students to attend ASI meetings. **(Partially Completed)**
- Database Improvement: Update committee database to make it more accurate. **(Completed)**
- Eligibility List: Modify list to reflect Lobby Corps eligibility requirements. **(Completed)**
- Approved Policy Tracker: Create a tracker for the policies approved by ASI. **(Completed)**
- ASI Moodle: Exploring opportunities to use Moodle for a more interactive way to reach students. **(Completed)**

Research: 10%

- Annual Report: Look into annual reports of different organizations to create one for ASI **(Ongoing)**.
- ASI History: Review State of Affairs and BOD minutes of previous administrations **(Ongoing)**.

*underlined items represent new administrative tasks/projects/research.

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