



## Position Transition Request

To: Personnel Committee

From: Intef W. Weser, Executive Director

RE: Position Transition & Request Regarding the Administrative Assistant to the Executive Director

This is an official request to fund the transition of the Administrative Assistant to the Executive Director (AAED) position from part-time (29 hours a week) to full-time (40 hours a week) and amend position expectations and tasks outlined below.

### Budget Impact:

- The financial investment in salary and benefits will total \$20,166 for the 2018-19 fiscal year.

### AAED Additional Responsibilities and Expectations:

- Will provide administrative and student support for the Cabinet of Commissioners and Environmental Policy Committee.
- Continued administrative support for VPAG (i.e. appointment memo creations and e-mail to students, tracking incentives, etc.)

### Professional Development:

- Student Development Training will be provided by Intef and various sources.
- Professional Development Resources will be provided by Intef and Marcus.

### Additional Organizational Impact:

- Director of Governmental Affairs will have more time to focus on supporting the VPAG and VPEAA efforts.
- Director of Governmental Affairs will have more time to develop and focus on leadership training through the year.

Tel: (323) 343-4780

Fax: (323) 343-6415

[www.calstatela.edu/asi](http://www.calstatela.edu/asi)

5154 State University Drive, Room 106  
Los Angeles, California 90032