



Associated Students, Inc.
 5151 State University Drive, Los Angeles, CA 90032
 Phone: 323-343-4778 Fax: 323-343-6420

Associated Students, Inc. * California State University, Los Angeles

Please submit a cover letter, resume, and application to the **ASI Administrative Office**,
 U-SU 203.

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Job Description

ASI ADMINISTRATIVE ASSISTANT TO THE EXECUTIVE DIRECTOR

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Workweek Class: Exempt
 Classification: Full-Time
 Work Schedule: 5/40
 Pay Range: \$31,200 - \$37,440

Deleted: Rate: \$15.00 – \$18.00 hourly
 Deleted: Non-
 Deleted: Part

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.

Deleted: Up to 29 hours per week as developed with the Executive Director
 Deleted: Classification & Salary
 Deleted: . The salary rage for this classification is
 Deleted: 1,740
 Deleted: 2,088 per month – part time basis.

RESPONSIBLE TO: ASI Executive Director

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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).

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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;

- 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

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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 58.4 percent Latino, 18.4 percent Asian, Non-Resident 8.8%, 8.2 percent Caucasian, 4.2 percent African American, Unknown 3.2%, two or more races, and Pacific Islander 0.1%. Our 27,827 student range in age from 15 to 80 years old - the average undergraduate age being 24.4.

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