



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

**Job Description  
ADMINISTRATIVE ASSISTANT**

Rate: TBA  
Workweek Class: Non-Exempt; Classification: Student Assistant II  
Work Schedule: Up to 20 hours per week as developed with the Administrative Coordinator

**GENERAL STATEMENT:**

The Administrative Assistant reports to the Administrative Coordinator assisting with the maintenance and development of administrative and clerical daily functions. The Administrative Assistant will also assist with various other aspects of relating to the dissemination of information, budget related tasks and providing administrative support to the Administrative Coordinator in a primarily self-directed environment. Candidate must have a working knowledge of the concept of confidentiality.

**RESPONSIBLE TO:** Associate Executive Director and Administrative Coordinator

**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. The condition of employment for this position is such that ASI or the employee can terminate the relationship at any time (which may or may not be subject to a fourteen-day notice). This position is also subject to a 90-day probationary period.

**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.
- Proficient knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Outstanding customer service skills
- 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:**

- Prepare Requests for Payments Processing (RPP) for purchases, credit card statements, university department, and external invoices, in a timely manner for review by Administrative Coordinator.
- Process the deposit of checks payable to Associated Students, Inc. with University Cashiers.
- Enter data and assist Administrative Coordinator with the recordkeeping of ASI business and operations.



- Prepare Hospitality Forms and Food Permits in a timely manner for review by Administrative Coordinator.
- Prepare ASI Executive Officers, Board of Director, and Staff Travel Requests and Travel Claims in a timely manner for review by Administrative Coordinator.
- Support the Administrative Coordinator in the coordination of ASI Services to include, but not limited to Locker Program, Book Voucher, and ASI Discount Ticket Program.
- Assist with the ASI Office and Equipment Asset Inventory.
- Assist with semester staff meeting set ups, agendas etc.
- Process Club Funding Requests to include, but not limited to, Award Letters and processing of RPP's for Clubs and Organizations.
- Assists the Associate Executive Director and Administrative Coordinator with other special projects as needed.
- Perform general clerical support to Associate Executive Director and Administrative Coordinator.
- Performs administrative, clerical and customer services duties as assigned.
- Maintain a neat appearance as a representative of the Associated Students, Inc.
- Ability to handle multiple tasks simultaneously, set priorities and meet deadlines in a rapidly changing environment, and exercise sound judgment.

### **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-student 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.

Please feel free to visit the Cal State LA homepage at <https://www.calstatela.edu> and the Associated Students, Inc. homepage at <https://asicalstatela.org>