

Kristen Johansson

May 15, 2023



Dear Kristen:

I am pleased to offer you the position of Special Projects Coordinator for Associated Students Inc., California State University, Fullerton. The start date for this position is June 1, 2023, and the position can end before or on May 30, 2027.

Attached you will find a job description, which outlines the specific duties for the position we are offering you. Also listed below are employee benefits and other specifics of your employment with Associated Students Inc., California State University Fullerton. Your responsibilities are provided in the attached job description and include other duties as assigned by your immediate supervisor, or other member of ASI Management.

- 1) In this temporary role your hourly compensation rate will be **\$28.85**, with an anticipated annual rate of **\$60,000.00**. You will be classified as a non-exempt employee, which means that you will be eligible for overtime pay. Overtime pay is calculated after you have worked in excess of eight (8) daily hours in a single workday and beyond forty (40) non-overtime hours in a single workweek.
- 2) You will report to Chief of Organizational Operations.
- 3) Your work schedule will be 8:00am-5:00pm, Monday through Friday unless circumstances warrant adjusting that schedule, and being approved by your immediate supervisor. You are required to take at least a 30-minute unpaid lunch break, to begin by the end of the 5th hour of work, and you will be entitled to 2–10-minute paid rest breaks in an 8 hour shift. The timing of those rest breaks should be agreed upon between you and your immediate supervisor.
- 4) Your first 90 days of employment with Associated Students, CSUF, Inc. is considered an Introductory Period. Completion of the Introductory Period does not guarantee continued employment for any specified period of time.
- 5) Your employment is At-Will, meaning you are free to leave Associated Students, CSUF, Inc. at any time, without cause and/or notice, and Associated Students, CSUF, Inc. likewise has the right to terminate your employment at any time, with or without cause or notice. Only the Executive Director has authority to enter into any agreement for employment.
- 6) Benefits include accrual of 6.67 hours of vacation and 8 hours sick leave per month. You will be eligible to participate in the health, dental, and vision insurance program the first day of the month following your effective date of employment.
- 7) Our offer to hire you is contingent upon the following:
 - (a) Submission of satisfactory proof of your identity, your legal authorization to work in the United States. A copy of the I-9 form is attached, and on page 3, it lists the documents you may provide to verify you are authorized to work in the United States. You can choose to produce 1 document from Column A, or 2 documents (1 from Column B and 1 from Column C). If you fail to submit this proof, federal law prohibits us from hiring you.
 - (b) In order to add you to the CSU-Fullerton systems, you will be required to produce your Social Security Card, which is a required of CSU-Fullerton.
 - (c) Your employment is also subject to a Reference Check and Pre-Employment Screening, including a LiveScan to be completed prior to starting on June 1, 2023

- 8) Effective date of hire, you will be automatically enrolled in CalPERS Retirement at Tier 3, where 7.75% of your salary will be deducted from your paycheck on each pay date. The current PEPR calculation is 2% at 62. If you have any further questions, please contact CalPERS directly.
- 9) Although your initial assignment is in the Administration Department, you may be transferred to another department as business needs dictate.
- 10) Following our receipt of your signed acceptance of this offer letter and completion of #7 above, unless otherwise negotiated, your start date will be June 1, 2023, at 8:00am in the Human Resources Department.
- 11) If you agree with and accept the terms of this employment, please sign below, and return this letter to our office. We are hopeful that our business relationship will be successful, and we look forward to having you work with us.

It is with great pleasure that we welcome you to the ASI-CSUF family and look forward to working with you. If there is anything that we can do in order to make your employment with ASI-CSUF successful and enjoyable, please don't hesitate to let me, your supervisor, or ASI Management know.

Sincerely,

Dr. Dave Edwards
Executive Director
Associated Students Inc, CSU Fullerton
657-278-7740

CC: Andrea Okoh, HR Director

I, _____, accept the terms of this offer of employment as stated in this letter, meaning you are free to leave Associated Students, CSUF, Inc. at any time, without cause and/or notice, and Associated Students, CSUF, Inc. likewise has the right to terminate your employment at any time, with or without cause or notice. Only the Executive Director has authority to enter into any agreement for employment.

Accepted by: _____ Date: _____



Job title: Special Projects Coordinator

Comparable: Admin Analyst/Specialist – Non-Exempt

Work Location: TSU - Admin Office

Division/Department: Administration

Reports to: Chief of Organizational Operations

Supervisory Position

- Yes
- No

- Exempt
- Nonexempt

- Staff
- Student

- Full-time
- Part-time

Essential Duties and Responsibilities:

Supports the Chief of Organizational Operations with the corporate planning, organization and delivery of ASI, services, and programs. The incumbent will oversee administrative operations and assist in providing specialized professional services such as policy writing, clarification of existing policies and procedures and assisting with implementing and evaluating important team wide projects/initiatives. This position offers exciting opportunities to be involved with collaborative projects with a number of managers, staff, and student leaders in a variety of departments within Associated Students.

Organizational Initiatives

- Provide coordination of organizational initiatives under the direction of the Chief of Organizational Operations that benefit the organization and students, including serving as project manager for organizational initiatives or new development initiatives which are highly visible in the campus community.
- Collaborate with existing staff and student leaders to accomplish projects, including coordinating tasks, scheduling meetings, managing group functions, and ensuring appropriate follow up.
- Research and gather data from various sources and databases. Assemble, format, and create preliminary presentations and technical reports including submitting recommendations, as assigned. Prepare and present technical reports and presentations for ASI leadership, AS Board of Directors, and campus constituents as requested.

ASI Student Wellness Initiative

- Assist with the overall planning and implementation of the ASI Student Wellness Initiative
- Facilitate the development of strategies with the ASI staff and student leaders to start implementation of the ASI Student Wellness Initiative (ASI SWI)
- Coordinate planning meetings for the ASI SWI including but not limited to scheduling meetings, distributing invitations, preparing agendas, taking minutes, and distribution of minutes.
- Provide administrative support to the ASI SWI planning and implementation action meetings.

Policy Writing

- Consult with subject matter experts across the organization and at all levels of leadership to obtain the necessary information to document policies and procedures.
- Compose clear and easy to understand policies and procedures, which follow university and ASI existing policies, as well as state and state and federal law.
- Create and maintain all policies and procedures in an efficient and consistent manner in compliance with department standards.
- Propose, present, and introduce newly created policies within the organization, including to senior leadership and the Board of Directors, as well as to external organizations and campus departments where applicable.

Minimum Qualifications

Education:

Bachelor's degree (B. A.) or equivalent from a four-year college or university in student development, recreation/leisure studies, public policy, political science, business administration or a related field.

Experience:

Two years related experience and/or training involving project management or similar work in the public sector or education sector. Experience working in or with the CSU auxiliary field is preferred.

Knowledge and Abilities:

- Thorough knowledge of modern business administration methods and principles; working knowledge of methods and materials used in a project management; working knowledge of effective student development and public administration practices; general knowledge of college union/student activities profession and philosophy.
- General working knowledge of student government, campus recreation programs, activities, and services.
- Ability to work with a diverse student and staff population and work a flexible schedule based on program need.
- Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents; ability to respond to common inquiries or complaints from students, customers, regulatory agencies, or members of the campus community; ability to draft articles and reports for publication; ability to effectively present information to senior management, public groups, and/or boards of directors.
- Strong communication skills, the ability to work under pressure often and meet tight deadlines is expected.
- The ability to work as a part of a team is a critical function of this position.
- Must have strong computer skills and must have working knowledge of MS-Office including Word and Excel.

Typical Physical Requirements:

Manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal and written communication.

Typical Working Conditions:

Work is performed in a temperature-controlled office environment. Contact with staff, campus community and general public.

Special Requirements:

- Upon hire employment history, criminal, and employment background check will be conducted.
- Required to be a Limited Mandatory Reporter and sign ASI Limited Mandatory Reporter Form.

Print Employee Name:

Employee signature:

Date: