

Susan Collins

May 15, 2023



Dear Susan:

I am pleased to offer you the position of Assistant Director of Corporate Affairs for Associated Students Inc., California State University, Fullerton.

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 exempt role, your annual compensation will be \$81,000.00. You will be classified as an exempt employee, which means that you will not be eligible for overtime pay.
- 2) You will report to the 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 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.
- 5) Benefits include accrual of 16 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.
- 6) Our offer to hire you is contingent upon the following:
 - (a) Submission of satisfactory proof of identity along with your legal authorization to work in the United States. A list of the documents to verify your identity and your authorization to work in the United States is available at the U.S. Citizenship and Immigration Services website: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents> Details as well as instructions regarding your personal documentation are provided through this link. Please bring your documents with you on your first day of work. Failure to provide sufficient proof of identity and work authorization may delay your start and could potentially invalidate this offer of employment.
 - (b) As a requirement of your employment on the CSU Fullerton campus and in order to add you to the CSU-Fullerton systems and directories, you will be required to produce your Social Security Card.
- 7) Effective date of hire, you will be automatically enrolled in CalPERS Retirement at Tier 3, where 7.003% of your salary will be deducted from your paycheck on each pay date. The current PEPRA calculation is 2% at 62. If you have any further questions, please contact CalPERS directly.
- 8) Although your initial assignment is in the Administration department, you may be transferred to another department as business needs dictate.

9) Following the receipt of your signed acceptance of this offer letter and job description along with the completion of all contingencies listed in section 7 of this letter, unless otherwise negotiated, you may begin your employment with Associated Students Inc., CSUF. **Your start date will be May 26, 2023.**

If you agree with and accept the terms of this employment, please sign below, and return this letter to our office.

It is with great pleasure that we welcome you to the Associated Students Inc., CSUF team. We look forward to a mutually successful business relationship. If there is anything that we can do in order to make your employment with Associated Students Inc., CSUF successful and enjoyable, please do not hesitate to contact me, your supervisor, or ASI Management.

Sincerely,

Dr. Dave Edwards
Executive Director
Associated Students Inc., CSU Fullerton
657-278-7739

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: _____



**HUMAN
RESOURCES**

Job Description

Job title: Assistant Director, Corporate Affairs
Comparable: Administrative Analyst/ Specialist Exempt II

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:

The Assistant Director of Corporate Affairs oversees the day-to-day operations and projects of the Corporate Affairs department as well as supervises student and professional staff in support of multiple departments of ASI. The Assistant Director of Corporate affairs manages two coordinator level employees that oversee various Corporate Affairs functions, including Board of Directors support, risk management, safety program, and corporate documentation/policy development and retention. The Assistant Director of Corporate Affairs oversees management of the ASI Board of Directors including advising and interpreting policies regarding Robert’s Rules of Order and the Gloria Romero Open Meeting Act of 2000, including supervising staff who manage agenda development, taking minutes, distributing materials, and inviting guests for Board and committee meetings. The Assistant Director of Corporate Affairs is responsible for the development and implementation of corporation-wide policies and procedures and the oversight of the creation of policies and procedures in collaboration with other department directors. The Assistant Director of Corporate Affairs supports the Instructionally Related Activities (IRA) Fee Program. The incumbent will be responsible for overseeing the IRA Committee functions and meetings, including acting as advisor to faculty, and university administration.

Diversity, Equity, and Inclusion are core values of Associated Students Inc. CSUF. We believe that the educational environment is enhanced when diverse groups of people with diverse ideas come together to learn. The Corporate Affairs Manager will support ASI’s DEI plan in all programming, services, and interactions.

Corporate Management/Document Retention

- Assists the Chief of Organizational Operations in the overall corporate management of ASI, including supporting the Executive Director and corporate leadership.
- Oversees, trains, and advises staff in the area of compliance with California Nonprofit Corporate code of corporate document retention and submission, including maintaining an archive of corporate records.
- Supervises a coordinator level employee, who in turn:
 - Ensures effective day-to-day oversight of central corporate functions, including strategic planning, organizational effectiveness, risk management, and corporate records.
 - Collaborates with Internal Auditor to ensure records management, retention, and disposal are performed in accordance with the standards and procedures of the corporation as well as CSU and state requirements.
 - Collaborates with Information Technology to ensure effective electronic records management and develops guidelines, procedures and policies for maintenance and disposition of records and the media in which they are stored.

Risk Management

- Seeks ways to minimize and manage risks for ASI.
- Develops and implements practical and effective risk prevention and management strategies for programmatic events and activities, including those under the direction of student leadership.
- Reviews, manages, and ensures the risk management of issues that directly impacts the organization and protection of assets and participants of ASI programs.
- Sets the strategic risk management vision and implementation for ASI using leadership skills, network of internal and external alliances and highly developed business skills.
- In collaboration with facility directors, maintains up-to-date training materials, records, and emergency supplies associated with disaster response program. Assist management with other emergency/disaster preparedness and business continuity planning efforts.
- Supervises a coordinator level employee who in turn:
 - Maintains business contracts including facility, entertainment, subleases, and other ASI-related contracts.
 - Manages ASI's insurance program through corporate participation in AORMA's insurance offerings.
 - Documents and ensures communication of key risks, including recommending ways to reduce risk.
 - Maintains input and data quality of risk management systems.
 - Coordinates corporate safety and emergency training for employees.
 - Ensures all operations are conducted with safety of staff and customers as first priority, in accordance with the ASI Injury and Illness Prevention Plan and other safety policies.
 - In collaboration with Human Resources, assists in the development, implementation, and on-going evaluation of employee work safety programs to ensure a safe working environment. Maintains strict adherence to safety regulations and policies. Conducts regular safety meetings as required to monitor effectiveness.
 - Manages the facility safety inspection process and documentation in accordance with accepted safety standards.

Board of Directors Management

- Advises and interprets policy in matters of compliance with Robert's Rules of Order and Gloria Romero Open Meeting Act of 2000
- Oversees a coordinator level employee who in turn:
 - Directs staff in the management of document flow from committees to the Board of Directors
 - Oversees the creation and maintenance of action lists, scripts, calendars, and other documents as needed to ensure timely and proper execution of Board functions.
 - Prepares meeting agendas, minutes, and supporting material for review and distribution with assistance from administrative support staff.
 - Oversees the timely distribution of material to the Board of Directors
 - Supports the Board of Directors with meeting arrangements.
 - Ensures the timely and effective execution of action list for leadership staff of Board action.
 - Assists, consults, and collaborates on policies concerning student government, leadership, and management.

Policy Development

- Leads the development and implementation of corporate-wide administrative policies and procedures, including policies concerning corporate management, human resources, and financial management in collaboration with department directors. Ensures the development of policies and procedures takes place in a collaborative process that effectively engages stakeholders.
- Supervises a coordinator level employee, who in turn:
 - Assists in the development the development and implementation of corporate-wide administrative policies and procedures.

IRA Oversight

- Effectively oversees campus-wide communication by developing memoranda, emails, and other forms of communication.

- Provides direct customer service, guidance, and communication to faculty and staff in a timely, supportive, and efficient manner.
- Facilitates IRA proposal process including the application process, accepting, and analyzing requests, verifying policy and procedure compliance, and tracking and preparing proposals for committee deliberation.
- Oversees a coordinator level employee who in turn:
 - Directs staff in the management of document flow from IRA Committee
 - Oversees the creation and maintenance of action lists, scripts, calendars, and other documents as needed to ensure timely and proper execution of IRA Committee
 - Prepares meeting agendas, minutes, and supporting material for review and distribution with assistance from administrative support staff.
 - Oversees the timely distribution of material to the IRA Committee
- Create and initiate innovative tools to support and improve the IRA program, as necessary.

Assessment

- Supervises the Assistant Director for Assessment and Effectiveness to execute an organization-wide assessment including program, services, and facility assessment practices.
- Ensures the assessment of programs, services, and facilities resulting in a high level of customer satisfaction.
- Collaborates with senior staff to set and implement continuous improvement goals, evaluate outcomes, and enact changes required for improvement.
- Collaborates with student-managed programs to develop and implement appropriate assessment of events and services provided.
- Prepares an annual program assessment report outlining program and council activities, goals, and objectives and other related information that may assist the ASI Board of Directors in funding decisions. Makes recommendations to senior leadership and the Board of Directors, providing on-going program reports as requested.

Education:

Qualifications:

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

Experience:

- Five years related experience and/or training in a lead IRA role, involving organizational leadership, public service, project management or similar work in the public sector or education sector.
- Experience supervising students and staff in IRA and corporate affairs activities and projects
- 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.
- Extensive in-depth 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.

Core Competencies:

- Critical Thinking/Problem Solving.
- Oral/Written Communications.
- Teamwork/Collaboration.
- Good Leadership.
- Professionalism/Work Ethic.
- Tech Savvy
- Time Management.

Typical Working Conditions:

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

Special Requirements:

Ability to perform the essential job functions consistent safely and successfully with the ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.

Print Employee Name:

Employee signature:

Date: