



CALIFORNIA STATE UNIVERSITY, FULLERTON • 800 N. STATE COLLEGE BLVD. • P.O. BOX 6828 • FULLERTON, CA 92834-6828 • ASI.FULLERTON.EDU

Erika Perret-Martinez

May 15, 2023



Dear Erika:

I am pleased to offer you the position of Corporate Affairs Senior Coordinator 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 rate will be \$72,000. You will be classified as an exempt employee, which means that you will not be eligible for overtime pay.
- 2) You will report to Susan Collins, Assistant Director, Corporate Affairs, and she can be reached by email at [sucollins@fullerton.edu](mailto:sucollins@fullerton.edu) or 657-278-7456.
- 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 5<sup>th</sup> 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 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.
- 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 don't 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: \_\_\_\_\_



## Job Description

**Job title:** ASI Corporate Affairs Senior Coordinator

**Comparable:** Administrative Analyst/Specialist I

**Work Location:** TSU – Admin Office

**Division/Department:** Administration

**Reports to:** Assistant Director of Corporate Affairs

**Supervisory Position**

☐ Yes  
☒ No

☒ Exempt  
☐ Nonexempt

☒ Staff  
☐ Student

☒ Full-time  
☐ Part-time

**Essential Duties and Responsibilities:**

The ASI Corporate Affairs Senior Coordinator supports the Assistant Director of Corporate Affairs with the executive coordination of the ASI Board of Directors corporate functions, supporting the Board Chair, leading the successful development of meeting agendas, minutes, and corporate documents. Additionally, the ASI Corporate Affairs Senior Coordinator ensures effective day-to-day oversight of central corporate function and document retention. The ASI Corporate Affairs Senior Coordinator assists in 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. Additionally, supports the management of Instructionally Related Activity Coordination for ASI. The incumbent will be responsible for supporting and coordinating IRA Committee functions and meetings, managing IRA applications, and providing customer service to faculty, university administration, while serving as a clearinghouse for questions regarding IRA processes. Additionally, the Senior Coordinator may coordinate special projects for the organization as needed.

**Corporate Management/Document Retention**

- 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.
- Effectively support campus-wide communication by developing memoranda, emails, and other forms of communication;
- Provide direct customer service, guidance, and communication to faculty and staff in a timely, supportive, and efficient manner;

**Board of Directors Management**

- Act as corporate secretary to the ASI Board of Directors, including leading the work of staff who take minutes at meetings. Directs staff in the management of document flow from committees to the Board of Directors.
- Ensure compliance with California Nonprofit Corporate code in the areas of corporate document retention and submission, including maintaining an archive of corporate records, and maintain calendar of required corporate actions.
- 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

- Assists in the development the development and implementation of corporate-wide administrative policies and procedures.

#### IRA Oversight

- 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
- Coordinate IRA Committee formal meetings including, supporting the IRA Committee Chair, preparing 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
- Assists in the facilitation of the IRA proposal process including the application process, accepting, and analyzing requests, verifying policy and procedure compliance, and tracking and preparing proposals for committee deliberation;
- Coordinate IRA Committee formal meetings, including supporting the IRA Committee Chair, preparing agendas and supportive documentation, coordinating minutes, etc.
- Maintain the committee governance documents.
- Coordinate training and orientation for committee, program applicants, and awardees.
- Maintain comprehensive policies and procedures for program awardees and the administration of awards.
- Coordinate the IRA budget deliberation and planning process;
- Maintain annual award and expenditure records, prepare reports for the committee as well as university and ASI administration;
- Review and approve all IRA expenditures, ensuring compliance with all university policies;
- Create and initiate innovative tools to support and improve the IRA program, as necessary.

#### Diversity, Equity, and Inclusion

- Support ASI's DEI plan in all programming, services, and interactions.

#### Education:

##### Minimum Qualifications

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 organizational leadership, public service, project management or similar work in the public sector or education sector. Experience working in or with the CSU auxiliary field is preferred.

#### Knowledge, Skills, 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 author 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.
- Addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words, and deeds.
- Ability to establish and maintain effective and cooperative work relationships within a diverse campus environment.
- Addressing problems and issues constructively to find mutually acceptable and practical business solutions; and
- Respecting the diversity of our work force in actions, works, and deeds.

**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:**

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

**Print Employee Name:**

**Employee signature:**

**Date:**