



Rebecca Hesgard

June 30, 2023



Dear Rebecca:

I am pleased to offer you the interim position of Director, Student Government for Associated Students Inc., California State University, Fullerton. This appointment will begin on July 1, 2023.

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 \$80,000. You will be classified as an exempt employee, which means that you will not be eligible for overtime pay.
- 2) You will report to Keya Allen, Associate Executive Director and she can be reached by email at keyaallen@fullerton.edu or 657-278-4214.
- 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 continue your participation in the health, dental, and vision insurance program.
- 6) Effective date of hire, you will be continue your enrollment in CalPERS Retirement at Tier 3, where 8.5% 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.

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,

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

CC: Andrea Okoh, Human Resources 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: Student Government Director

Comparable: Administrator II

Work Location: ASI –Titan Student Union

Division/Department: Student Government

Reports to: Associate Executive Director

Leadership Position

Yes
 No

Exempt
 Nonexempt

Staff
 Student

Full-time
 Part-time

Essential Duties and Responsibilities:

The Student Government Director provides leadership and oversight for the corporation in the areas of student leadership, student government, programming, and funding to campus councils/organizations. The Director and department staff, and when appropriate, student leaders, other ASI staff, and campus partners, work in the development and implementation of programs, activities, and events consistent with the mission and goals of the ASI. The Student Government Director facilitates a comprehensive student leader training program and professional development through Advocacy, Lobbying (CSSA), and governance.

Student Leader Advising, Development, and Collaboration

- Coaches and advises student leaders through regular weekly meetings and frequent communication and interactions.
- Attends staff, committee/commission, executive board, program, and/or other related meetings.
- Works with student leaders to ensure continuity of programming, funding, and advocacy efforts; provides training and development for such efforts.
- Provides support to student leaders in planning and executing events/activities.
- Provide ASI policy/procedure advising to funded student organizations.
- Directs and oversees the coordination/implementation of various functions related to student leadership programs:
 - Student body elections
 - Appointed positions application/selection process.
 - Financial awards administration
 - Academics and Eligibility verification
 - Priority registration
 - Office and account access
- Leads and oversees planning/implementation of orientations, trainings, retreats, and development programs for:
 - ASI student leadership
 - Executive Senate (councils/organizations receiving ASI funding)
 - Student government advising
 - Student academic advising
- Works collaboratively with ASI and University staff to develop, coordinate, and attend professional development workshops, trainings, retreats, and leadership experiences for Student Government leaders.
- Provides regular and ongoing advising and coaching to student leaders.
- Attends regular meetings of student government boards and committees, as necessary.
- Collaborates with the Assistant Director of Corporate Affairs for Board of Director meetings including committees.
- Serves as a liaison with the President’s Office and Division of Student Affairs for the student leaders.

Programs and Services

- Provides leadership and direction for the following programs:
 - Research Grants
 - Executive Senate
 - Leadership Training
 - Governance Ambassador Program
 - Academic Advising
- Leads student learning and development assessment programs in collaboration with other staff.
- Leads policy development related to various functional areas in collaboration with students and other staff.
- Represents ASI in various campus forums including Campus Activities Committee, Co-Curricular HIPs Pilot Program, and Divisional Assessment Initiatives

Administration

- Ensures adequate and effective administrative support for the ASI President and Vice President and for Board of Directors Chair agendas, minutes, meeting schedules, background materials, and ensures compliance with the open meeting law, record retention, security, and archiving.
- Hires, onboards, and supervises the following staff positions:
 - Student Government Coordinator
 - Student Government Office Coordinator
 - Academic Success Coordinator
 - Student Government Graduate Assistants
 - Governance Ambassadors
 - Clerical Student Assistants
- Works closely with the Associate Executive Director to develop and implement effective short and long-range planning strategies as well as appropriate assessment and evaluative methods to ensure that Student Government provides contemporary and relevant programs and services to the University community.
- Establishes and maintains systems to capture and retrieve organizational data and documentation to ensure historical context is understood and year to year continuity is viable.
- Oversee and support student leader development opportunities aligned with ASI's student leader learning outcomes for Associated Student Inc., CSUF student leaders to support their future readiness.
- Directs and oversees the administration of contingency funding for student leadership/government programs.
- Directs, oversees, and supports ASI policy/procedure advising to Executive Senate (councils/organizations receiving ASI funding)

Budget and Finance

- Develops, manages, and oversees departmental budgets, student leader financial awards, and council/student organizations funding.
- Supports and oversees the management, operation, activities, events, programming, and expenditures for all student leadership programs: such as Student Government and commissions and all members of the Executive Senate.
- Directs all business aspects of the department including maintenance of accurate financial records and files, and development and monitoring of budgets.
- Monitors and supports processing of expenditures for various programs to ensure compliance with established organizational, fiscal, and risk management policies and procedures.
- Oversees, assists, and supports student leaders in budget development.

Education and/or Work Experience Requirements:

Education

Bachelor's degree in higher education, student development, business or public administration, or related field required. Master's degree preferred.

Experience

Minimum of five to seven years of professional experience in a student services program area, or in a related field required. Demonstrated experience in leadership training required; additional experience in counseling and/or crisis management is preferred.

Knowledge, Skill, and Abilities

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Must possess strong interpersonal skills with ability to establish and maintain effective, cooperative, and harmonious relationships within a multi-cultural campus environment.
- Demonstrated ability to work effectively within a complex organizational setting, including diverse and multi-cultural, all-gender, and multi-aged value systems.
- Ability to effectively organize, lead, train and direct the efforts of student employees and volunteers and engender support for various programs and projects.
- Must be able to interpret and carryout Associated Students Inc. and University policies; ability to interpret and apply program policies and procedures.
- Ability to acquire rapidly a general knowledge of the overall operation, functions, and programs of the Associated Students, Inc.
- Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
- Demonstrated ability to make decisions and carry through actions having implications concerning other programs or service areas.
- Must possess knowledge of the methods and problems of organizational and program management, and general knowledge of the principles of individual and group behavior.
- Ability to reason logically; collect, compile, analyze and evaluate data and make verbal or written presentations based on these data.
- Excellent computer proficiency (MS Office – Word, Excel, and Outlook)
- Advise students individually and in groups on routine matters where required.
- Ability to develop and manage budgets.
- Ability to develop and implement risk management strategies designed to prevent, manage, and intervene in crises involving children.
- Works effectively with coworkers, customers, and others by sharing ideas in a constructive and positive manner;
- Listening to and objectively considering ideas and suggestions from others;
- Keeping commitments;
- Keeping others informed of work progress, timetables, and issues;
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form; ability to work with individuals from a variety of cultural backgrounds; gender, sexual orientation, and political affiliations.
- Addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, works and deeds.
- 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 Competences

- Advising and Helping
- Assessment, Evaluation and Research
- Equity, Diversity, and Inclusion
- Ethical Professional Practice
- Human and Organizational Resources
- Law, Policy, and Governance
- Leadership
- Student Learning and Development

- Budgeting

Additional Requirements:

Typical Working Conditions

Work performed in a temperature-controlled office environment. Maintain and deal with a wide variety of public contacts including campus officials, members of the Board of Directors, staff, students, and campus community.

Special Requirements:

- Upon hire employment history, criminal, and employment background check will be completed.
- First Aid and CPR Certification within six (6) months of employment.
- Required to be a Mandatory Reporter and sign ASI Mandatory Reporter Form.
- This position may require travel to attend trainings and conferences with student leaders.

Print Employee Name:

Employee signature:

Date: