

Wendy Valdez (Walker)



Dear Wendy:

I am pleased to offer you the position of HR Coordinator – Administration and Student Experience in the Human Resources department at 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 non-exempt role your hourly compensation rate will be \$31.00. 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 Andrea Okoh, Human Resources Director, and she can be reached by email at [aokoh@fullerton.edu](mailto:aokoh@fullerton.edu) or 657-278-7060.
- 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 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 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.

(c) Your employment is also contingent upon acceptable screenings prior to your first day of employment.

These include:

- (i) Pre-Employment Screening
- (ii) LiveScan Screening

- 8) Proof of compliance with the CSU COVID-19 vaccine and booster is required. This consists of submitting proof of vaccination to Associated Students Inc., CSUF on your first day. If you have a medical condition or religious reason that prevents you from receiving a COVID- 19 vaccination, you may file for an exemption through Human Resources. Associated Students Inc., CSUF Management will review your exemption and determine whether your exemption will be approved.
- 9) 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 PEPR calculation is 2% at 62. If you have any further questions, please contact CalPERS directly.
- 10) Although your initial assignment is in the Human Resources department, you may be transferred to another department business needs dictate.
- 11) 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 August 3, 2022. You may report directly to Human Resources at 8:30 AM beginning your first day.

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,

Andrea Okoh  
*Human Resources Director*  
Associated Students Inc., CSU Fullerton  
657-278-7060

CC: Dr. Dave Edwards, ASI-CSUF Executive 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:** Coordinator – Administration and Student Experience

**CSU Comparable:** Administrative Analyst/Specialist II

**Work Location:** ASI

**Division/Department:** Human Resources

**Reports to:** Director of Human Resources

### Supervisory Position

☐ Yes

☒ No

☐ Exempt

☒ Nonexempt

☒ Staff

☐ Student

☒ Full-time

☐ Part-time

The HR Coordinator – Administration and Student Experience under minimal supervisor delivers HR solutions in a number of key areas, such as assisting the Director with day-to-day tasks, student assistants (recruitment, onboarding, development, assessment, and training), retirees, processing technical transactions, providing customer-focused support and ensure and maintain confidentiality.

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 HR Coordinator – Administration and Student Experience will support ASI's DEI plan in all programming, services, and interactions.

### Duties

- **Employee Engagement**
  - Utilize various channels to build awareness, understanding, and engagement for student employee initiatives and programs.
  - Serve on committees as needed to represent Student Assistants and Human Resources
- **Recruitment**
  - Proactively manage the search process for student assistants with hiring managers. Work with hiring manager to review and adapt student assistant job descriptions, post job announcements, guide hiring manager in the interview and job offer process, create job offer, and set up hiring for student assistants.
- **Onboarding**
  - Creates and maintains a cohesive and immersive onboarding process for student assistants.
  - Work with department coordinators to coordinate the department side of onboarding and follow up.
  - Oversee HR in coordinating/conducting student assistant new hire orientations that include the review of policies, employee safety trainings, and completion of hiring documentation. Responsible for the review and certification of employment eligibility verification in compliance with laws and regulations and maintaining records and files accordingly.
- **Student Training and Development**
  - Responsible for management of employee entry, registration, and completion of required trainings in the CSUF Employee Training Center
  - Work with the Assistant Director of Assessment and Effectiveness and the HR director to create learning/process outcomes for the ASICSUF student assistant program, evaluate effectiveness, and adjust as needed.
- **Benefits Management**
  - Responsible for the maintenance and billing of all full-time professional staff benefits including but not limited to CalPERS retirement and health, employee navigator (dental), VSP (vision), life insurance, EAP, and opt-out plan.
  - Responsible for verification of plan enrollment, monthly reconciliation with payroll, and reconciliation with HRIS system (Dayforce)
- **Administrative**

- Manage departing student assistant employee process, including applicable paperwork, coordination of final pay and complete unemployment claims.
- Oversee, develop, and manage HR Clerks
- Conduct quarterly I-9 audit and organize all I-9 paperwork to ensure compliance with USCIS guidelines.
- Perform administrative functions such as answering telephone, greeting visitors, distributing mail, preparing correspondence, scheduling, and cancelling meetings and appointments, compiling information, etc.
- Monitoring and maintaining Human Resources supply inventory and computer equipment including purchase of departmental supplies and equipment repair services within budget allocations.
- Add and purge documents to files as required to meet record retention schedule and legal requirements
- Oversee the Federal Work-Study program and manage the International Students process
- Serve as back up for HR Coordinator in regard to all staff duties (benefits, hiring, onboarding, etc.)

Education:

Bachelor's degree required

Experience:

Experience that has provided applicant with the ability to perform the duties of the position along with the knowledge and abilities listed below.

Experience using Ceridian Dayforce preferred

Knowledge, skills and abilities:

- Ability to understand and apply the principles, concepts and work processes, wage and hour laws, rules and reference materials pertinent to the professional operations of a human resources office.
- Ability to clearly explain a variety of complex procedures and policies to students, staff, the general public and other campus employees.
- Ability to effectively communicate and present clear and concise information in both oral and written form. Must be able to assimilate facts and information quickly and relate them to situations/circumstances in order to advise others.
- Ability to listen effectively and identify issues/concerns, prioritize work to assure completion on a timely basis; anticipate the needs of the office and initiate action to accommodate those needs. Must be able to maintain the highest level of confidentiality.
- 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; addressing problems and issues constructively to find mutually acceptable and practical business solutions; addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds.
- Must have strong organizational skills and be detailed oriented. Must be self-motivated and capable of working under minimal supervision.
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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 Limited Mandatory Reporter and sign ASI Mandatory Reporter Form.

**Print Employee Name:**

**Employee signature:**

**Date:**