



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

Milton Cruz

November 14, 2022

Dear Milton:

I am pleased to offer you the position of Intramural and Camp 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 semi-monthly compensation rate will be \$2,600.00. You will be classified as an exempt employee, which means that you will not be eligible for overtime pay.
- 2) You will report to Aaron Tapper, Student Recreation Center Director, and he can be reached by email at [atapper@fullerton.edu](mailto:atapper@fullerton.edu) or 657-278-3648.
- 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) Reference Check

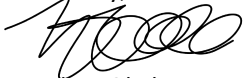
- (ii) Pre-Employment Screening
- (iii) LiveScan Screening

- 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 Student Recreation Center, you may be transferred to another department as 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. You will be contacted by Human Resources to set your start date. 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 don't 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: \_\_\_\_\_

## Intramural & Camp Coordinator

**Job title:** Intramural & Camp Coordinator

**Work Location:** ASI-Student Recreation Center

**Division/Department:** Titan Recreation

**Reports to:** Associate Director of the Student Recreation Center

### Leadership Position

☒ Yes  
☐ No

☒ Exempt  
☐ Nonexempt

☒ Staff  
☐ Student

☒ Full-time  
☐ Part-time

### Essential Duties and Responsibilities:

Under the general supervision of the Director of the Student Recreation Center, the Intramural and Camp Coordinator over sees all aspects of league, individual/dual, and tournament sports activities. In the summer, the Intramural Sports Coordinator is responsible to lead and manage the daily operation of the Titan Youth Summer Camp. Additionally, the Intramural Sports Coordinator is responsible for evening facility supervision of the Student Recreation Center. 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 Intramural & Camp Coordinator will support ASI's DEI plan in all programming, services, and interactions.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Provide leadership and oversee Intramural Sports and Titan Youth Summer Camp department
2. Provide facility supervision of the Student Recreation Center in the evening hours during the academic year
3. Establish and enforce policies and procedures that provide for the effective operation of the Intramural Sports and Summer Camp departments
4. Responsible for the effective delivery, evaluation, and reporting of the Intramural Sports and Summer Camp program to include, but not limited to league, tournament, and event scheduling and implementation; program registration; equipment procurement, inventory, repair, and replacement; field/court preparation and inspection; and participant development and discipline
5. Responsible for preparing, presenting, and implementing short and long-term Intramural Sports and Summer Camp department goals
6. Responsible for personnel management of all Intramural Sports and Summer Camp staff including recruitment, selection, training, evaluation, development, and discipline
7. Responsible for student staff development which includes, mentorship, leadership and assisting students with their academic and professional growth
8. Responsible for the preparation, presentation, and implementation of the Intramural Sports and Summer Camp department budget (s) to include managing and meeting expense and revenue goals
9. Develop and prepare reports of relevant data for the Director including but not limited to program usage, Summer Camp registration, and customer satisfaction
10. As a member of the Student Recreation Center Team, meet regularly with other personnel to establish and ensure effective on-going communication and coordination between departments
11. Review and evaluate Intramural and summer camp operations to ensure that appropriate risk management precautions and procedures are in place or developed. Ensure that the department and facility is in compliance with the risk management requirements of the Associated Students, CSUF, Inc. (ASI), California State University (CSU) system, California State University, Fullerton (CSUF). This includes, but may not be limited to, the effective management of participant waiver and assumption of risk documents
12. Participate in campus-wide collaborations that serve the overall mission of Titan Recreation, the Student Recreation Center, ASI, and the University as a whole
13. Serve on campus boards and committees as well as system-wide associations

14. Teach First Aid, CPR/AED classes
15. Assist with Titan Recreation all- staff trainings
16. Coordinate and conduct monthly student staff meetings and safety training meetings
17. Provide support to the Director and the Titan Recreation Team in the development and implementation of special programs, events, and projects
18. Perform other duties relating to the overall mission, vision, and values of Associated Students, CSUF, Inc. and Titan Recreation. This job description can be changed at any time.

### **Education and/or Work Experience Requirements:**

#### **Education:**

Bachelor's degree required by hire date, in Kinesiology, Recreation, sports management or related field. Master's degree preferred.

#### **Experience:**

2-3 years of progressive management and/or supervisory responsibilities. Experience in university recreation preferred. Experience in providing customer service to a diverse population preferred

#### **Knowledge, Skills and Abilities:**

- Demonstrated ability to organize, manage, and evaluate Intramural sports and Summer Camp departments
- Ability to independently interpret and apply a wide variety of policies and procedures
- Ability to plan, organize, supervise, and direct the operations of multiple programs.
- Ability to effectively select, train, schedule and evaluate part time and contract employees.
- Ability to prepare and manage budgets as well as financial reports.
- Must possess strong interpersonal skills.
- Ability to establish and maintain effective, cooperative, and harmonious relationships within a multi-cultural campus environment.
- Ability to adapt to changes in the work environment and effectively deal with unexpected issues.
- Ability to teach First Aid/CPR/AED
- Familiarity with Microsoft office and recreation software
- Addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, works and deeds.
- Addressing problem and issues constructively to find mutually acceptable and practical business solutions
- Respecting the diversity of our work force in actions, works, and deeds.

#### **Core Competencies**

- Customer Service
- Adaptability
- Communication
- Group-oriented leadership
- Acting innovatively
- People Driven Management
- Situational awareness
- Flexibility
- Monitoring Progress
- Coaching
- Self-Development
- Critical thinking

**Physical 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.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 50 lbs.

**Working Conditions:**

Work schedule will be in the evenings Monday -Friday from 2:00pm-11:00pm during the academic year

Work schedule will be during the day Monday- Friday from 8:00am-5:00pm during the summer months to operate Summer Camp

Work is primarily performed in an office environment as well as various physical activity program areas. Occasionally work is conducted in the outdoors for extended periods, in the delivery of various activities.

**Special Requirements:**

- Must acquire CPR/AED and First Aid Trainer certification within three (3) months of employment.
- Must acquire and demonstrate the required skills associated with successful management of Intramural sports and Summer Camp departments
- Upon hire an employment history and criminal background investigation will be completed.
- Subject to DMV Pull program May be required to drive occasionally as needed.
- Required to be a Mandatory Reporter and sign ASI Limited Mandatory Reporter Form.

**Print Employee Name:****Employee signature:****Date:**