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

LaShawna Green



Dear LaShawna:

I am pleased to offer you the position of Student Government Office Coordinator in the Student Government 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 \$24.00. 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 Asha Nettles, Student Government Director, and she can be reached by email at [anettles@fullerton.edu](mailto:anettles@fullerton.edu) or 657-278-5718.
- 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 Student Government department, 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. Your start date will be August 29, 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:** Student Government Office Coordinator

**Comparable:** Administrative Support Coordinator I

**Work Location:** Titan Student Union, Student Government Office

**Division/Department:** Student Government

**Reports to:** Director of Student Government

**Supervisory Position**

☐ Yes  
☒ No

☐ Exempt  
☒ Nonexempt

☒ Staff  
☐ Student

☒ Full-time  
☐ Part-time

**Essential Duties and Responsibilities:**

Under minimal supervision of the Director of Student Government, the Office Coordinator carries out a variety of duties and responsibilities to support and assist the functions and services of ASI Student Government, which include student leader advisement, Executive Officer support and general administrative support.

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 Student Government Office Coordinator will support ASI's DEI plan in all services and interactions.

**Provide ASI Board and Committee Support**

1. Prepare meeting agendas, minutes, and supporting material for distribution
2. Ensure the timely distribution of material to the Board
3. Support the Board with meeting, travel and other arrangements
4. Draft minutes of Board meetings for review by staff, student leaders, and/or the Executive Director
5. Create action list for leadership staff from board meeting

**Office Management**

1. Serve as office receptionist, performing general office duties such as ordering and maintaining supplies, updating equipment/supplies resource files, and special projects as assigned.
2. Manage and maintain schedule for director;
3. Provide support as directed to department staff and student leaders
4. Answer, screen and forward incoming phone calls.
5. Represent, professionally, the Associated Students, Inc. at all times.
6. File, retrieve, and maintain records for the programs and services of ASI Student Government.
7. Maintain strict adherence to safety procedures and attend safety meetings as scheduled.
8. Provide general assistance in maintaining the office in a neat and business-like manner.
9. Preparation of forms and paperwork
10. Manage petty cash
11. On-campus service request related to functional areas (Facilities Operations, Parking and Transportation, UPD and Public Safety, Digital Print Services)
12. Supervise Student Assistants.

**Program Support/Coordination**

1. Provide assistance in program planning and events.
2. Plan logistics for leadership education programs, e.g. space reservations, transportation, meals, supply orders
3. Serve as purchasing liaison for various university departments, e.g. parking, facilities operations, catering, university police, and digital print services.

4. Collect, manage and store risk management forms, e.g. insurance endorsement documentation, driver authorization. Make direct contact with vendors, performers, and other contracted entities to obtain needed information.
5. Coordinate documents for student leader financial awards and communicate effectively with student financial services and financial aid.
6. Manage and ensure proper payment of monthly expenses, monitor compliance with terms of contract.

**Budget**

1. Maintain accurate tracking records for departmental budgets.
2. Coordinate preparation of purchase order and check request forms for office and student programs.
3. Provide oversight for office supplies ordering process for department and student leaders.
4. Serve as departmental liaison for ASI inventory process.
5. Assist student leaders with filling out forms.
6. Other duties as assigned.

**Education/Experience:****Education:**

High School diploma/GED required, BA preferred.

**Experience:**

Equivalent to two years progressive responsible general clerical experience including experience with maintaining a budget.

**Knowledge, Skills and Abilities:**

- Extensive computer, writing and strong communication skills are required.
- Ability to plan, organize, train, evaluate, and supervise the work of student employees and the workflow of the clerical operations.
- Ability to review records to compile background data in budgetary and other administrative or technical process.
- Thorough knowledge of correct English, grammar, spelling, and punctuation; thorough knowledge of office methods, procedures, and practices. Possess excellent writing and editing skills and ability to communicate effectively both orally and in writing.
- Ability to handle confidential material judiciously. Exhibit initiative, professional behavior, discretion, tact and diplomacy in all actions.
- Ability to function with minimal supervision. Must be self-motivated and able to coordinate many different clerical tasks, determine the relative importance of each, set respective deadlines, and complete all projects accordingly.
- Ability to apply independent judgment, discretion, and initiative in performing complex secretarial work on a variety of subjects, programs and projects.
- Work effectively within a complex organizational setting and a multi-cultured campus environment.
- Keeping others informed of work progress, timetables and issues;
- 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 Competencies**

- Telephone Skills
- Verbal Communication
- Listening
- Professionalism
- Customer Focus
- Organization
- Informing Others
- Handles Pressure
- Supply Management

**Typical Working Conditions:**

Student Government Office Coordinator generally works in an office environment.

**Special Requirements:**

- Must be able to pass a urine drug screen.
- Upon hire employment history, criminal, and employment background check will be completed.
- Required to be a Mandatory Reporter and sign ASI Mandatory Reporter Form

The Associated Students, CSUF, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

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