



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

Keith Hernandez

October 18, 2022

Dear Keith:

I am pleased to offer you the position of Operations 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, Director of the Student Recreation Center, 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 PEPRA 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: \_\_\_\_\_



# Job Description

**Job title: Operations Coordinator**

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

**Division/Department: Titan Recreation**

**Reports to: Director, Student Recreation Center**

**Supervisory Position**

☒ Yes  
☐ No

☒ **Exempt**  
☐ **Nonexempt**

☒ **Staff**  
☐ **Student**

☒ **Full-time**  
☐ **Part-time**

**Essential Duties and Responsibilities:**

Under the general supervision of the Student Recreation Center Operations and Member Service Manager, the Operations Coordinator is responsible for the effective and efficient daily operations of the Student Recreation Center. This includes but is not limited to facility and equipment maintenance, indoor and outdoor open recreation spaces, student operations/customer service staff, access management, and towel and laundry service. This position requires an individual with proven leadership experience capable of working on a fast-paced, results-oriented team. A vital component of this position is a demonstrated ability to pay attention to details, work autonomously with initiative and critical and creative thinking, and a strong commitment to student development, collaboration, and customer service.

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 Aquatics Coordinator will support ASI's DEI plan in all programming, services, and interactions.

- Oversees all equipment inventory and maintenance for the Student Recreation Center, including property tagging and disposing procedures, routine maintenance schedule for all equipment, building finishes, and systems
- Daily, weekly, and monthly checks of all SRC equipment to make sure its always in good working order
- Liaison with the equipment management company to make sure repairs are made and preventative maintenance is completed
- Responsible for inventory and maintenance of all rentable equipment that the SRC provides clients.
- Responsible for set-up/break-down and planning for internal and external events at the SRC or on campus
- Work with the Building Engineering department to coordinate the completion of capital equipment purchases and projects as well as preventative maintenance
- Assist SRC Operations and Member Services Manager with all aspects of facility reservations
- Review accident and incident reports daily and make appropriate corrections as needed
- Responsible for ensuring regular safety checks are conducted for all areas of the Student Recreation Center, including but not limited to fire extinguishers, AEDs, and eye wash stations
- Work with the Titan Recreation team in providing comprehensive policies and procedures to ensure secure recreational facilities, appropriate event set-up and take-down, and safety preparedness.
- Provide direction and oversight to student operations/customer service staff
- Complete regular daily walk-throughs of all indoor and outdoor facilities and develop facility check-lists for student staff
- Assist with Titan Youth Summer Camp as needed

- Oversee the recruitment, hiring, training, supervision, evaluation, and discipline of a variety of student employment positions
- Responsible for student staff development – which includes mentorship, leadership, and assisting students with their academic and professional growth
- As a member of the Student Recreation Center Team, meet regularly with other personnel to establish and ensure effective ongoing communication and coordination between departments
- Participate in campus-wide collaborations that serve the overall mission of Titan Recreation, the Student Recreation Center, ASI, and the University as a whole
- Teach First Aid, CPR/AED classes
- Establish and enforce policies and procedures that provide for an effective operation of all recreation facilities
- Must be willing to work a flexible schedule, including nights and weekends when necessary
- 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:**

- High School diploma/GED Required

**Experience:**

- Experience with facility operations and/or facilities management
- Experience in providing customer service to a diverse population
- Experience with budgets, risk management, supervision
- Ability to collaborate, form partnerships, and work effectively as a member of a goal-oriented team
- Commitment to student development and ability to motivate and work closely with students
- Ability to operate an office workstation, utilize word-processing, spreadsheet, and other software
- Ability to communicate clearly and concisely, both orally and in writing

**Physical Requirements:**

- Frequently required to sit, talk, listen, and walk; manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; clear verbal communication.
- Ability to perform the essential job functions 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
- Ability to exert physical effort, including bending, squatting, reaching, or being on feet for long periods.
- Frequently stand/walk, sit, perform desk-based computer tasks, use a telephone, and grasp lightly/fine manipulation.

**Special Requirements:**

- Must acquire CPR/AED and First Aid certification within two (2) months of employment.
- Upon hire, employment history and criminal background investigation will be completed
- Subject to DMV Pull program requiring valid driver's license, current auto insurance be always on file and must meet CSURMA driving standards. May be required to drive occasionally as needed. May be required to use a personal phone for business-related activities
- Required to be a Mandatory Reporter and sign ASI Mandatory Reporter Form

**Print Employee Name:**

**Employee signature:**

**Date:**