



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

Jeff Fehr

May 30, 2023



Dear Jeff:

I am pleased to offer you the position of Chief of Organization Operations 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 annual compensation will be \$133,333.33. You will be classified as an exempt employee, which means that you will not be eligible for overtime pay.
- 2) You will report to Dave Edwards, Executive Director and he can be reached by email at daveedwards@fullerton.edu or 657-278-7740.
- 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 participate in the health, dental, and vision insurance program the first day of the month following your effective date of employment.
- 6) 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.
- 7) Effective date of hire, you will continue to be enrolled in CalPERS Retirement at Tier 1, where 5.00% of your salary will be deducted from your paycheck on each pay date. The current calculation is 2% at 55. If you have any further questions, please contact CalPERS directly.
- 8) Although your initial assignment is in the Administration department, you may be transferred to another department as business needs dictate.

- 9) Following the receipt of your signed acceptance of this offer letter and job description along with the completion of all contingencies listed in section 6 of this letter, unless otherwise negotiated, you may begin your employment with Associated Students Inc., CSUF. **Your start date will be June 1, 2023.**

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 Human Resources, your supervisor, or ASI Management.

Sincerely,

Dr. Dave Edwards
Executive Director
Associated Students Inc., CSU Fullerton
657-278-7739

CC: Andrea Okoh, HR 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: Chief of Organizational Operations **Comparable:** Administrator II

Work Location: ASI- Administration

Division/Department: Administration

Reports to: Executive Director

Supervisory Position

☒ Yes
☐ No

☒ Exempt
☐ Nonexempt

☒ Staff
☐ Student

☒ Full-time
☐ Part-time

Essential Duties and Responsibilities:

Under the general supervision of the ASI Executive Director, the Chief of Organizational Operations assists Associated Students Inc., CSUF in the fulfillment of a wide variety of complex and highly sensitive executive and administrative duties. The scope and complexity of these duties require an individual whose primary knowledge, skills, and abilities include the exercise of personal initiative, independent judgment, proficiency in the basics of project management, and an extensive knowledge of auxiliary and non-profit operations. The Chief of Organizational Operations provides leadership in the areas of organizational strategic planning, corporate and organizational policy governance, board management, risk management, project and initiative implementation, assessment, and other executive-level projects as directed by the Executive Director. The Chief of Organizational Operations works collaboratively with personnel in various divisions on campus on behalf of ASI. The Chief of Organizational Operations consults with executive management and administration on organizational strategy and accomplishing organizational goals, as well as advises executive management on critical and sensitive issues. The Chief of Organizational Operations represents Associated Students Inc., CSUF to various campus constituents, assigned committees, and required off campus constituents.

Corporate Administration

- Oversees the development and implementation of ASI's major administrative and operational policies, procedures, and projects.
- Reviews and provides input and approval for all corporate contracts, as delegated by the Executive Director.
- Meets regularly with department directors to ensure effective management of daily operations.
- Facilitates business process reengineering and changes in operational practices to ensure a standard of excellence in process and deliverables.
- Supports Associated Students Inc., CSUF in leading an effective senior management team, including the development and maintenance of accountability measures for Executive Directors direct reports.
- Researches and responds to complex student leader-related issues presented to Associated Students Inc., CSUF.
- Serves on the Associated Students Inc., CSUF Corporate Leadership Team (CLT) and Senior Staff Team (SST).
- Consults with executive management and administration on campus; Serves as an Associated Students Inc., CSUF liaison with Student Affairs, Academic Affairs, University Affairs, Administration and Finance, and Information Technology.
- Supervises a manager level employee, who in turn:
- Effectively oversees the management of the ASI Board of Directors and Committees, including meeting preparation, agenda development, minutes creation, invitation of speakers, etc.
- Supervises a manager level employee, who in turn:
 - Prepares and writes grant proposals including editing and proofreading drafts; revising to fit grant proposal guidelines and presenting compelling project ideas.
 - Monitors relevant federal, state, and local legislation to identify potential sources of funding.
 - Prepares, or causes to have prepared, content, and materials needed for proposals to funding agencies, donors, and donor prospects as well as developing gift recognition and acknowledgment materials,

appeal letters, etc.

- Seeks new sources and resources for information and funding.
- Coordinate processes and activities involved in preparing a proposal for submission, noting education and timing issues (coordination with other units, departments, etc.)

Risk Management

- Supervises a manager level employee, who in turn:
 - Seeks ways to minimize and manage risks for ASI.
 - Develops and implements practical and effective risk prevention and management strategies for programmatic events and activities, including those under the direction of student leadership.
 - Reviews, manages, and ensures the risk management of issues that directly impacts the organization and protection of assets and participants of ASI programs.
 - Sets the strategic risk management vision and implementation for ASI using leadership skills, network of internal and external alliances and highly developed business skills.
 - In collaboration with facility directors, maintains up-to-date training materials, records, and emergency supplies associated with disaster response program. Assist management with other emergency/disaster preparedness and business continuity planning efforts.
 - Supervises a coordinator level employee who in turn:
 - Maintains business contracts including facility, entertainment, subleases, and other ASI-related contracts.
 - Manages ASI's insurance program through corporate participation in AORMA's insurance offerings.
 - Documents and ensures communication of key risks, including recommending ways to reduce risk.
 - Maintains input and data quality of risk management systems.
 - Coordinates corporate safety and emergency training for employees.
 - Ensures all operations are conducted with safety of staff and customers as first priority, in accordance with the ASI Injury and Illness Prevention Plan and other safety policies.
 - In collaboration with Human Resources, assists in the development, implementation, and on-going evaluation of employee work safety programs to ensure a safe working environment. Maintains strict adherence to safety regulations and policies. Conducts regular safety meetings as required to monitor effectiveness.
 - Manages the facility safety inspection process and documentation in accordance with accepted safety standards.

Strategic Planning

- Works directly with Executive Director to effectively utilize resources and staff by reviewing and assessing long and short-term strategic planning objectives, operational policies, accounting procedures, staffing levels, and general administrative services.
- Provides leadership in the areas of ASI-wide projects and the divisional strategic planning process.
- Supervises a manager level employee, who in turn:
 - Facilitates the corporate strategic planning process, including annual goal setting, tracking, and reporting.
 - Collaborates with Marketing and Communications on reporting the strategic plan and progress toward goals.
 - Collaborates across departments to develop on-going long-range planning.
 - Develops and implements standardized strategic planning tools to foster consistency over time and across projects.
 - Analyzes and advises on business models and new business opportunities as well as new and innovative student program offerings, presenting analyses and recommendations to senior staff.

Policy Development, Corporate Records and Board Management

- Supervises a manager level employee, who in turn:
 - Oversees, trains, and advises staff in the area of compliance with California Nonprofit Corporate code of corporate document retention and submission, including maintaining an archive of corporate records.
 - Advises and interprets policy in matters of compliance with Robert's Rules of Order and Gloria Romero Open Meeting Act of 2000

- Directs staff in the management of document flow from committees to the Board of Directors
 - Oversees the creation and maintenance of action lists, scripts, calendars, and other documents as needed to ensure timely and proper execution of Board functions.
 - Oversees the preparation of meeting agendas, minutes, and supporting material for review and distribution with assistance from administrative support staff.
 - Oversees the timely distribution of material to the Board of Directors
 - Support the Board of Directors with meeting arrangements.
 - Ensures the timely and effective execution of action list for leadership staff of Board action.
 - Assists, consults, and collaborates on policies concerning student government, leadership, and management.
- Leads the development and implementation of corporate-wide administrative policies and procedures, including policies concerning corporate management, human resources, and financial management in collaboration with department directors. Ensures the development of policies and procedures takes place in a collaborative process that effectively engages stakeholders.
- Supervises a coordinator level employee, who in turn:
 - Ensures effective day-to-day oversight of central corporate functions, including strategic planning, organizational effectiveness, risk management, and corporate records.
 - Leads the development and implementation of corporate-wide administrative policies and procedures.
 - Collaborates with Internal Auditor to ensure records management, retention, and disposal are performed in accordance with the standards and procedures of the corporation as well as CSU and state requirements.

Assistance to Executive Director

- Provides direct support to the Executive Director on the management of the ASI organization by assisting with the implementation of strategies and tasks associated with the Executive Director's goals and work.
- Represents the organization to campus and off campus constituents.
- Responsible for moving CLT/SST discussion points to task assignments on behalf of the Executive Director.
- Management of Senior Staff meeting
- Proposes recommendations and solutions to issues and problems directed to Associated Students Inc., CSUF, being sensitive of stakeholder considerations and viability of courses of action.
- Provides leadership in the development and implementation of organization-wide assessment of co-curricular student learning outcomes and performance measures, as well as the overall coordination of organization assessment efforts. This includes supervising the staff who coordinate assessment efforts.

Special Projects

- Supervises a manager level employee who in turn:
 - Supervises the Special Projects Coordinator, who in turn
 - Provide coordination of special projects that benefit students and the organization, including serving as project manager for special projects or new development initiatives which are highly visible in the campus community.
 - Collaborate with staff and student leaders to accomplish projects, including coordinating tasks, scheduling meetings, managing group functions, and ensuring appropriate follow up.
 - Research and gather data from various sources and databases.
 - Assemble, format, and create preliminary presentations and technical reports including submitting recommendations. Prepare and present technical reports and presentations for ASI leadership, Board of Directors, and other entities as requested.

IRA Management

- Supervises a manager level employee, who in turn:
 - Effectively oversees campus-wide communication by developing memoranda, emails, and other forms of communication;
 - Provides direct customer service, guidance, and communication to faculty and staff in a timely, supportive, and efficient manner;
 - Facilitates IRA proposal process including the application process, accepting and analyzing requests, verifying policy and procedure compliance, and tracking and preparing proposals for committee deliberation;
 - Administers IRA Committee formal meetings, including supporting the IRA Committee Chair, preparing agendas and supportive documentation, coordinating minutes, etc.

Assessment

- Supervises a manager level employee, who in turn:
 - Executes an organization-wide assessment program that includes student learning outcomes and high impact practices, as well as program, services, and facility assessment practices.
 - Ensures the assessment of programs, services, and facilities resulting in a high level of customer satisfaction.
 - Collaborates with senior staff to set and implement continuous improvement goals, evaluate outcomes, and enact changes required for improvement.
 - Collaborates with student-managed programs to develop and implement appropriate assessment of events and services provided.
 - Prepares an annual program assessment report outlining program and council activities, goals, and objectives and other related information that may assist the ASI Board of Directors in funding decisions. Makes recommendations to senior leadership and the Board of Directors, providing on-going program reports as requested.

Education and/or Work Experience Requirements:

Education

Bachelor's degree required in Business Administration, Higher Education, Public Administration, or related field from an accredited four-year college or university.

Master's degree preferred.

Experience

Minimum of five to seven years' experience in nonprofit leadership, board management, risk management, project management, or a related field. Experience in California State University auxiliary system preferred.

Knowledge, Skills and Abilities

- Demonstrated ability to organize, manage, and evaluate programs and services.
- An 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.
- Thorough knowledge of the principles and practices of public and/or business administration, including finance, budgeting and accounting, procurement methods, and modern office management methods and practices;
- Ability to effectively select, train, schedule and evaluate full-time and part-time employees.
- Must possess strong interpersonal skills.
- Ability to establish and maintain effective, cooperative, and harmonious relationships within a multi-cultural campus environment.
- Ability to prepare and manage budgets as well as financial reports.
- Familiarity with word processing and data management computer programs
- Ability to establish and maintain effective and cooperative work relationships within a diverse campus environment.
- 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;
- Respecting the diversity of our work force in actions, works and deeds.

Core Competencies

- Communication Skills.
- Resource Management.
- Professional Work Standards.
- Collaboration and Interpersonal Skills.
- Coaching and Development Skills.
- Organizational Strategy and Decision Making.

Additional Requirements

Typical Working Conditions

Work is performed in a temperature-controlled office environment, contact with staff, students, campus community, the general public, and outside vendors.

Special Requirements:

- Employment will be contingent on a satisfactory employment history and criminal background investigation.
- Subject to DMV Pull program
- Required to be a Mandatory Reporter and sign ASI Mandatory Reporter Form.

Print Employee Name:

Employee signature:

Date: