



Aaron Chai

May 24, 2023



Dear Aaron:

I am pleased to offer you the position of Building Services 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 non-exempt role your hourly compensation rate will be \$25.01. 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 Cristina Truong, Assistant Director of Information Services and Food Pantry and she can be reached by email at crtruong@fullerton.edu or 657-278-2748.
- 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 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) 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.
- 9) Although your initial assignment is in the Titan Student Union, you may be transferred to another department as business needs dictate.
- 10) 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,

Dave Edwards
Executive Director
Associated Students Inc., CSU Fullerton
657-278-7740

CC: Andrea Okoh, Human Resources 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: Building Services Coordinator

Work Location: Titan Student Union- Titan Bowl and Billiards

Division/Department: Titan Student Union

Reports to: Assistant Director – TSU Services and Food Pantry

Supervisory Position

☒ Yes
☐ No

☐ Exempt
☒ Nonexempt

☒ Staff
☐ Student

☒ Full-time
☐ Part-time

Essential Duties and Responsibilities:

The Building Services Coordinator is responsible for the general operation and supervision of Titan Bowl and Billiards and surrounding public spaces including an eight-lane Brunswick bowling facility, arcade, Esports and gaming lounge, pub space, meeting room/maker space, and public lounges. The Coordinator is also responsible for the organization and administration of campus events and facility rentals, general facility maintenance, policies and procedures, and promotion and marketing of bowling and games events and services.

Specific Duties & Responsibilities

1. Develop, promote, and coordinate programs and activities within the Titan Bowl and Billiards area. -Plan and organize activities for clubs, campus groups, and the community.
2. Manage facility rentals, including assessing requests, identifying appropriate staff coverage, fees, insurance coverage and additional contract details, and communicating these to clients in a clear and timely manner. Ensure client is aware of and adheres to catering procedures, parking regulations, insurance requirements and important deadlines. Collect all necessary documents and payments for each reservation according to established departmental deadlines. Maintain reservation schedule on event management system software for facility and equipment rentals.
3. Plan and develop events in and around the Esports arena with a focus on engagement and outreach, including involvement from campus organizations and industry partners, with a focus on events for casual and new players.
4. Assist with evaluating the success of all events and programs to improve attendance and involvement from the campus community.
5. Work closely with ASI Productions and ASI departments, in the planning, coordination, and support of ASI events and activities. Work with ASI Marketing, Communication & Design to develop marketing plan for promotion of programs and services.
6. Meet regularly with Titan Student Union Operations, University Conference Center (UCC) and Information & Services (I&S) staff to review audio-visual, ticketing, and logistical requirements necessary to accommodate all scheduled events. Coordinate last-minute reservation requests and changes as needed with the UCC.
7. Responsible for a student staff of approximately 8 – 12 team members, including hiring, training, job assignments, work schedules, preparation of payroll and personnel paperwork and regular review of the personnel needs for the department.
8. Responsible for unlocking and securing reserved facilities for patrons. Responsible for the preparation of facilities prior to and between usages. This includes visual checks of furniture arrangements, room dividers, window treatments, presentation boards, supplies, temperature, audio-visual set-ups and the completion of any necessary minor cleaning.
9. Act as secondary supervisor to building managers and set-up crew student staff.
10. Responsible for the Titan Bowl & Billiards safety program, including safety training and records maintenance. Conduct inspections and set safety standards in relation to employees. Ensure strict adherence to safety procedures and conduct monthly safety meetings.

11. Develop and implement procedures and recommend policies that will ensure effective operation and management of the Titan Bowl and Billiards areas. Develop and maintain operations manuals and forms.
12. Assist in the development of the annual departmental operations budget. Project and monitor payroll, contracted services, supplies, repairs and maintenance, and capital equipment expenses.
13. Develop short- and long-term financial goals. Set and meet revenue targets for TB&B. Track current trends and revenue. Adhere to internal cash controls; monitor cash counts, cash handling procedures, and reconcile cash on a daily basis. ~~A~~ Prepare annual report to include evaluation of program areas. Conduct regular reviews of pricing structures.
14. Monitor TB&B, meeting facilities and public areas. Report equipment failure, assess repair and custodial needs. Report and follow-up on all facility and equipment requests with Building Engineering (BE).
15. Conduct annual equipment inventory checks and maintain records.
16. Negotiate, manage, and evaluate contracts with outside vendors and contractors.
17. Process applicable check requests and purchase orders.
18. Ensure proper and timely collections of requisite insurance documents from vendors and contractors.
19. Assist in carrying out general building policies and procedures which regulate the use of the TSU.
20. Maintain accurate records, conduct annual inventory of furnishings and equipment within department.
21. Attend and participate in regularly scheduled staff meetings. Serve on committees as requested.
22. Maintain and oversee use of basic audio-visual equipment used within the department.
23. Maintain current licensing requirements for gaming ~~programs~~ platforms (Xbox, PlayStation, etc.) as needed.
24. Serve as a TSU Building Marshal
25. Conduct American Red Cross CPR, First Aid, and AED training and certification courses.
26. Other duties as assigned.
27. 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 Building Services Coordinator will support ASI's DEI plan in all programming, services, and interactions.

Education, Work Experience Requirements and Abilities:

Education:

2-year college degree or equivalent required, 4-year college degree preferred.

Experience:

Minimum two (2) years' experience in management and-management of events and/or staff. Experience in college student union or collegiate recreation areas preferred. Experience in budgeting and fiscal responsibility for revenue-producing activities desirable.

Knowledge, Skills, and Abilities:

- Familiarity with event management software.
- Working knowledge of Microsoft Office (Word, PowerPoint, Excel) and point-of-sale systems.
- Working knowledge of Dropbox or other cloud-based data-sharing platform.
- Working knowledge of video-conferencing platforms (Skype, Zoom, Google Hangouts)
- Ability to plan, organize, manage, and evaluate programs and activities, including billiards, bowling, and table games tournaments. Basic knowledge of game rules and variations (bowling, foosball, table tennis, and billiards).
- Ability to independently interpret and apply a wide variety of rules and regulations; ability to plan, organize, supervise, and direct the operations of a program.
- Ability to select, train, schedule and evaluate student employees.
- Ability to develop methods and standards for scheduling personnel resources to provide appropriate coverage.
- Knowledge of budgeting, cash handling, marketing and public relations.
- Knowledge of methods and procedures unique to event and recreation management; ability to establish revenue-generating programs that are of interest to students.
- Familiarity with functional event planning and support.
- Ability to establish and maintain quality standards.
- Ability to recognize and analyze problematic situations and be resourceful in finding solutions.
- Ability to plan, coordinate, and complete work projects with minimal supervision.
- Strong customer service skills, including outreach and problem resolution.
- Must have good oral and written communication skills.
- Ability to respond positively to dynamic and rapidly changing situations.

- Ability to appropriately interpret and apply building policies and procedures.
- Ability to effectively work within a complex organizational setting and in a multicultural campus environment.
- Ability to work effectively with coworkers, customers, and others by sharing ideas in constructive and positive manner.
- 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, 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

- Critical Thinking/Problem Solving.
- Diversity and Inclusion
- Oral/Written Communications.
- Teamwork/Collaboration.
- Information Technology Application.
- Leadership.
- Professionalism/Work Ethic.

Additional Requirements:

Typical Physical Requirements:

- Work is performed in a noisy, temperature-controlled environment. Works around mechanical and electrical equipment. Required to use chemicals. Work requires walking, standing, sitting, bending, pulling, pushing, climbing, and stooping. Requires upper and lower body flexibility and the ability to lift 50 pounds unassisted.

Special Requirements

- Upon hire employment history and criminal background investigation will be completed.
- Subject to DMV Pull program. May be required to drive occasionally as needed.
- Complete CPR/First Aid lay responder certification within three (3) months of employment and complete American Red Cross Instructor Certification within six (6) months of employment.
- Work week will adjust seasonally. Nights and weekends required.
- Required to be a Limited Mandatory Reporter and sign Limited ASI Mandatory Reporter Form.

Print Employee Name:

Employee signature:

Date: