



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

Dixie Samaniego

July 3, 2023

Dear Dixie:

I am pleased to offer you the temporary position of Assistant Director, Strategic Initiatives, which will be paid by the Associated Students Inc., California State University, Fullerton, and assigned to work and support the Division of Student Affairs California State University, Fullerton.. The start date for this position is July 11, 2023, and end date is October 31, 2023.

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 temporary role your hourly compensation rate will be \$21.72, with an anticipated annual rate of \$45,168.00. 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 the Student Affairs AVP's, but your ASI supervisor will be Dave Edwards, Executive Director, and he can be reached by email at [daveedwards@fullerton.edu](mailto: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 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 not be eligible to participate in the health, dental, and vision insurance program due to your temporary appointment.
- 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) Live Scan Screening

- 8) Due to the temporary nature of your employment, you will not be enrolled in CalPERS Retirement.
- 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 7 of this letter, unless otherwise negotiated, you may begin your employment with Associated Students Inc., CSUF. Human Resources will contact you 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 do not hesitate to contact me, your supervisor, or ASI Management.

Sincerely,

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

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: \_\_\_\_\_



**HUMAN  
RESOURCES**

## Job Description

**Job title:** Assistant Director, Strategic Initiatives

**Comparable:** Student Services Professional I

**Work Location:** TBD

**Division/Department:** Administration

**Reports to:** AVP of Student Affairs (CACP) and AVP for Identity and Belonging

**Supervisory Position**

☐ Yes

☒ No



**Exempt**



**Nonexempt**



**Staff**



**Student**



**Full-time**



**Part-time**

### Essential Duties

Under the general supervision of the Associate Vice President of Student Affairs, for the College Access and Career Pathways Cluster (CACP) and Associate Vice President for Identity and Belonging, the Assistant Director, Strategic Initiatives and Partnerships will perform highly complex work in reviewing and creating data to help create a vision for Cluster and identify strategic initiatives to drive Cluster goals.

- Lead and assist the cluster and the Division of Student Affairs with strategic enrollment initiatives by utilizing data to provide college access and student support, in particular to underrepresented populations, first-generation students, and target recruitment populations.
- Will collaborate with Institutional Research- to identify problems, develop and recommend courses of action, and implement proposed solutions associated with the College Access and Career Pathways Cluster.
- The incumbent will coordinate and lead strategic initiatives that pertain to the cluster and/or division in the areas of College Access and Career Pathways, and the Identity and Belonging cluster such as college access, student success, HSI, First-Generation student initiatives, and other initiatives.
- Will support data and assessment that will help enhance and improve college access efforts outreach and recruitment efforts and career pathways efforts.
- Will present data and assessment information in various ways, via Online communication, social media platforms, website, marketing materials, and other forms for internal and external purposes.
- Will create data-driven student success strategies that connect departments within College Access and Career Pathways (CACP) and Identity and Belonging clusters.
- In collaboration with other members of the division of student affairs, will help lead strategic initiatives related to college access, Hispanic Serving Initiatives, First-generation student initiatives, and other student success initiatives.
- Will collaborate with Director of EOP and First-Generation Student Initiatives.
- Will serve as a liaison to other departments in an effort to enhance the divisional goals, cluster goals, and further advance the brand and messaging of CSUF efforts, such liaison partnerships include Institutional Research, Government Relations, Strategic Communication, and Alumni Affairs.
- Will serve as a lead in identifying opportunities via grants, special funding, awards/nominations/designations that can help CSUF in meeting divisional and cluster goals and help elevate and further bring regional and national awareness of CSUF efforts.

**Education and Experience**

Bachelor's degree from an accredited college.

**Special Requirements**

- Employment will be contingent on a satisfactory employment history and criminal background investigation.
- Subject to DMV Pull program requiring valid driver's license, current auto insurance be on file at all times and must meet CSURMA driving standards.
- May be required to drive occasionally as needed.
- May be required to use personal phone for business-related activities.
- Required to be a General Mandated Reporter and sign ASI General Mandatory Reporter Form.

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