

Casandra Serrano

July 27, 2022



Dear Casandra:

I am pleased to offer you the position of Office Coordinator in the Titan Student Union 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 \$25.00. 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 Jeff Fehr, Titan Student Union Director, and he can be reached by email at jfehrn@fullerton.edu or 657-278-7723.
- 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) 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 Titan Student Union, 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 (Jul 27, 2022 14:50 PDT)

Andrea Okoh

Human Resources Director

Associated Students Inc., CSU Fullerton

657-278-7060

CC: Dr. Dave Edwards, ASI-CSUF Executive Director

Cassandra Serrano

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: _____



Cassandra Serrano (Jul 28, 2022 10:16 PDT)

Date: _____

07/28/2022



Job Description

Job title: Office Coordinator

Comparable: Administrative Support Coordinator II

Work Location: University Conference Center

Division/Department: Titan Student Union

Reports to: Director, Titan Student Union

Supervisory Position

☐ Yes

☒ No

☐ Exempt

☒ Nonexempt

☒ Staff

☐ Student

☒ Full-time

☐ Part-time

Essential Duties and Responsibilities:

Under the direct supervision of the Director of the Titan Student Union, the Operations Coordinator provides administrative and office support for the TSU Director and overall administrative support for Titan Student Union Operations.

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

- Provide general administrative, clerical, and operational support for the TSU Director, including but not limited to communication, travel, scheduling, credit card reconciliation, and overall administrative needs.
- Provide professional and courteous customer service for clients in the University Conference Center including but not limited to coordination, scheduling and maintaining guest and vendor parking for the Titan Student Union, and occasionally assisting guests with planning and coordination of events utilizing a computerized reservation system.
- Provide coordination of projects for the TSU Director and other Operations staff, including coordinating tasks, scheduling meetings, managing group functions, and ensuring appropriate follow-up.
- Research and gather data from various sources as needed to assemble, format and create presentations, reports or recommendations.
- Assist the TSU Director with development and preparation of the Titan Student Union's annual and capital equipment budgets.
- Interface with logistics and hospitality staffs to support Titan Student Union meeting and event activities.
- Assist with recording and maintaining fixed asset inventory and property tags for the Titan Student Union, Student Recreation Center and Children's Center. Assist in conducting organization-wide inventory review processes as needed.
- Oversee and maintain accurate scheduling of Titan Student Union and Student Recreation Center airhandler systems.
- Responsible for daily processing and submittal of balance sheets and deposits to ASI Accounting for cash and credit card transactions conducted by University Conference Center Event Planners.
- Responsible for compiling data submitted by departments for use in conducting labor, utility and other cost analysis.
- Assist with purchasing, including collecting bids, and preparing purchase orders and check requests as needed.
- Process and maintain records associated with Unrelated Business Income Tax.
- Responsible for supporting the TSU Associate Director – Titan Student Union with the University Conference Center Customer Service Program, including customer service surveys and online feedback.
- Conduct safety reviews and process safety checklist of TSU operational areas quarterly or as needed.
- Coordinate tasks and assignments with University Conference Center student Coordinators.
- Coordinate with other office personnel for the purchase of office supplies, maintenance of office equipment and other office/support functions. Ensure effective and appropriate retention of administrative records, such as contracts, insurance documents, leases, etc.
- Perform related duties as assigned by supervisor.
- Maintain compliance with all company policies and procedures.

Knowledge and Abilities:

- Extensive computer, writing and strong communications skills are required.
- Ability to review records to compile background data in administrative or technical processes.
- 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 maintain confidential files and other records where appropriate.
- 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 draft clear, concise correspondence; ability to coordinate the production of reports and presentations from draft to distribution.
- Ability to explain clearly a variety of complex procedures consistently in circumstances not clearly described by available guidelines and policies to students, the public and the campus community.
- Ability to apply independent judgement, discretion and initiative in performing complex secretarial work on a variety of subjects, programs and projects.
- Work effectively within a complex organizational setting and multi-cultured campus environment.
- Work effectively with coworkers, customers and others by sharing ideas in constructive and positive manner; listening to and objectively considering ideas and suggestions from others; 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, words and deeds.

Skills:

- Good working knowledge of Microsoft Word, Excel, Teams, Powerpoint and Outlook.
- Database experience preferred.

Education and Work Experience Requirements:

- High school diploma/GED required and two years of college preferred
- Experience equivalent to two years of progressively responsible experience in customer service and general office procedures with a wide variety of duties and responsibilities in a diverse public environment.
- Experience on a college or university campus environment is highly desirable.

Typical Work Conditions

Work generally performed in a temperature-controlled office environment. Maintain and deal with a wide variety of public contacts including campus officials, members of the ASI Board of Directors, staff, students and the CSUF campus community.

Core Competencies:

Organizational and planning skills

Communication skills

Information Gathering

Problem-Solving

Flexibility

Reliability

Teamwork

Written Communication

Critical Thinking

Special Requirements

Must be able to pass a urine drug screen

Employment will be contingent on a satisfactory employment history and criminal background investigation.

May be required to drive occasionally as needed. Valid driver's license and current auto insurance must be on file at all times and must meet CSURMA driving standards.

Required to be a Limited Mandatory Reporter and sign Limited ASI Mandatory Reporter Form

Physical Requirements:

- Manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication. Extended

periods of sitting. No lifting in excess of 15 lbs.

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: Casandra Serrano

Employee signature: 
Casandra Serrano (Jul 28, 2022 10:16 PDT)

Date: 07/28/2022