ASSOCIATED STUDENTS, INC.
CALIFORNIA STATE UNIVERSITY, FULLERTON

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

Ronald Gonzales   September 30, 2022

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Dear Ronald:

I am pleased to offer you the position of Systems Administrator 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 $42.50. 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 Drew Wiley, Director of Administration and he can be reached by email at dwiley@fullerton.edu or 657-278-7698.

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 PEPRA 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
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 title: **Systems Administrator**	Comparable:

Work Location: Fullerton, CA

Division/Department: Information Technology

Reports to: Director of Administration

Leadership Position ☒ Yes ☐ No	☐ **Exempt** ☒ **Nonexempt**	☒ **Staff** ☐ **Student**	☒ **Full-time** ☐ **Part-time**

Essential Duties and Responsibilities:

Under the supervision of the Director of Administration, and with additional direction from the CSUF IT Director for University Auxiliaries, the Systems Administrator will support the information technology system and application support needs of the corporation's administrative and operational units. The Systems Administrator oversees the day-to-day operation, maintenance, installation, troubleshooting, and repair of basic and specialized desktop user hardware and applications, as well as on-site and cloud-based systems. The systems administrator also manages and monitors the IT scope of projects and initiatives.

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 Systems Administrator will support ASI's DEI plan in all programming, services and interactions.

System Administration and Operation

- Ensure the day-to-day operation of information technology and related systems are implemented in a manner consistent with professional standards and ASI policies

- Maintain and enhance existing software applications, review and recommend new software applications, advise on future planning and purchasing of new computing equipment

- Manage a comprehensive preventative maintenance program for IT systems and related equipment

- Support and maintain the corporation's database servers and perform duties as database administrator

- Coordinate and administer all Windows and Apple/Mac networked client workstations and servers for 100+ users including installation and maintenance of hardware and software applications on premise and cloud-hosted, and desktop computing

- Keep current with changing technologies in industry

- Ensure application and server backups are maintained properly and tested; coordinate with the university data center, as needed

- On a regular seasonal basis, support the audit, compliance, and regulatory processes of the corporation

Service and License Agreements

- Maintain information technology equipment and systems warranties/guarantees
- Manage and monitor service/maintenance contracts related to information technology and related systems
- Review license agreements and become familiar with the terms of the computer technology agreements that the corporation has with outside vendors, recommend equipment/software to be replaced or upgraded under

the terms of these agreements

Communication and Customer Service

- Manage the corporation's IT helpdesk system
- Ensure positive and prompt response to user requests and tickets
- Organize, plan and manage computer related work requests
- Engage and collaborate with other staff and departments to support innovation and efficiency throughout the corporation
- Analyze application and system failures and recommend appropriate recovery actions, assist users in solving problems
- Participate in campus IT meetings and committees, collaborate with other campus IT areas and software user groups

Project Management

- Meet with project stake holders (ASI management, staff, campus IT, and vendors) to plan, research, coordinate, and implement IT scope of new projects from beginning to end
- Manage and monitors progress and timelines for information technology projects
- Collaboratively engage with corporation's Building Engineering department and various facility directors to guide and support planning, deliver, upkeep, and improvement of facility systems, as it relates to IT scope of work

Department Supervision

- Select, train, supervise, motivate, and evaluate full and part-time staff responsible for operation of information technology and related systems
- Provide day to day leadership and guidance to IT staff to ensure users are supported and goals are met

Expenditures and Budget

- Prepare annual recommendation for operating, capital, and asset budget requests related to IT area
- Prepare bid specifications and evaluate bid proposals for service/maintenance contracts and other projects related to information technology area
- Prepare monthly, quarterly and annual expense summary reports related to information technology area
- Prepare expenditure request paperwork and documentation for approval

Education and/or Work Experience Requirements:

- Bachelor's degree in Computer Science, Business, Information Systems, or related field
- At least 5 years of relevant and progressive experience

Knowledge and Abilities

- Excellent verbal and written communication skills, including ability to effectively communicate with internal
- and external customers, and effectively work with people with diverse technical skill levels.
- Demonstrated ability to assist others through periods of technological transition
- Knowledge of workflow in a double-entry general ledger accounting system. Ability to build workflow items and write scripts to import data
- Knowledge of basic SQL administration. Ability to write basic SQL statements to query data from multiple joined tables
- In-depth experience supporting various Windows workstation versions and Windows server versions including the roles of system administration, management of servers and resources in a Microsoft client/server environment, as

- well as extensive troubleshooting utilizing logs, event management, and system monitoring utilities
- Computer communications and networking experience. Ability to troubleshoot issues from desktop to server / service
- Ability and experience supporting various Point of Sale equipment systems, setup, menu systems, order taking systems and fulfillment systems
- Experience with upgrading, migrating various application software releases
- Experience with Payment Card Industry audits and compliance
- Experience working with vendors to support of Point of Sale payments and tender systems and gift carding systems including credit, debit, and stored value
- Understanding and experience with web server applications
- Basic understanding and previous experience adding servers to Active Directory.
- Working knowledge and ability to explain computer networking stacks: IP, TCP, UDP
- Experience with HTML, web servers, configuration of IIS and small databases to support ancillary plug-ins for systems such as WordPress
- Experience with and knowledge of backup and recovery best practices, and policy and procedure surrounding disaster recovery
- Excellent computer proficiency (MS Office – Word, Excel and Outlook).
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Required to be a mandatory reporter and sign ASI's Mandatory Reporter Form.

Additional Requirements: Ability to:

- stand and walk for extended periods; reach for tools and supplies; manual dexterity and eye-hand coordination; lift objects weighing up to 50 lbs.
- ability and willingness to work from ladders and other elevated or confined spaces; corrected hearing and vision to normal range; verbal and written communication; use of motorized vehicles; use of hand and power tools; stoop, kneel, crouch, crawl and climb.
- Safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards. • Maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Must be able to talk, listen and speak clearly on telephone.

Print Employee Name:

Employee signature: **Date:**