

**ASSISTANT TO THE DIRECTOR
DONALD P. AND KATHERINE B. LOKER UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS**



The Loker University Student Union, Inc. is an auxiliary of California State University, Dominguez Hills and is a California 501(c)3 Not For Profit Corporation. The facility, totaling approximately 120,000 square feet, houses the University Bookstore, Campus Dining, Associated Students, Inc., and student resource centers in addition to various meeting facilities, lounges and recreational space. As the hub of campus activity, the mission of the Student Union includes “providing cultural, social and recreational programming that supports the educational mission of the University” and “providing programs and services that enhance the quality of life” for members of the campus community.

POSITION DESCRIPTION

Workweek Class: Non-exempt, full-time
Work Schedule: 40 hours per week, standard schedule
Responsible to: Executive Director, Loker Student Union, Inc.

GENERAL STATEMENT:

The Assistant to the Director is a position in the Donald P. and Katherine B. Loker University Student Union, Inc. (LSU.) The incumbent will be a LSU non-exempt, full-time staff employee and will adhere to the rules, regulations and employment standards established by the Donald P. and Katherine B. Loker University Student Union, Inc.

Under general supervision of the Executive Director of the Donald P. and Katherine B. Loker University Student Union, Inc. (LSU), the person in this position will serve as the personal and confidential assistant to the Executive Director.

TYPICAL DUTIES AND RESPONSIBILITIES:

The incumbent will perform a variety of functions, including but not limited to the following:

<u>% of Time</u>	<u>Description of Duties</u>
40%	<p>Administrative Support</p> <p>Completes a broad variety of administrative tasks for the Executive Director including managing an extremely active calendar of appointments, composing and preparing correspondence that is sometimes confidential. Arranging complex and detailed travel plans, itineraries, agendas and plans. Schedules meetings and manages Executive Director’s calendar. Provides “gatekeeper” role for direct access to the Executive Director’s time. Communicates directly and on behalf of the Executive Director, with Board members, campus administrators, LSU staff and campus personnel. Ensures inquiries, correspondences, calls and calendar requests are responded to in a timely manner.</p> <p>Completes critical aspects of deliverables with a hands-on approach, including preparing a variety of communications and documents including drafting general correspondence, agendas, minutes, presentations, scripts, charts, graphs, materials, and other tasks to facilitate the Executive Director’s ability to lead the LSU. Maintains corporate files including oversight of imaging, storage and record retention and disposition. Responds to and manages public records requests. Prioritizes conflicting needs. Handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures. Maintains and updates both public and confidential records, contracts and other documents in accordance with LSU policies and procedures.</p>

Manages delegated budgets, monitors expenses and provides recommendations as needed to the Executive Director. Tracks use of the Executive Director's corporate credit card and conducts monthly reconciliation/expense reporting. Prepares travel reconciliation, reimbursement requests and invoice payments on behalf of the Executive Director. Supports formulation of operating budget.

Arranges staff meetings and other organizational meetings including sending requests for agenda items and preparing/distributing agendas and arranging audio-visual support as needed.

30% **Human Resources**

Maintains employee and volunteer confidential personnel records and coordinates with the LSU's service provider to ensure adherence to legal retention requirements, including creating employee files and entering new hires and status changes with the service provider. Prepares and coordinates the placement of job postings for all open positions. Responsible for follow up with the prospective employee or manager to correct any discrepancies in the screening. Tracks the status of all new hires and temporary appointments, and maintains position search records including applicant/recruitment files. Maintains and updates position descriptions, grades and compensation ranges. Documents and tracks leave requests and approved leaves. Conducts background checks for prospective employees. Maintains Employee Handbook and personnel policies up to date per changes to employment law and CSU policy.

Administers organizational annual employee management including compliance trainings, forms, and performance appraisals. Annually coordinates review of compensation levels of both persons and positions to ensure internal equity and external competitiveness. Processes employee amended compensation as directed.

Meets with LSU's service provider to ensure proper support per service agreement regarding worker's compensation claims, unemployment insurance claims, official personnel records, benefits management, response to EDD or other information requests, garnishment orders, employment verifications and other general employment inquiries.

Administers the LSU Driver Program. Ensures all required information is up to date and accurate for all those who participate.

25% **Board of Directors Support and Liaison**

Serves as the Executive Director's administrative liaison to the Board of Directors; communicates with board members, CSUDH President's office, Vice-Presidents and board officers on behalf of the Executive Director. Adheres to compliance with applicable board bylaws, operating policies and procedures to ensure appropriate organizational protocols are understood and followed. Manages the process of board member nominations, appointments, renewals etc. Prepares, assembles, disseminates and ensures proper posting and retention of board agendas and materials. Attends board meetings, takes notes, prepares, and disseminates meeting minutes. Researches and maintains as requested on board protocols, history and relationships. Develops and maintains content of board website and membership information. Advises on historical actions taken to change bylaws, articles of incorporation, and other corporate instruments. Researches materials upon request regarding past board actions, CSU and/or university

matters related to the corporation. Maintains board member profiles. Coordinates annual board of director orientations/retreats, trainings, meetings, events, and awards process.

5%

Other Duties as Assigned

Conducts other duties as assigned. Occasionally assists other senior leadership with project advancement.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

Skills/Knowledge – Bachelor’s degree in administrative management, human resources, communication, or related field. Five (5) years related experience. Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared are reviewed and complete, concise, and error-free. Knowledge of the assistant role, mission, goals and objectives to carry out assignments independently and without detailed instructions. Experience with business operations programs, software, and applications required. Understanding of and experience in coordinating human resource management tasks.

Abilities – Ability to demonstrate strong interpersonal skills and the ability to build relationships with stakeholders, including LSU staff, board members, administrators, and CSUDH staff. Ability to work closely and effectively with the Executive Director to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Ability to apply considerable judgment, discretion, initiative and confidentiality in addressing problems and develop appropriate solutions to complex issues, sharing options with supervisor, as needed. Ability to handle confidential information with discretion. Ability to successfully establish priorities while juggling numerous competing/deadline-driven projects. Ability to interpret and apply a wide variety of policies and procedures specific to LSU. Ability to work cooperatively in a multi-ethnic environment.

PREFERRED QUALIFICATIONS

Experience – Experience in Higher Education environment with emphasis in student unions, student activities, student development, human resources experience, and/or copy editing experience. Functional knowledge of and experience with use of parliamentary procedure.

WORK ENVIRONMENT

Employees in this position work indoors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular public contact required. Periodic outdoor, evening and evening work required. Must be able to lift 50 pounds unassisted. Ability to handle multiple tasks, adhere to deadlines and work under pressure required.

CONDITIONS OF EMPLOYMENT

This is a non-exempt position with work hours based upon the duties and responsibilities that need to be completed. This position is employed by the Loker University Student Union, Inc. and is subject to related personnel policies and procedures. Employment is on an at-will basis and can be terminated by either an employee or the LSU at any time with or without cause or advanced notice. Permanent status can neither be obtained nor granted.

A general background check (including criminal records check) must be completed satisfactorily to fill a position. Failure to complete the background check satisfactorily may affect the application status of applicants or continued employment of current LSU employees who apply for the position.

LSU hires only individuals lawfully authorized to work in the United States.

EQUAL EMPLOYMENT OPPORTUNITY

LSU is an Affirmative Action/Equal Opportunity Employer. Applicants for employment will be considered without regard to race, color, religion, ancestry, national origin, age, sex, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, disability, covered veteran status, or other status.

SALARY INFORMATION

The salary range for this position is \$4470 - \$6705 monthly. Appointments are typically made between the minimum and the midpoint of the range, depending on qualifications.

A complete benefits package is available upon hiring.

APPLICATION DEADLINE & PROCEDURE

Initial review of applications will begin December 15, 2021.

Applications must be submitted for candidate consideration. A resume may accompany the application but may not be substituted for an official application. To apply, submit an application at <https://www.lsuksudh.org/professional-positions/>