

**DONALD P. & KATHERINE B. LOKER UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS**

POSITION DESCRIPTION

Position Title	Executive Assistant
Reports To	Executive Director
FLSA Status	Non-Exempt
Position Category	Part-Time
Grade	2

POSITION SUMMARY

Under the supervision of the Executive Director, the Executive Assistant is responsible for providing personal and confidential administrative assistance to the Executive Director and serving as the primary liaison to the Board of Directors. This position plays a critical role in ensuring the smooth operation of executive-level communications, board governance, and organizational protocols.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are representative but not exhaustive. Other duties may be assigned.

- Communicates directly and on behalf of the Executive Director with Board members, campus administrators, LSU staff, and campus personnel.
- Completes a broad variety of administrative tasks for the Executive Director including managing an active calendar of appointments, composing and preparing correspondence, and serving as a gatekeeper for direct access to the Director's time; arranges complex and detailed travel plans, itineraries, and agendas; ensures inquiries, correspondences, calls, and calendar requests are responded to in a timely manner.
- Completes critical aspects of deliverables with a hands-on approach, including drafting general correspondence, agendas, minutes, presentations, scripts, charts, graphs, and other materials to facilitate the Director's ability to lead the LSU.
- 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 Director; provides support for the BOD administrative needs as directed.
- 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, and renewals.
- 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 records on board protocols, history, and relationships.
- Maintains board member profiles; coordinates annual board director orientations/retreats, trainings, meetings, events, and awards process.
- Provides input to the content of the 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
- Manage equipment and office supply inventory for the executive suite and common administrative areas; monitor stock levels, place orders with approved vendors, and ensure supplies are organized, accessible, and within budget allocations.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

BOARD OF DIRECTORS RESPONSIBILITIES

This position serves as a primary support resource for the smooth, consistent operation of board and committee functions by managing documentation, coordinating communications, logistics, and supporting accountability for the Board of Directors and its Executive Committee, Personnel Committee, DEI Committee, Finance Committee, Facilities Use Committee, Ad-Hoc Committee(s) and the overall Fellows program. Key responsibilities include:

1. Executive Secretary Support: This position serves as Executive Secretary for the Board of Directors.
2. Records & Documentation: Prepare agendas, capture accurate meeting minutes, and maintain official records of board decisions and materials.
3. Meeting Coordination: Organize meeting schedules, locations (in-person or virtual), and distribute all required materials in advance to support informed participation.
4. Board Communication & Coordination: Serve as a central point of contact, facilitating clear communication between board members, staff, and relevant stakeholders.
5. Follow-Up & Accountability: Track action items from meetings, monitor progress, and support timely completion of assigned tasks.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREFERRED QUALIFICATIONS

Certified Parliamentarian. Master's degree (M.A.) in Administrative Management, Human Resources, or a related field is preferred.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (B.A.) from an accredited four-year college or university in Administrative Management, Human Resources, or a related field; and a minimum of five (5) years of related experience and/or training; or an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret technical journals and financial reports/statements. Ability to respond to common inquiries or concerns from team members, clients, regulatory agencies, or outside financing sources. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

Advanced proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) is required. Working knowledge of cloud-based applications and virtual meeting platforms is required. Experience with board management software or document retention systems is a plus.

CERTIFICATIONS, LICENCES & REGISTRATIONS

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit for prolonged periods of time and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds unassisted. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. The majority of work is accomplished working on a computer.

WORK ENVIRONMENT

Employees in this position work primarily indoors and may work outdoors on limited occasions. Periodic evening or weekend work may be required. Occasional travel may be required. The noise level in the work environment is usually moderate. Regular public contact is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

AN EQUAL OPPORTUNITY / TITLE IX EMPLOYER

California State University, Dominguez Hills (CSUDH) is widely recognized as one of the most culturally and ethnically diverse universities in the United States.

The Donald P. & Katherine B. Loker University Student Union, Inc. at California State University, Dominguez Hills is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, religion, sex (including pregnancy), gender, gender identity or expression, sexual orientation, marital status, age, disability, medical condition, genetic information, covered veteran status, or any other protected status in accordance with applicable federal and state laws, including Title IX.

The organization is committed to fostering a community where a diverse population can live and work in an environment of respect, civility, and inclusion.

A background check is required for employment. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for the position.

For more information, please visit:

<https://www.lsucsudh.org>

<https://www.csudh.edu>

SALARY RANGE: \$27.33 - \$41.00 per hour