



## Associated Students Inc., *Executive Student Assistant*

### **Mission Statement**

The Associated Students, Inc. (ASI) of California State University, Stanislaus is the official voice of the students. Our mission is to pursue and provide opportunities fostering student leadership and development and enhance our ever-changing campus and local community by instilling a sense of pride through services and events offered to our diverse population.

### **Job Summary**

The ASI Executive Student Assistant, under the supervision of the ASI President, will assist elected ASI Executive officers in carrying out the responsibilities of their respective offices. The ASI Presidents will coordinate specific job priorities and responsibilities.

### **Duties**

- Operate as the recording secretary at all ASI Board & committee meetings.
- Ensure all ASI Board of Director meeting agendas are delivered to the committee members prior to the meetings.
- Ensure that the minutes taken at Board & committee meetings are delivered to the chair at least 3 days prior to subsequent meetings.
- Report directly to the ASI President.
- Complete office-related paperwork as directed.
- Assist the executives with projects and initiatives.
- Act as a signatory on the approved Board of Director meeting minutes.
- Assist ASI Vice President and ASI Student Government Coordinator with coordination and communication of University Wide Committees.
- Assist the ASI Executives with communication needs (e.g. drafting mass emails, distributing meeting documents\_.
- Setting up for Board of Directors and committee meetings- plaques, projector, recording signage, etc.
- Assist in researching data and drafting reports.
- Manage the calendar of the ASI president.
- Other duties as assigned by ASI President.

### **Skills & Qualifications**

- Possess fundamental clerical skills.
- Proficient in basic math, spelling and English grammar.
- Knowledgeable with programs such as MS Word, Excel & Outlook.
- Self-motivated with a willingness to learn.
- Possess good organizational and problem-solving skills.
- Has a positive attitude with good customer service skills.
- Excellent written and oral communication skills.
- Willingness to work with a versatile, flexible, and ever-changing environment with enthusiasm.
- Ability to handle multiple tasks at once to meet deadlines.
- Ability to handle confidential information.

### **Required**

- Currently enrolled, matriculating CSU Stanislaus student with a minimum 2.0 grade point average.
- Must be available Tuesday's from 5:00pm-8:00pm.
- Must possess and maintain a valid CA Driver's License, maintain an appropriate auto insurance and have access to a vehicle that is in safe mechanical condition.
- The ASI Executive Student Assistant will work a 10-15 flexible hours per week.

### **Classification I**