Position Title: Associate Executive Director

Reports To: Executive Director - ASI

Payroll Classification: Salaried, Exempt

Starting Salary Range: $104,379 – $126,874 Annually

Priority Filing Date: March 30, 2016

GENERAL STATEMENT:

Under the general direction of the Executive Director the Associate Executive Director provides for the effective day-to-day operations of the Associated Students Corporation. The Associate Executive Director evaluates program effectiveness, developing and implementing recommendations as appropriate. This position is responsible for managing resources to deliver a high overall program standard as well as quality customer service experiences to CSUF students. The Associate Executive Director provides supervision and leadership to three service departments: Titan Student Union, Leader and Program Development and ASI Marketing and Communication while also assisting the Executive Director with the overall management of ASI.

SPECIFIC DUTIES AND RESPONSIBILITIES:

As a member of the ASI management team, meets regularly with other management personnel to establish and ensure effective on-going communication and coordination among departments. Assists managers and supervisors with all aspects of program and service delivery and ensures adherence to the mission, goals, and policies of the Associated Students, Incorporated. Administers all aspects of planning, development, and management of the aforementioned departments, services, and facilities and is responsible for the overall coordination and integration of programs and services with other ASI and campus functions. Establishes and implements short- and long-range goals, objectives, and operating procedures. Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish goals and objectives. Working with the Executive Director provides direction and day-to-day management of several key functions other than programs such as finance, administration, organization development; assumes responsibility for major projects; assumes responsibility for organization in absence of Executive Director. Participates as a member of the senior management team to formulate and implement policies and plans to meet the organization’s short- and long-term objectives.

Responsible for the overall effective operation of:

**Titan Student Union** – The TSU serves as CSUF’s primary gathering for students, faculty, staff and campus visitors. It is the center for social, cultural, and educational activities for campus community. The Associate Executive Director directs the efforts of professional, para-professional employees and part-time student employees in the development and administration of areas including: TSU Building Management, Titan Bowl and Billiards, ASI Research Grants, Information and Ticket Sales, University Conference Center, Building Operations and Audio Visual Departments
Leader and Program Development – The Lead and Program Department is responsible for the growth of student leaders within the corporation. The Lead and Program Development office operates under the idea of setting up student leaders for success by teaching and developing leadership, organizational and personal skills through both informal and formal means in both the group and individual formats. Assists student leaders in the development attainment of annual goals. Develops orientation and training for student leaders in fiscal procedures, corporate and university policy/mission. The Director works with student leaders in the development and implementation of programs consistent with the goals and policies of the ASI Board of Directors and the TSU Governing Board. The Associate Executive Director attends ASI Board of Directors weekly meetings and TSU Governing Board biweekly meetings. Directly advises the Executive Staff, Board of Directors and Titan Student Center’s Governing Board. Additionally the Associate Executive Director directs the efforts of professional, para-professional employees and part-time student employees in the development and administration of areas to including: Executive Staff Advising, Board Advising, Student Government Advising, Student Programming and Camp Titan.

ASI Marketing and Communication Department – The Marketing and Communication Department is responsible for the centralized marketing, advertising and public relations for ASI, including ASI events and the Titan Student Center programs and services. The area of oversight may include: corporate communication, video/photography, ASI website management/social media, graphics and Titan Pride Center.

OTHER SPECIFIC DUTIES:

- Works closely with the Executive Director in the development of minor and major construction and remodeling proposals, and shall work with committees of the TSC and ASI Boards and appropriate University offices and off-campus consultants in the development and implementation of projects of this nature.

- Works closely with the Marketing Director to insure the development and implementation of an on-going and comprehensive promotional and marketing effort that effectively presents TSC and ASI programs and services to the University students.

- Provides direction to departments and programs in the development and management of department budgets; review and approve all budget expenditures. Plans, develops, and implements strategies for generating resources and/or revenues for programs supervised.

- Develops, implements, and evaluates appropriate policies and operating procedures.

- Analyzes policies, procedures, and work systems and recommends changes to increase efficiency, service, and productivity.

- Ensures communication and coordination of building shutdowns and other interruptions with lessees; communicate with lessees on a regular basis.

- Oversees the selection of the student union’s sub-leased service providers (food services, ATM banking, travel agency, etc.). Assists with the day-to-day supervision, coordination, and evaluation of these services.

- Provides support to the Executive Director in the development and implementation of special programs and projects within the Corporation.
Develops and implements an effective customer service program for departments and programs under its supervision.

Participates as a member of various student union, Associated Students, and Student Affairs committees and/or other campus assignments as requested by the Executive Director.

Occasionally represents the Executive Director at meetings as requested.

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

Other duties as assigned by the Executive Director.

MINIMUM QUALIFICATIONS:

Education and Experience:

Master’s degree in Higher Education or related field and five to seven years progressive experience in the management and administration of a student union and/or student activities program; or equivalent combination of education and experience. Experience in student advising, facilities management and contract negotiations preferred. Experience in California State University auxiliary system preferred. Must have three years of responsible supervisory experience.

Knowledge and Abilities

Demonstrated ability to work effectively within a complex setting and to organize, schedule, train, and supervise college age and full-time staff. Ability to effectively lead and direct the efforts of others. Must possess strong interpersonal skills. Must have demonstrated experience in forecasting and assessing organizational needs. Experience in coordinating typical activities held in student unions. General knowledge of the methods and problems of organizations and management.

Ability to prepare and manage budgets as well as financial and cash reports. Familiarity with word processing and data management computer programs is desirable. Works effectively with coworkers, customers and others by sharing ideas in constructive and positive 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, works and deeds.

Typical Physical Requirements

Frequently required to sit, talk, listen and walk; manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; clear verbal communication.
Typical Working Conditions

Work is performed in a temperature controlled office environment, contact with staff, students, campus community, the general public, and outside vendors.

Special Requirements

Must be able to pass a urine drug test. Employment will be contingent on a satisfactory employment history and criminal background investigation. Subject to DMV Pull program requiring valid driver’s license, current auto insurance be on file at all times and must meet CSURMA driving standards. May be required to use personal phone for business-related activities.

APPLICATION PROCEDURE:

Apply online at Associated Students Employment Opportunities web page located at http://asi.fullerton.edu/employmentOpportunities.asp. Resume required. If you need additional information or assistance please contact:

Associated Students, CSUF, Inc.
Human Resources – Titan Student Union
800 N. State College Blvd. TSU 227
Fullerton, CA  92831

(657) 278-7068

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