

**Associated Students, CSULB
Position Description**

Position Title:	Special Project & Initiatives Coordinator
Division:	University Student Union
Department:	University Student Union
Reports To:	Associate Executive Director
CSU Classification:	Administrative Analyst/Specialist II (1038-2)
Payroll Classification:	Temporary, Salaried, Exempt (2 year term)
Approved:	July 26, 2022

GENERAL STATEMENT

Supports the ASI management with the corporate planning, organization and delivery of services and programs for the Associated Students (ASI), University Student Union (USU), Student Recreation & Wellness Center (SRWC), Isabel Patterson Child Development Center (IPCDC). The incumbent will oversee administrative operations and assist in providing specialized professional services such as researching, developing, implementing and evaluating important team wide projects/initiatives. This position offers exciting opportunities to be involved with collaborative projects with a number of managers, staff, and student leaders in a variety of departments within Associated Students.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

1. Provide coordination of special projects under the direction of the ASI management that benefit the organization and students, including serving as project manager for special projects.
2. Assists with the development and implementation of new initiatives and programs.
3. May be responsible for feasibility studies, research, budgeting and public information/marketing as assigned.
4. Collaborates with staff and student leaders at all levels of the organization by developing, planning, coordinating, and executing ongoing and short-term assignments.
5. Research and gather data from various sources and databases. Assemble, format, and create preliminary presentations and technical reports including submitting recommendations, as assigned. Prepare and present technical reports and presentations for ASI leadership, AS Senate, USUBOT and campus wide as requested.

6. Develops and implements strategic solutions through research and analysis of data and processes. Analyzes and optimizes processes by providing evaluations, benchmarks, or improvement recommendations.
7. Leverages technology and ingenuity to streamline work processes, decrease turnaround times, and provide quality customer service. May also be responsible for feasibility studies, contract preparation, budgeting and marketing as assigned.
8. Researches and gathers data from various sources and databases. Analyzes and reviews complex datasets; develops technical reports and presentations for ASI leadership and submits recommendations as assigned.
9. Assists with revisions of corporate policy statements to ensure compliance with local, state and CSU systemwide standards.
10. Assists with organization-wide assessment projects by identifying goals, formulating research questions, and facilitating data collection and analysis. Maintains databases that house assessment data.
11. Collaborates, develops, and presents presentations as necessary for corporate wide initiatives.
12. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

May directly supervise one (1) student assistant. Carries out supervisory responsibilities in accordance with Associated Students policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

Education and/or Experience

Bachelor's degree or equivalent from a four-year college or university in student development, recreation/leisure studies, public policy, political science, business administration or a related field; and two years related experience and/or training involving project management or similar work in the public sector or education sector.

Knowledge and Abilities

Thorough knowledge of modern business administration methods and principles; working knowledge of methods and materials used in a project management; working knowledge of

effective student development and public administration practices; general knowledge of college union/student activities profession and philosophy.

General working knowledge of student government, campus recreation programs, activities and services.

Ability to work with a diverse student and staff population and work a flexible schedule based on program need.

Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents; ability to respond to common inquiries or complaints from students, customers, regulatory agencies, or members of the campus community; ability to write articles and reports for publication; ability to effectively present information to senior management, public groups, and/or boards of directors; ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations; ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, and Registrations

Requires valid California Driver's License.

Other Qualifications

This position has been identified as a Mandated Reporter (General) and requires the incumbent to report observed or suspected abuse or neglect of children within the scope of their employment. All ASI employees designated as Mandated Reporters are required to complete training at the start of their employment.

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 job, the employee is regularly required to stand, walk, talk, and hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing 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 job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

I acknowledge receipt of the foregoing Position Description and understand that I am accountable for the performance of the Essential Duties and Responsibilities contained therein.

Employee's Signature _____ *Date* _____

I acknowledge receipt of the foregoing Position Description and approve it as an accurate representation of the Essential Duties and Responsibilities of the position, as well as its Minimum Qualifications, Physical Demands and Work Environment.

Supervisor's Signature _____ *Date* _____