### CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>EXECUTIVE DIRECTOR ASSOCIATED STUDENTS, INC. (Administrator II)</th>
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</thead>
<tbody>
<tr>
<td>Recruitment #:</td>
<td>#1939</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
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<tr>
<td>Employment Type:</td>
<td>MPP – this administrative position is part of the California State University Management Personnel Plan. No tenure or permanent status can be achieved within the MPP.</td>
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<td>Bargaining Unit:</td>
<td>MPP</td>
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<tr>
<td>Salary: The salary is competitive, depending upon qualifications and experience of the successful candidate. This administrative position is part of the California State University Management Plan and includes an excellent benefits program.</td>
<td>Exempt</td>
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<td>Department:</td>
<td>Associated Students, Inc.</td>
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<tr>
<td>Available:</td>
<td>Immediately</td>
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<td>Special Conditions:</td>
<td>Background/ Fingerprint &amp; Credit Clearance</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>October 2, 2015</td>
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<tr>
<td>Closing Date: For priority consideration, application materials must be received by October 16, 2015 however, the position will remain open until filled.</td>
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Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

### APPLICATION PACKET REQUIREMENTS

This position requires (including those on campus) submission of:
- A standard CSU, Bakersfield job application (download at: [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html))
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

This is a full-time position available in the Student Affairs Division. The Executive Director serves as a member of the management team of the Division of Student Affairs and meets regularly with the Vice President for Student Affairs or his designee.

The Executive Director, in coordination with the student government, serves as the Administrator for ASI, responsible for the financial, legal and administrative management of ASI at California State University, Bakersfield (CSUB).

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California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
The Executive Director will have oversight responsibilities regarding the ASI staff and will be responsible for working cooperatively with the ASI Board of Directors.

In his/her role as the administrative officer for the ASI, the Executive Director works directly with campus departments to ensure that all applicable University, CSU, CSUB, State and Federal rules & regulations are followed.

The Executive Director serves as a liaison between the ASI and the CSUB and Bakersfield Communities.

The Executive Director understands that he or she is responsible, accountable, and collaborates effectively with the ASI Board of Directors and the Vice President for Student Affairs.

The Executive Director serves as an ex-officio, non-voting member of the ASI Board of Directors.

DUTIES:

Management Responsibilities
- Directly supervise and advise the ASI Board of Directors on all matters related to the operation of ASI, including but not limited to referenda and other matters.
- Supervises other full-time staff working in ASI. In collaboration with the ASI Board of Directors, recruits, hires, and evaluates other full-time staff working in ASI.
- In cooperation with the ASI Board of Directors, develops a sound and effective organizational structure, including appropriate human resources operations and procedures.
- Work effectively with university entities to support ASI operations and the University mission.
- Works with campus departments in employment and procurement issues.

Policy Administration
- The Executive Director serves the ASI Board of Directors on matters related to training and program development. In collaboration with the ASI Executive Board, the Executive Director will initiate and create a training program for all new Executive Board members and vacated Board of Director positions.
- The Executive Director serves the ASI Board of Directors on matters related to policies affecting the overall management of ASI. The Executive Director will initiate programs/policies for consideration by the Board of Directors and advise the Board on all policy matters under their consideration in accordance with by-laws and university policy and procedure.

Fiscal Administration
- In conjunction with the ASI President or designee, responsible for the development of the ASI Annual Budget to be presented to the University President for approval.
- In conjunction with the ASI President and the ASI Vice President of Finance, the Executive Director is responsible for maintaining ASI’s fiscal integrity. This is successfully accomplished by the effective assessment and allocation of resources, developing sound budget processes, monitoring and creating fiscal controls, and judiciously disbursing emergency funds.
- Upon approval of the Board of Directors, negotiates and signs contracts with external, campus and system wide agencies on behalf of the corporation.

Programmatic Review/Development
- The Executive Director is responsible for ensuring that all ASI programs are fiscally sound and meet the needs of the study body. In cooperation with the ASI Board of Directors and the Vice President for Student Affairs, the Executive Director will implement a scheduled review of each program, evaluating the needs for the program and/or services. The Executive Director will consult with the ASI Board of Directors and others to investigate new or emerging programs that will benefit and meet the strategic needs of the corporation.

Student/Board of Director Development

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• The Executive Director coordinates staff, student, and university efforts, to realize ASI’s objectives as articulated by the ASI Board of Directors. The Executive Director provides guidance and advice to the ASI Board of Directors, ASI Officers and sub-governing boards and committees.

• The Executive Director utilizes theories, practices, and principles of college student development to empower and develop CSUB students and student leaders.

**Strategic Planning**

• Assist the ASI Board of Directors in the development of organization and unit long-term strategic plans, benchmarking and monitoring programs.

• Designs, implements and maintains a process whereby student needs are matched with resources to provide consistent guidance to the Corporation, given a constantly changing Board of Directors and Officers.

**Facilities Management**

• Under the general direction of the ASI President, the Executive Director shall have management and operational responsibility for all ASI programs. Such responsibility entails budget and fiscal planning for ASI sponsored activities, contractual obligations, insurance, risk management and all audits, working in conjunction with applicable campus departments.

• Other duties as assigned.

**REQUIRED QUALIFICATIONS:**

• A minimum of a Bachelor’s degree with three (3) years administrative experience in university administration and student development.

• Must be able to effectively communicate, both orally and in writing, to a wide range of constituencies.

• Evidence of active professional involvement in NASPA, AOA, ACUI or other professional organizations is desirable.

• Knowledge of administration, organizational management, strategic planning, budgeting, financial administration, and personnel management, within an independent corporation is essential.

• In collaboration with the ASI Board of Directors, ability to provide a comprehensive strategic vision for the corporation.

**PREFERRED QUALIFICATIONS:**

• Master’s Degree in Student Affairs/Higher Education Administration, or related field.

• Extensive and progressively more responsible experience in higher education auxiliary management or in non-profit organizations is preferred.

• Knowledge and experience within the CSU system.

• Experience working with underrepresented student populations, particularly on a mid-size campus.

**SCREENING:** Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

**BACKGROUND CHECK:** A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

DESIGNATED POSITION: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.