

Associated Students, Inc. of California State University, Fresno

ASI OPERATIONS MANAGER – ASSOCIATED STUDENTS, INC.

JOB ANNOUNCEMENT #25-709

<p>POSITION SUMMARY:</p>	<p>Full-time, benefited position with Associated Students, Inc. (ASI) of California State University, Fresno. Under the general direction of the ASI Executive Team (ASI student officers), with additional oversight from the Vice President for Student Affairs and Enrollment Management, the ASI Operations Manager serves as the lead staff liaison for day-to-day operations, election processes, and administrative support within Associated Students, Inc. (ASI). This position acts as the primary staff coordinator and point of contact for internal communications, procedural guidance, and collaboration among office personnel.</p> <p>The ASI Executive Team delegates select staff-related responsibilities to this role, such as approving timecards, coordinating workflows, and ensuring consistency in office procedures. The Operations Manager also serves as the primary representative of ASI staff to university administration and the public, helping to uphold the organization’s mission and ensure transparency and professionalism.</p> <p>This role requires an understanding of the ASI Executive Team’s objectives and priorities, as well as a light familiarity with the structure, function, and processes of the ASI Student Senate. A working knowledge of parliamentary procedure (Robert’s Rules of Order) is essential to support effective governance and ensure compliance with internal protocols. The incumbent must demonstrate maturity, sound judgment, initiative, analytical ability, and strong interpersonal and communication skills. They will also support and mentor student leaders by modeling effective leadership strategies that promote collaboration and progress within a complex university environment.</p>
<p>ESSENTIAL JOB FUNCTIONS:</p>	<ul style="list-style-type: none"> • In collaboration and consultation with the Executive Team, supports the development and implementation of a long-range strategy that advances ASI’s mission and ensures consistent, timely progress toward organizational goals. • Responsible for the daily administrative functions of ASI; coordinates and facilitates key operational matters, including, but not limited to: fiscal support, student training and development, administrative systems, elections planning, and strategic initiatives. • Serves as the staff team lead by coordinating and supporting full-time and part-time staff activities. Promotes collaboration, encourages staff development, and assists in onboarding, peer support, and coordinating day-to-day office functions. Performance coaching or disciplinary concerns are managed in coordination with the Executive Team. • Collaborates with the Vice President of Finance to prepare the ASI annual budget; ensures the organization operates within budget guidelines. Provides revenue projections, monitors expenditures, and verifies that expenses are allowable and align with the approved budget. • Coordinates the administration of club banking, IRA grants, research grants, and scholarship processes. Reviews and verifies financial batches (expenses and deposits) for accuracy and proper approval. • Provides informed guidance on ASI’s articles of incorporation, bylaws, corporate codes, and ASI-specific policies, while remaining familiar with campus, CSU, and state policies and procedures (including Title 5 and Education Code). Assists in filing updates with the Secretary of State and the CSU Board of Trustees, as necessary. • Educates the campus community about ASI’s distinct mission, reporting structure, and operational guidelines, particularly how they differ from general University procedures and executive orders. • Ensures organizational alignment with applicable University, CSU, State of California, and ASI-specific policies and procedures.

	<ul style="list-style-type: none"> • Reviews contracts for services such as operations, maintenance, rental, and purchasing; provides recommendations to the Executive Team, which retains final decision-making authority. • Oversees ASI-administered programs and services (e.g., club accounts), identifying emerging student needs and service trends. Recommends programmatic updates by evaluating and refining goals and objectives. • Coordinates student development programs and staff support for transitions between student administrations. Facilitates the orientation of incoming officers and supports organizational continuity. • Manages the campus climate survey process, facilitating outreach efforts to gather input from the student body on issues such as diversity and safety. Coordinates the task force that utilizes survey data to inform Senate and Executive Team decision-making and guide student-centered initiatives. • The ASI Operations Manager—referred to during the election cycle as the Elections Specialist—is the primary staff member responsible for administering the ASI election process. As a member of the ASI Election Agency, they play a key role in planning, executing, and ensuring the integrity of the election in accordance with the Fresno State ASI Election Code. This includes year-round preparation, policy enforcement, and procedural guidance. One of their core responsibilities is the ongoing upkeep, implementation, and enforcement of the Election Code. • Planning and helping facilitate leadership development opportunities for student officers and staff. • Collaborates with the Executive Team to set, track, and assess student leader learning outcomes and performance goals throughout the academic year. • Maintains databases and helps plan alumni engagement events, including dinners, tailgates, and other community-building initiatives. • Acts as the primary staff liaison to campus administration, student organizations, and the general public. Maintains professional, transparent communication aligned with ASI’s mission and values. • Provides final staff-level review of ASI communications and media relations materials (e.g., social media, PR releases, publications), while supporting content prepared by staff and students. • Develops and maintains communication systems and procedures that ensure consistent and effective information flow across the organization. • Draft correspondence, reports, and planning documents, including SWOT analyses, strategic plans, and annual reviews. Ensures accuracy, completeness, policy alignment, and professional formatting. • Assists student representatives in growing their leadership capacity through mentorship, collaboration, and supportive feedback. • Performs other duties as assigned by the ASI Executive Team or the ASI Student Senate.
REQUIREMENTS & EXPERIENCE:	<p><i>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.</i></p> <p>Required</p> <ul style="list-style-type: none"> • Three (3) to five (5) years of full-time, paid administrative experience in budgetary control, accounting, operations, or business management, with at least one (1) year involving supervisory or lead responsibilities. • Bachelor’s degree required; Master’s degree preferred. Fields such as Business Administration, Public Administration, Political Science, Higher Education, or related disciplines are especially relevant. • Experience working in student auxiliary organizations, nonprofit corporations, or shared governance environments is preferred. • Must possess a valid driver’s license, reliable vehicle, and current auto insurance, as travel is required for this position.

	<p>Preferred</p> <ul style="list-style-type: none"> • Demonstrated ability to read, interpret, and apply bylaws, policies, and governance documents independently and accurately, without requiring external consultation. • Administrative or management experience in a university auxiliary organization, such as student government, or a nonprofit or educational setting. • Familiarity with parliamentary procedure and governance processes, including election procedures and complaint resolution. • Experience working with large, diverse groups and a proven ability to foster collaborative team-building and consensus-driven decision-making. • Strong background in financial processes, including budgeting, expenditure tracking, and grant or scholarship administration.
COMPENSATION:	\$5,833.33 per month (\$70,000 annually). Benefits include medical, dental, vision, life and 403b, vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins <u>June 3, 2025</u>. Position will remain open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is under Associated Students, Inc. This is not a State of California position.

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