

Associated Students, Inc. of California State University, Fresno

SENATE RECORDER – ASSOCIATED STUDENTS, INC.

JOB ANNOUNCEMENT #25-696

POSITION SUMMARY:	<p>Student position (10-20 hours per week) with the Associated Students, Inc. (ASI) of California State University, Fresno. The Senate Recorder serves as a resource for the ASI Senate and ASI Office. The ASI Senate Recorder must be self-starting, motivated and an organized individual who is able to properly communicate and address the issues and concerns of the student body. The ASI Senate Recorder must also remain professional and reliable in developing a successful working relationship with students, staff, faculty, and campus administrators. The Senate Recorder must be proactive, adaptable and enjoy working individually and in a collaborative team environment. The ASI Senate Recorder must possess excellent writing skills, communication skills and superb computer skills that include typing, emailing and understanding of Google Drive.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Executive Vice President, Administrative Specialist and/or Director of Operations, the employee will be responsible for the following. Typical duties include, but are not limited to:</p> <p>Senate Administrative Support</p> <ul style="list-style-type: none"> • Must be available on Wednesdays from 4:00 - 6:00 p.m. to attend all ASI Senate Meetings. Must setup and teardown after each meeting. • Attend Senate Meetings to record and prepare the minutes for each Senate Meeting. Must keep a record of the minutes and activities for end of the year reporting. • Prepare essential attachments such as agendas, minutes and supplemental materials for the Senate members and guests. • Assist with the preparation and clerical needs of Senate related activities. • Maintain records and documents for the organization and adhere to the proper routing systems to secure appropriate signatures for said documents. • Provide clerical support for ASI standing committees. File all agendas and completed minutes from all Committee Meetings. • In coordination with the ASI Communications Specialist, update the ASI website weekly with Senate/Committee Meeting agendas, minutes and resolutions. Must have a working understanding of Google Drive. • Have knowledge of ASI Bylaws, Policies, and resources that ASI offers, such as club funding, volunteer opportunities and campus events. • Must attend and assist with ASI trainings, retreats and/or workshops <p>Executive Vice President Support</p> <ul style="list-style-type: none"> • Work with the Executive Vice President, Staff Specialists and/or Director of Operations on ASI Programs and Projects. • Assist the Executive Vice President with training procedures for all members of the ASI Leadership Team. • Attendance and participation are mandatory for ASI Summer and/or Winter retreats and workshops. • Communicate with Campus Administration to inform them of ASI's progress and invite key individuals to attend the ASI Senate Meetings. <p>General Office Administrative Support</p> <ul style="list-style-type: none"> • Perform general customer service office duties (ex: greet guests, answer the phone, record and deliver messages, use copier machines, scanning and emailing material and provide timely, friendly and effective services, etc.) • Understanding of the structure of ASI and the different opportunities and services that ASI provides students. • Adhere to the Student Assistant Expectations Policy. • Maintain the organization of the ASI Programs Office on a weekly basis (Ensure cleanliness of room, stock supplies, report supply needs to Administrative Specialist and Director, etc.)

	Other Functions and Responsibilities <ul style="list-style-type: none"> • Ensure organizational compliance with the Gloria Romero Open Meetings Act of 2000 and other pertinent state statutes and educational codes as they relate to any official meeting of Associated Students, Inc. • Establish a record keeping system and file important documents in the office and in the Library archives when instructed. • Perform other duties as assigned by the Executive Vice President, the Administrative Specialist and/or Director of Operations.
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"> • Enrolled as a student at California State University, Fresno and meet the eligibility requirements set forth by the Chancellor of the California State University. (All student representatives must be enrolled and in good standing at the University, maintain a 2.00 GPA each semester, and not be on probation of any kind.) • Have working knowledge of office equipment and software (ex: Copy and Fax machines, Microsoft Office, Google Drive, Zoom Communications, etc.) • Experience with friendly customer service environments. • Excellent written, oral communication and analytical skills. Attention to detail is a must. • Ability to remain on task and neutral in all environments. • Ability to maintain a positive attitude and remain flexible and responsible with new tasks or projects. <p>Preferred</p> <ul style="list-style-type: none"> • Expecting to be enrolled at California State University, Fresno for at least two (2) additional years. • Interest in student advocacy and civic engagement. • At least one (1) year of clerical experience.
COMPENSATION:	\$17.50 per hour
DEADLINE:	Application review begins immediately; open until filled.
TO APPLY:	<p>To be considered for this position, please drop-off a cover letter, resume, class schedule, and 1 writing sample of your experience in school(Higher Education or K-12) to the ASI Business Office at the RSU or email asi-office@mail.fresnostate.edu and jdmartinez@csufresno.edu .</p>

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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER