



ASI BUDGET AND ADMINISTRATIVE ANALYST

Auxiliary Employee | *This is a position for employment with Associated Students Inc. (ASI). This is not a position for State employment with CSU Channel Islands. For payroll purposes, this position will be hired by University Auxiliary Services (UAS), an auxiliary corporation of CSUCI. While the incumbent of this position will be considered a UAS employee for payroll and benefits purposes, the incumbent will be an ASI employee, which reports to the Division of Student Affairs.*

PURPOSE OF THE POSITION:

The ASI Budget and Administrative Analyst performs a wide range of moderate to complex financial, administrative, and operational functions, special projects, and technical support functions for Associated Students Inc. (ASI), the Student Union, and ASI Programs, including student organizations and campus partners.

RESPONSIBILITIES & DUTIES:

Administrative Support

- Works independently and within teams on a wide range of special projects and administrative support functions for Associated Students Inc. (ASI), the Student Union, and ASI Programs and responds to a wide variety of inquiries or complaints that require knowledge of University and ASI infrastructure, policies and procedures.
- Manages the ASI Administration suite and reception area, including check-in process, office supplies, and guest inquiries and referrals.
- Assists the ASI Executive Director with coordinating and monitoring weekly administrative tasks and projects, including the ASI calendar and weekly reports.
- Assists the ASI Executive Director and ASI Assistant Directors with annual reports, including the ASI annual report and Strategic Initiatives divisional annual report.
- Assists Student Union with open and closing Student Union building when needed.
- Maintains general and confidential office files as appropriate

Budget Support

- Works independently and within teams on a variety of moderate to complex financial analysis functions for Associated Students Inc. (ASI), the Student Union, ASI Programs, and CSUCI registered student organizations and campus partners.
- Supports the ASI Executive Director and ASI Assistant Directors in reviewing all budget requests and expenditures to assure compliance with appropriate ASI, CSUCI, and CSU policies and makes any necessary recommendations.
- Coordinates the ASI procurement card program, including training and monthly reconciliation.
- Coordinates ASI monthly reconciliation process and ASI accrual process at fiscal year-end for all ASI accounts. Identifies anomalies and makes recommendations for corrections as appropriate.

Human Resources Support

- Assists the ASI Assistant Directors with the process of recruiting and hiring all ASI Program student leaders and supports staff orientations and trainings as needed.
- Assists the ASI Assistant Directors with the completion of human resources and payroll related documents and tracking.
- Serves as the ASI Interview Coordinator as designated by the Division of Student Affairs for all ASI professional staff recruitment activities.

Student Organizations & Campus Partner Financial Services

- Provides budget training, ongoing budget support, and expenditure assistance and tracking for CSUCI's registered student organizations, club sports and campus partners.
- Collaborates with Student Organizations & Involvement to ensure consistency and accuracy in student organization expenditures and the student organization registration process.
- Maintain student organization and club sports financials on CISync, including purchase requests, expenditures, and deposits.
- Coordinate student organization purchases and vendor contracts for on and off campus events.

ASI Board of Directors & Budget Allocation and Spending Committee (BASC)

- Provides administrative support for the ASI Board of Directors.
- Oversees and supports the ASI Board Secretary during Board meetings and in disseminating information to the ASI Board. Takes ASI Board meeting minutes.
- Supports the Budget Allocation and Spending Committee (BASC) during the ASI budget allocation process, coordinating meetings, agendas, minutes, and other tasks as needed.
- Supports the BASC and ASI Executive Director with communication on budget allocation process and analysis of budget requests received from Campus Partners and Student Organizations.

Supervision and Oversight

- Provides day-to-day oversight of ASI Administration front desk and student staff.
- Supports other ASI staff in the selection, training, and oversight of student assistants as needed.
- Supervises ASI Graduate Assistant/ASI student assistants.
- Acts as back-up Building Marshall for the Student Union building in case of emergencies.
- Perform additional related duties as assigned.

University and Professional Expectations

- Participates in on-going professional development and attends all staff trainings and meetings.
- Works in collaboration with the Division of Student Affairs as well as other members of the campus and external community as designated.
- Participates on CSUCI committees and other programs promoting student success as designated.
- Maintains confidentiality of student information at all times (as per FERPA).
- Maintains confidentiality of personnel information.

REQUIREMENTS OF POSITION:

Required Qualifications:

- Bachelor's degree required in Education, Communications, Business or related field.

Preferred Qualifications:

- At least three to five years of moderate to complex office management. A master's degree in a job-related field may be substituted for one year of the professional experience.
- Outstanding written and verbal communication skills.
- Must be organized and follow directions with minimal to moderate supervision and handle multiple tasks with constant interruptions.
- Must maintain the confidentiality of student information at all times (as per FERPA).
- Must be able to interpret and apply policies and procedures independently and use judgment and discretion to act when precedents do not exist.
- Must be able to communicate effectively with a diverse population of students, faculty, staff and community, and be able to effectively interact as a member of the Associated Students Inc. team.
- Must be fluent with office technology and frequently used software (e.g., MS Word, Outlook and MS Excel) and must be highly accurate in data entry and maintenance.
- May require flexibility in schedule with advance notice to accommodate high-level tasks.

- Must have the ability to work independently and as part of a team and be able to take initiative in the performance of a variety of tasks.

Preferred Professional Experience, Knowledge, and Skills

- Knowledge of Associated Students, student union, or higher education auxiliary budgeting principles and practices.
- Knowledge and understanding of CSU policies and procedures with regards to auxiliaries.

This position may require work to be performed outside of normal business hours.

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

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, revised July 21, 2017, as a condition of employment.

Hiring Range: \$3,640 – 4,166 per month