



Associated Students

Bill Number #8

Author: Dani Silva

Signature: *Dani Silva*

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Signature: *Joon Hiong Goh*

Subject: Request for permanent Administrative Specialist II for the Student Life Date: 2/1/2023

Whereas:	The development of our new Student Center has led to the future expansion of Associated Students both in visibility, productivity, and daily student engagement leading to increased demand on current staff. Our current team has been working diligently to meet the demands of traffic, but with an increase in workload and projects, it has become evident that the current full-time staff members are spread thin and will be unable to adequately cover the demands of this expansion. Consequently, this resulted in the repeated closure of the current Student Life Center during regular hours of operation.
Whereas:	We require additional support to ensure that we can continue to deliver high-quality results and meet our desired expectations. Hence we understand the need to add another professional staff position (Administrative Specialist II) to support the office. This new position will be responsible for performing administrative duties such as providing student support, and ensuring the Associated Students Leadership Center (ASLC) is fully operational at all times to serve students. He/She should possess strong student service and communication skills, a moderate level of policy interpretation and independent judgment, and proficiency in using standard office equipment and software applications. This position will act as a receptionist and student service point person in the ASLC of the new Student Center and provide support for various projects related to Associated Students such as Inspiring Women of Mt. SAC, and Fall Leadership.
Whereas:	The decision of hiring a new Administrative Specialist II will not only alleviate the workload of the existing staff but also prevent the space from closing due to a lack of staff availability. This position will also promote growth and expansion of the ASLC provide project support, assist with clerical duties, and perform a variety of tasks related to the operation of Associated Students and our leadership center. The decision of adding this new position will enhance our organization's ability to meet future challenges and opportunities.
Therefore:	Be it resolved, that the A.S. Senate, the A.S. Executive Board, and the A.S. President approve the Request for a permanent Administrative Specialist II for Student Life.

A.S. Senate

For: 10 Against: 0 Abstain: 0

Date: 2/21/23

A.S. Executive Board

For: 5 Against: 0 Abstain: 0

Date: 2/21/23

A.S. President

Approve Veto

Signature: *[Handwritten Signature]*

Date: 2/28/23