



# Associated Students

Bill Number #8

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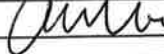
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Subject: **Administrative Specialist II Associated Students** Date: 2/1/2023

<b>Whereas:</b>	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 demand of this expansion. Consequently, this resulted in the repeated closure of the Student Life Center during regular hours of operation.
<b>Whereas:</b>	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 adding another position for Administrative Specialist II to the office. This new hiring position will be responsible for performing administrative duties such as providing student support, and ensuring the Associated Students Leadership Suite (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.
<b>Whereas:</b>	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. This person will be able to 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.
<b>Therefore:</b>	Be it resolved, that the A.S. Senate, the A.S. Executive Board, and the A.S. President approve Request for permanent Administrative Specialist II for the Associated Students.

**A.S. Senate**For: 10 Against: 0 Abstain: 0Date: 2/21/23**A.S. Executive Board**For: 5 Against: 0 Abstain: 0Date: 2/21/23**A.S. President**☒ Approve☐ VetoSignature: Date: 2/22/23