

VACANCY ANNOUNCEMENT

Executive Director (part-time position)

California State University Emeritus and Retired Faculty Association

The California State University Emeritus and Retired Faculty Association (CSU-ERFA) is a state-wide association devoted to addressing the concerns and protecting the rights and benefits of retired CSU faculty and staff. CSU-ERFA has a membership of approximately 2,800 retired faculty and staff from the 23 CSU campuses. For further information, visit www.csuerfa.org

Qualifications:

Emeritus status as a retired faculty member from a California State University campus and membership in CSU-ERFA; three years or more experience as a department chair or in a management position; skill in planning, organizing and implementing long-range projects; ability to supervise office staff; ability to communicate effectively both orally and in writing; experience managing budgets; familiarity with issues affecting CSU retirees, including health insurance programs and benefits; ability to interact effectively with members and reasonable proximity to the CSU-ERFA office at the CSU Northridge campus..

The Position of Executive Director of CSU-ERFA:

The Executive Director implements the policy decisions of the State Council, the Executive Committee and the Association's officers and is responsible for the day-to-day operation of the central office. The Executive Director serves as an ex-officio non-voting member of all committees and the State Council, makes arrangements for the Fall and Spring State Council meetings, Executive Committee and other committee meetings, and prepares and distributes written materials related to such meetings. The Executive Director supervises and evaluates an Office Manager and an Administrative Assistant. The Executive Director is responsible for maintaining appropriate accounting procedures and, on a quarterly basis, or more frequently if directed by the Executive Committee or the President, the Executive Director, working with the Treasurer, reports to the Executive Committee on the financial status of the association. The Executive Director maintains liaison with the affiliated retiree groups on each CSU campus, responding to requests for information or materials and encouraging activities of interest to retirees at the campus level. The Executive Director responds to inquiries from members, either by resolving their concerns or providing directions about how to address those concerns. The Executive Director is responsible for maintaining an accurate data base of CSU-ERFA members and providing an accurate listing to campus affiliates, when requested. Fulfilling these responsibilities requires an average of 10 – 15 hours per week.

Salary: The current CSU-ERFA budget provides a monthly salary of \$1,500 plus a \$2,000 annual travel allowance.

Effective Date of Appointment: July 1, 2012. Initial appointment will be for a two year term, subject to renewal for an additional two year term, based on

satisfactory performance. (Note that CSU-ERFA Policy requires that this position has to be advertised every four years. The incumbent executive director may be considered for reappointment as part of this process.)

Applications: Candidates should submit a cover letter and a current resume including the names and contact information of three professional references. Review of applications will begin on January 2, 2012. Submit application to:

California State University Emeritus and Retired Faculty Association
c/o Linda Zimmerman
The Retiree Center
California State University, Northridge
18111 Nordhoff St.
Northridge, CA 91330-8339

CSU-ERFA is an Equal Opportunity Employer and does not discriminate against persons on the basis of age, disability, disabled veteran status, gender, marital status, national origin, race, religion or sexual orientation.