**STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Clerical and Technical Assistant</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Administration Office</td>
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<tr>
<td>Hourly Rate:</td>
<td>$11.00</td>
</tr>
<tr>
<td>Posting Date:</td>
<td>September 2, 2015</td>
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<td>Hours:</td>
<td>Up to 20 hours per week; shifts based on operational need of the organization</td>
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**General Duties:**
Under general supervision from the Executive Assistant, the Clerical and Technical Assistant provides quality clerical, customer and technical assistance in support of the organization’s administrative and information technology functions, performing routine and non-routine tasks requiring moderate latitude for the exercise of independent judgment and decision-making. Respond to a variety of customer inquiries and requests for information in a timely and professional manner. Assist with preparing department materials including disbursement requests, purchase orders and petty cash reimbursements. Assist with configuration and deployment of technical equipment. Assist with maintenance of technical equipment and technologies. Assist with providing basic troubleshooting of hardware and software issues. Assist with creating technical and procedural documentation. Perform scheduling/calendaring, data entry, filing, shredding and research. Receives and sorts incoming mail and deliveries. Perform on-campus errands. Perform other duties as assigned.

**Qualifications:**
- One year of combined clerical and technical experience, preferred
- Familiarity with Associated Students, Inc. (ASI), Bronco Recreation and Intramural Complex (BRIC) and Bronco Student Center programs and services, preferred
- General knowledge of the campus and its policies, preferred
- Knowledge of technical terminology, configuration, and troubleshooting of PCs, printers and other hardware and software currently in use
- Demonstrated ability to maintain confidentiality and a diplomatic, professional demeanor
- Excellent grammar skills with the ability to effectively communicate clearly and concisely, both verbally and in writing
- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Strong analytical skills with the ability to perform accurate, detailed work
- Ability to prioritize tasks, display initiative and remain flexible in a changing environment
- Ability to adhere to work rules, follow directions, use time effectively and work productively under general supervision
- Ability to follow routine verbal and written instructions
- Demonstrated ability to work with a diverse student population and campus community
- Ability to operate an office work station, utilizing word processing, spreadsheet and other computer applications currently in use
- Ability to make independent decisions and make recommendations
- Ability to satisfactorily complete a background check (including a criminal records check)

**Work Environment:**
Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: telephones, calculator, copier and fax. Must be able to walk, stand, bend, crawl in tight spaces, and lift up to 50 pounds.

**POSITION SENSITIVITY**
Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

**BACKGROUND CHECK**
A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

**Employment Eligibility:**
Employment with ASI is open to any Cal Poly Pomona student who is eligible to work and has the legal right to work in the United States. In addition, the employee must be currently enrolled for at least 6.0 units (undergraduate) and 4.0 units (graduate) at the end of the add-drop period, have a minimum 2.0 GPA and be in good standing with the University. Individuals enrolled only in Extended University are not eligible for hire. Exceptions to the unit load requirement are allowed during the summer quarter and for students who have applied for graduation for the current quarter. Applications for employment are available at the ASI Human Resources Office located on the second floor of the Bronco Student Center, Room 2325 or online at the ASI website: [www.asi.cpp.edu](http://www.asi.cpp.edu)
### Mandated Reporting Requirement:
In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.

### About Associated Students Incorporated:
Established in 1963, Associated Students Incorporated (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of programs and services. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

ASI is an Equal Opportunity Employer