



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

<b>Title:</b>	<b>Operations Supervisor</b>
<b>Department:</b>	Student Activities and Programs
<b>Hourly Rate:</b>	\$13.00
<b>Posting Date:</b>	January 10, 2017
<b>Hours:</b>	Up to 20 hours per week; shifts based on operational need of the organization. Occasional evening and weekend hours required.

### General Duties:

Under the general supervision of the Student Activities and Programs (SAP) Program Coordinator, the Operations Supervisor is responsible for supervision of the SAP Clerical Assistants, office operations, and services. Provide leadership to student assistants in the SAP office in creating necessary documents for programs, services, and operations. Able to provide instruction and guidance on ASI & processes and procedures regarding distribution requests, purchase orders, insurance requirements, and risk management. Responsible for supervision of the Student Activities and Programs student staff, programs, operations, and services. Assist in hiring, scheduling, training, and evaluating student staff. Provide leadership to maintain quarterly and annual reports containing assessment data. Assist with ordering, purchasing, and maintaining adequate quantities of all goods and supplies needed for a successful operation. Maintain accurate budgets and records for the Student Activities and Programs accounts. Maintain comprehensive inventory records. Accountable for adherence to approved budget. Knowledgeable in account reconciliation processes. Assist in developing and monitoring assessment for programs and events. Cash handling on occasion. Strong telephone communication skills. Assist with updating policies and procedures as needed. Perform other duties as assigned.

### Qualifications:

- Familiarity with ASI programs and services and general knowledge of campus policies, preferred
- Ability to motivate and work successfully with students
- Demonstrated ability to work with a diverse student population and campus community
- Ability to react and lead calmly and effectively in emergency situations
- Strong conflict resolution skills
- Ability to maintain professional work conduct
- Reliable, able to work with minimal supervision, and have ability to make independent decisions and recommendations
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Effective handling of multiple priorities and deadlines
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software
- Ability to manage and interpret inventory data/stock, POS knowledge is a plus
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software
- Handle cash transactions on occasion
- Ability to successfully pass a background screening as an offer of employment is contingent on background clearance

### Position Sensitivity:

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position.

### 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.

### 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 Bronco Student Center 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**