



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

<b>Title:</b>	<b>Operations Attendant</b>
<b>Department:</b>	Campus Recreation
<b>Hourly Rate:</b>	\$10.50
<b>Posting Date:</b>	February 15, 2017
<b>Hours:</b>	15-20 hours per week; shifts based on operational need of the organization

### General Duties:

Under general supervision from the Operations Manager, the Operations Attendant provides frontline services in support of daily operations in the Bronco Recreation and Intramural Complex (BRIC) and acts as the shift lead. Assists with facilitating the BRIC's day-to-day operations. Assists with implementation of operational strategies. Enforces rules and regulations regarding BRIC use. Maintains fitness equipment functionality, cleanliness and operation. Provides emergency care and treatment as required in a calm and effective manner. Presents a professional appearance and attitude at all times and maintains a high standard of customer service. Reports basic facility maintenance and custodial needs. Completes appropriate activity reports. Performs other related duties as assigned.

### Qualifications:

Current American Red Cross First Aid, Emergency Oxygen, and CPR/AED for the Professional Rescuer certifications.  
Experience working in a sports, fitness, recreation or similar environment, preferred  
Ability to react calmly and effectively in emergency situations  
Ability to follow routine verbal and written instructions  
Ability to effectively communicate clearly and concisely, both verbally and in writing  
Ability to maintain professional work conduct  
Ability to make independent decisions and make recommendations  
Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision  
Demonstrated ability to work with a diverse student population and campus community  
Ability to operate a computer workstation using word processing, spreadsheet and other computer applications in use  
Ability to successfully pass a background screening as an offer of employment is contingent on background clearance

### Work Environment:

While performing the duties of this job, the employee is 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 and lift up to 45 pounds.

### 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. 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 <http://asi.cpp.edu/hr>.

### 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.