



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	ASI Art Program Student Assistant
Department:	Programs
Hourly Rate:	\$10.50
Posting Date:	February 15, 2017
Work Hours:	10 hours per week; shifts based on operational need of the organization

General Duties:

Under general supervision from the Program Coordinator, the ASI Art Program Student Assistant provides quality support for the Bronco Exhibit Gallery and the ASI Art Program. Develop educational, collaborative programs with Associated Students, Inc. (ASI), the Art Department, the campus community and the community at large. Develop and maintain a database of the Bronco Student Center Permanent Art Collection. Assist in locating grant funding and resource opportunities. Assist with Bronco Exhibit Gallery installation and openings. Assist with marketing. Perform other related duties as assigned.

Qualifications:

Current Cal Poly Pomona student in Junior or Senior standing within the College of Environmental Design's Art Department or related field
Ability to create art exhibits and collaborate on the implementation of exhibitions
Well-organized and self-motivated
Ability to accurately perform database management
Ability to perform research through a variety of methods including the internet
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 under general supervision
Ability to follow routine verbal and written instructions
Ability to maintain professional work conduct
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 applications in use

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: <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 the 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