



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Conference and Events Services Assistant
Department:	Conference and Events Services
Hourly Rate:	\$10.50
Posting Date:	March 9, 2017
Hours:	Up to 20 hours per week; weekend and evenings required; shifts based on operational need of the organization

General Duties:

Under general supervision from the Associate Director of Operations of the BSC, the Conference and Events Services Assistant performs routine and non-routine tasks in support of various events and functions. Responds to a variety of customer inquiries and requests for information in a timely and professional manner. Sets up and operates various audio/visual equipment, including computers, laptops, microphones, mixers, amplifiers and stage lighting equipment. Moves furniture and other heavy objects in accordance with safe moving and lifting procedures. Installs and removes temporary dance flooring. Assists with various events and functions. Performs minor equipment and building maintenance. Performs light custodial tasks including vacuuming, dusting, sweeping and emptying trash. Accurately communicates information regarding Associated Students, Inc. (ASI) and Bronco Student Center (BSC) events. Remains current on and knowledgeable of ASI and BSC events, programs and services. Performs other duties as assigned.

Qualifications:

Demonstrated ability to provide friendly and pleasant customer-oriented service
Operational knowledge of mixers, amplifiers and speakers
Knowledge of general cleaning techniques, preferred
Familiarity with the BSC and its operations, preferred
Ability to effectively communicate clearly and concisely, both verbally and in writing
Ability to operate a computer work station utilizing word processing, spreadsheet and other computer applications in use
Ability to perform accurate, detailed work
Ability to prioritize tasks, display initiative and remain flexible in a fast-paced and changing environment
Ability to follow routine verbal and written instructions
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

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 50 pounds.

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/employment-opportunities/>

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