



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Intramural Sports Supervisor
Department:	Campus Recreation
Hourly Rate:	\$ 14.00
Posting Date:	March 28, 2017
Hours:	15-20 hours per week; shifts based on operational need of the organization

General Duties:

Under minimal supervision from the Intramural Sports Coordinator, the Intramural Sports Supervisor provides programmatic oversight and supervision and directly supports the Intramural Sports Coordinator in program development and implementation. The Intramural Sports Supervisor performs routine and complex assignments requiring specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making. Assist with the overall management of the Intramural Sports program; Assist with recruitment, training, scheduling, supervision and evaluation of Intramural Sports staff; Assist with program and services development and implementation; Enforce rules and regulations regarding use of the Bronco Recreation and Intramural Complex (BRIC); Provide emergency care and treatment as required until the arrival of emergency medical services; Present professional appearance and attitude at all times, and maintain a high standard of customer service; Prepare and maintain appropriate activity reports; Perform other related duties as assigned; Attend and assist in development and execution of orientations and trainings.

Qualifications:

Current American Red Cross First Aid for Public Safety Personnel (Title 22) and American Red Cross Administering Emergency Oxygen, and CPR/AED for the Professional Rescuer certifications
Outstanding customer service skills and related work experience
Ability to lead staff that can be demonstrated through previous supervisory experience
Advanced proficiency using membership management software, preferred
Strong conflict resolution skills
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
Ability to satisfactorily complete a background check (including a criminal records check)

Work Environment:

Work is occasionally performed outdoors in varying weather conditions including extreme heat. While performing the duties of this job, the employee is frequently required to stand, walk, run, talk, see, hear, and utilize manual dexterity, eye-hand coordination, and verbal communication. Must be able to utilize office equipment (telephones, calculator, copier, fax), sit, crawl, climb, bend, and lift up to 45 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 <http://asi.cpp.edu/about-us/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.

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.

Position Sensitivity:

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

About Associated Students Incorporated:

Established in 1963, Associated Students, Inc. 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