



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

<b>Title:</b>	<b>Training Design Specialist</b>
<b>Department:</b>	Campus Recreation
<b>Hourly Rate:</b>	\$11.50
<b>Posting Date:</b>	March 9, 2017
<b>Hours:</b>	6-20 hours per week; shifts based on operational need of the organization

### General Duties:

Under general supervision from the Associate Director of Operations, the Training Design Specialist helps to design and develop digital instructional modules and deliver training for Campus Recreation. This position utilizes technical and instructional models to create and implement training objectives based on the needs of the department requiring specialized knowledge, prior relevant experience, and moderate independent judgment and decision-making. Assists with creating engaging learning activities and compelling training content that enhances retention. Assists with obtaining instructional end goals and creating correlating content. Assists with storyboarding and scripting content creation. Assists with visualizing instructional graphics, the user interface and the finished product. Assists with scheduling instructional audio and video content execution with media partners. Assists with assessment of department, internal instructional programs. Assists with the delivery of department training as needed. Presents a professional appearance and attitude at all times while maintaining a high standard of customer service. Reports basic concerns to appropriate personnel. 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  
Demonstrate ability to write effective audio and video scripts  
Ability to learn new instructional design software and learning management system  
Experience in with instructional design or course planning, preferred  
Experience with Microsoft Office, Articulate, and Adobe Suite, preferred  
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 satisfactorily complete a background check (including a criminal records check)

### 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 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**