



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

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| Title: | Operations Assistant Supervisor |
| Department: | Campus Recreation |
| Hourly Rate: | \$13.00 |
| Posting Date: | April 7, 2017 |
| Hours: | 15-20 hours per week; shifts based on operational need of the organization |

General Duties:

Under general supervision from the Facility Operations Coordinator, the Operations Assistant Supervisor oversees the daily operations in the BRIC and acts as the shift lead. The Operations Assistant Supervisor performs routine and complex assignments requiring specialized knowledge, prior relevant experience, and moderate independent judgment and decision-making. Assist with the overall management of the Bronco Recreation and Intramural Complex' (BRIC) day-to-day operations. Serve as shift lead for daily operations. Manage shift changes. Indirectly supervises student staff. Assist with development and implementation of operational strategies. Enforce rules and regulations regarding BRIC use. 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. Perform basic facility maintenance. 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 Administering Emergency Oxygen, and CPR/AED for the Professional Rescuer certifications
- Current American Red Cross First Aid for Public Safety Personnel (Title 22)
- Current American Red Cross Basic Water Rescue (Employment offer contingent on obtaining within 30 days of hire)
- Experience working in a fitness, recreation or similar environment
- Cash handling and reconciliation experience
- 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:

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 with access to sensitive data.

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