



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Training Development and Safety Supervisor
Department:	Campus Recreation
Hourly Rate:	\$14.00
Posting Date:	April 27, 2017
Hours:	15-20 hours per week; shifts based on operational need of the organization

General Duties:

Under minimal supervision from the Associate Director of Operations for Campus Recreation, the Training Development and Safety Supervisor provides programmatic and operational oversight and supervision of the departmental and safety instruction while directly supporting the areas' training objectives, development, implementation and overall health and safety. The Training Development and Safety Supervisor performs routine and complex assignments requiring specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making. Assist with the recruitment, interviewing, training, scheduling, development and supervision of the Training Design Specialists and Safety Instructors. Maintain department learning management system with timely updates, system organization, and page development, as needed. Assist with development and implementation of health and safety and emergency response strategies and development, as needed. Assist in the creation, development and execution of department orientations, trainings and student development, as needed. Lead training design specialists in attaining instructional goals and creating correlating content. Manage training development projects and initiatives with regards to all facets and phases of creation to implementation of training. Manage department-wide student training records and logs. Assists with leading assessment of department instructional programs. Reports basic concerns to appropriate personnel. Enforce safety standards and BRIC policies. Present professional appearance and attitude at all times, and maintain a high standard of customer service. Maintain current knowledge of other Associated Students, Inc. (ASI) and Campus Recreation programs and services. Maintain open communication with the Associate Director of Operations for Campus Recreation and other professional staff members of the department. Attend trainings, meetings and workshops as required. Prepare and maintain appropriate activity reports. Perform other duties as assigned.

Qualifications:

- Current American Red Cross Emergency Oxygen, and CPR/AED for the Professional Rescuer certification (or equivalent)
- Current American Red Cross First Aid for Professional Rescuers certification (Title XXII) (or equivalent)
- American Red Cross CPR/AED for the Professional Rescuer Instructor (or equivalent) certification with one year of verifiable teaching experience
- Demonstrated leadership training and development
- Demonstrated ability to present in front of small and large groups
- Knowledge of maintaining a learning management system, preferred
- Experience with instructional design or course planning, preferred
- Experience with Microsoft Office, Articulate, and Adobe Suite, preferred
- Demonstrate ability to review audio and video scripts providing consistent messaging from the department and organization
- Ability to teach new instructional design software to staff
- Ability to maintain confidential information
- Ability to lead staff that can be demonstrated through previous supervisory experience
- Strong conflict resolution skills
- Outstanding customer service and interpersonal skills
- Demonstrated ability to work with a diverse student population and campus community
- 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
- 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