



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

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| Title: | Operations Supervisor |
| Department: | Campus Recreation |
| Hourly Rate: | \$ 14.00 |
| Posting Date: | May 19, 2017 |
| Hours: | 15-20 hours per week; shifts based on operational need of the organization |

General Duties: Under minimal supervision from the Facility Operations Coordinator, the Operations Supervisor provides programmatic oversight and supervision while directly supporting the Facility Operations Coordinator in program development, implementation and overall facility operations. The Operations Supervisor performs routine and *skilled tasks* requiring specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making.

Essential Duties:

- Assist with the overall management of the Bronco Recreation and Intramural Complex (BRIC) operations
- Assist with the recruitment, interviewing, training, scheduling and supervision of Operations Attendants
- Assist with development and implementation of operational strategies
- Assist Facility Operations Coordinator in leading all policy enforcement and assisting with incidents that occur regarding BRIC facility use.
- Provide emergency care and treatment as required, in a calm and effective manner, 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 in collaboration with ASI Facilities Department
- Prepare and maintain appropriate activity reports, notifying proper authorities and department staff of incidents and accidents
- Attend and assist in development and execution of orientations, trainings and student development
- Assist with scheduling and facilitating safety training
- Perform other related duties as assigned

Qualifications:

- Current American Red Cross CPR/AED for the Professional Rescuer certification or equivalent
- Current American Red Cross First Aid for Professional Rescuers certification (Title XXII)
- Current American Red Cross Administering Emergency Oxygen Certification
- Prior experience in developing and/or implementing facility process and safety protocols, preferred
- Experience working in a sports, fitness or recreation setting
- Ability to maintain confidential information
- Ability to lead staff that can be demonstrated through supervisory experience
- Ability to react and lead calmly and effectively in emergency situations
- Strong conflict resolution skills
- 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)

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.

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.

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 and in good academic standing. Individuals enrolled only in extension courses are not eligible for hire. 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:

www.asi.csupomona.edu

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 Bronco Student Center programs and services, including the Bronco Fitness Center, as well as the Children's Center. 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