



OPENING FOR  
**RESERVATIONS COORDINATOR**  
ASI CONFERENCE AND EVENTS SERVICES

**ANTICIPATED HIRING RANGE: \$40,759 - \$52,000 annually**

*Anticipated Total Compensation Package with Benefits: \$67,228 - \$79,352*

*\*based on health insurance coverage for employee + family*

***This is an hourly, non-exempt position***

*This is a full-time position that is eligible for [benefits](#).*

## POSITION

Under the general direction of the Associate Director of Operations for the Bronco Student Center (BSC), the Reservations Coordinator is responsible for the day-to-day oversight of the Reservations Department, to include scheduling, setup and coordination of events and activities with the Bronco Student Center, designated outdoor areas, and the Bronco Recreation and Intramural Complex (BRIC).

## ESSENTIAL DUTIES

- Responsible for the scheduling of the Bronco Student Center space to ensure maximum use of space to include proper setup and coordination of requested events
- Assist sponsors with all aspects of event planning and conference coordination, including facility selection, determination of catering needs, preparing estimate charges and sending confirmation package
- Recruits, trains, supervises, mentors and evaluates Conference and Events Reservation Assistants to maintain a strong customer service operation
- Serves as primary contact to ensure all special arrangements for major events in the Bronco Student Center facilities and ASI supported areas are adequate to include the preparation of work orders, coordinating special service providers, scheduling of additional personnel, and audio visual support
- Represent the Associate Director of Operations for the BSC in risk assessment and implementing policies and guidelines as established by the Associated Students, Inc., CSU Board of Trustees, and the University President on the use of campus facilities
- Operate, maintain and stay abreast of computerized reservation system for ASI facilities in collaboration with the University
- Assists with the preparation, and monitoring of the BSC annual department operating budget
- Prepare, analyze and present statistical reports on facility usage and reservation data to ASI leadership
- Develop, assess, and refine scheduling procedures, forms and systems of operation,
- Consult regularly with University facility managers and ASI coordinators regarding staffing needs, setup requirements, user concerns, feedback, building needs and conditions; work closely with users to ensure efficient and proper use of space and equipment
- Represent ASI on designated University wide events
- Consult with University Police on security matters for BSC events
- Serve as the Bronco Student Center's liaison to the University and all its events support services including but not limited to University Police, Office of Student Life, Foundation catering, Environmental Health and Safety, and Facility Planning and Management
- Establish and maintain active communication and coordination with the University Community; survey user and potential user groups on regular intervals for input and feedback on how the Bronco Student Center can better serve customer needs of individuals and groups
- Perform other duties as assigned

## QUALIFICATIONS

- Bachelor's degree or equivalent required, AA required with a degree in communications or a related field
- Minimum two years' reservations operations experience, preferably in a student union environment
- Minimum one year supervisory/lead experience

- Knowledge of and skill in budgeting, fiscal management and staff supervision
- Demonstrated ability to achieve assigned objectives within budget and the desired time frame
- Ability to analyze and solve problems; ability to draw valid conclusions and develop alternate recommendations
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community
- Knowledge of and commitment to the principles of student development preferred
- Strong organizational and coordination abilities
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software
- Ability to communicate clearly and concisely, both orally and in writing
- Good physical condition; ability to meet lifting requirements up to 25 pounds
- Ability to satisfactorily complete a background check (including a criminal records check)

## **WORKING ENVIRONMENT**

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, and bend.

## **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.

## **APPLICATION PROCEDURE**

Both an application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the [ASI Website](#) and in the Human Resources Department.

Submit resume and application to:           Associated Students, Inc.  
   Human Resources Department  
   3801 W. Temple Ave., Bldg. 35-1216  
   Pomona, CA 91768

Phone: (909) 869-3546

E-mail: [asihr@cpp.edu](mailto:asihr@cpp.edu)

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

## **ABOUT ASI**

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.

## **EOE**

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process

## **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.