



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Clerical Assistant
Department:	Student Government
Hourly Rate:	\$10.50
Posting Date:	September 29, 2017
Work Hours:	15 – 20 hours per week; shifts based on operational need of the organization; up to 29 hours per week during the summer

Position Definition

Under the general supervision of the Student Government Coordinator, the Clerical Assistant provides quality clerical and customer service support to the Student Government Office.

Essential Duties

- Screens, directs and responds to mail, telephone and walk-in inquiries
- Provides quality customer service and information to the campus community
- Provides information on how to become involved through Student Government
- Prepares department materials including senate, cabinet and sub-senate packets, incoming orientation packets and budget binders
- Assists with processing eligibility verifications
- Transcribes the sub-senate recordings and types minutes for the five sub-senate committees: Finance, Facilities and Operations (F & O), Rules and Policies (R & P), Sustainability, and Governmental Affairs
- Ensures that Student Government agendas and minutes are posted to the ASI Student Government webpages and filed accordingly
- Assists with scheduling interviews for appointed positions
- Provides coverage for the Student Government office front desk in the absence of the Student Government Coordinator
- Performs scheduling/calendaring, data entry, filing, copying
- Assists in maintaining electronic files
- Assists with scheduling room reservations, tabling, and event setup and takedown
- Performs other duties as assigned

Qualifications

- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Ability to perform accurate, timely, and detailed work
- Ability to transcribe minutes
- Ability to adhere to work rules, follow directions, use time effectively and work productively under general supervision
- Ability to prioritize tasks, display initiative, and remain flexible in a changing environment
- Ability to communicate clearly and concisely, both orally and in writing
- Demonstrated ability to maintain confidentiality and a diplomatic, professional demeanor
- Ability to operate an office work station utilizing word processing, spreadsheet, and other software
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community

Employment Eligibility:

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 first floor of the Bronco Student Center, Room 1216 or online at the ASI website: <http://asi.cpp.edu/employmentopportunities/>

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.

Systemwide Smoke and Tobacco Free Environment EO 1108:

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.

<http://www.calstate.edu/EO/EO-1108.html>

About the Associated Students Incorporated:

Established in 1963, Associated Students, Inc. (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 Recreation and Intramural Complex (BRIC), 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