



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title: Student Cashier
Department: Financial Services
Hourly Rate: \$10.50 - \$11.50 per hour
Posting Date: August 16, 2017
Hours: 10-20 hours per week; shifts based on operational need of the organization

General Duties:

Under general supervision from the Associate Director of Disbursement Management, the Student Cashier provides quality customer and clerical support to the Financial Services Department.

Essential Duties

- Respond to a variety of customer inquiries and requests for information in a timely and professional manner
- Answer telephones and faxes as well as take and relay messages
- Open and close Customer Service windows and cash drawers
- Handle cash transactions and balance daily cash drawer
- Receive, review and log disbursement requests, purchase orders and other documents
- Provide instructions and guidance to customers regarding ASI business practices
- Perform data entry, filing and generating of financial reports
- Prepare account reconciliations
- Run errands on campus
- Perform other duties as assigned

Qualifications:

- A minimum of 4 units of accounting coursework required; Accounting or Finance major preferred
- Customer service and cashiering experience required
- Familiarity with Associated Students, Incorporated (ASI) programs and services and the Bronco Student Center, preferred
- Demonstrated ability to maintain confidentiality and a diplomatic, professional demeanor
- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Ability to operate an office work station utilizing word processing, spreadsheet and other applications in use
- Ability to perform accurate, detailed work
- Ability to accurately perform basic math and use a calculator
- Ability to follow routine verbal and written instructions
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Ability to prioritize tasks, display initiative, and remain flexible in a changing environment
- Ability to effectively communicate clearly and concisely, both verbally and in writing
- General knowledge of the campus and its policies
- Demonstrated ability to work with a diverse student population and campus community
- Ability to satisfactorily complete a background check (including a criminal records check)

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/employment-opportunities/>

Systemwide Smoke and Tobacco Free Environment EO 1108:

Effective September 1, 2017, the Cal Poly Pomona campus will become a smoke-free campus. Please refer to the link below for policy information.

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

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 the 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