



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

<b>Title:</b>	<b>Student Activities Assistant</b>
<b>Department:</b>	Student Activities and Programs
<b>Hourly Rate:</b>	\$10.50
<b>Posting Date:</b>	November 15, 2017
<b>Work Hours:</b>	5-20 hours per week; shifts based on operational need of the organization. Occasional evening and weekend hours required.

### General Duties:

Under general supervision from the Program Coordinator, the Student Activities Assistant performs routine and non-routine tasks in support of the Student Activities and Programs Department including assisting with programming events and activities for Associated Students, Inc. (ASI) and the campus at-large. The Student Activities Assistant collaborates with campus constituents, external agencies and performers and regularly interacts with departmental staff, student leaders, and other ASI team members. Contact artists, vendors, performers and other agencies to obtain cost estimates and discuss event logistics. Work with Foundation Dining and other food providers to order catering for events. Maintain positive and professional working relationships with external agencies and within the organization and campus community. Work within the boundaries of established event budgets and track expenditures and related documents. Complete financial paperwork and communicate with staff in Financial Services to ensure all documents are submitted. Ensure event details are updated and current on the EMS reservation system and the campus Master Calendar. Answer phones, taking and relaying messages in a professional and courteous manner. Schedule appointments for meetings and events. Type, file, sort mail, perform data entry, manage event equipment inventory, assist with tracking department expenses and run errands on campus. Answer a variety of customer inquiries. Provide consistent, courteous and professional customer service. Perform other duties as assigned.

### Qualifications:

Experience planning events on a college campus, preferred  
Prior involvement with or frequent participation in campus activities  
Familiarity with the Bronco Student Center and ASI programs and services, preferred  
General knowledge of campus policies, preferred  
Excellent organization skills  
Ability to perform accurate, detailed work  
Demonstrated ability to work in a fast-paced, changing environment  
Ability to adhere to work rules, follow directions, use time effectively, and meet deadlines  
Ability to follow routine verbal and written instructions  
Ability to effectively communicate clearly and concisely, both verbally and in writing  
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 in use

### 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 50 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 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 <http://asi.cpp.edu/hr>.

### 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:

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>

**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 Bronco Student Center 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**