



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Media Planner
Department:	Marketing, Design & Public Relations
Hourly Rate:	\$11.00
Posting Date:	November 8, 2017
Work Hours:	15 - 20 hours per week; shifts based on operational need of the organization

General Duties:

Under general supervision from the Communications, Social Media, and External Relations Coordinator, the Media Planner performs routine and non-routine tasks while working within a team environment to maintain marketing and advertisements for Associated Students, Incorporated (ASI) including the Bronco Student Center, the Bronco Recreation and Intramural Complex and other ASI facilities and programs as assigned. Responsible for digital bulletin board advertising including processing requests and updating digital bulletin boards. Tracks and manages merchandise inventory. Provides traffic management of posters throughout the Bronco Student Center and the Bronco Recreation and Intramural Complex. Provides setup and take down of ASI marketing booth at tabling events; manages preparation of marketing merchandise for ASI tabling events. Distributes A-frames and table tents throughout the campus community including the Bronco Student Center and Bronco Recreation and Intramural Complex Assists with advertising campaigns, facilitates ASI marketing initiatives and contributes story ideas to the marketing communications team. Performs other duties as assigned.

Qualifications:

- Demonstrated creative ability
- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Strong organizational, strategic thinking, analytical and critical problem-solving skills
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to display initiative
- Ability to keep current with advertising and marketing trends
- Demonstrated proficiency in Microsoft Office Suite
- Familiarity with Photoshop and Illustrator
- Ability to manage time and daily deadlines
- Ability to work well within a team and independently when necessary
- Ability to adhere to work rules, follow directions, use time effectively and meet deadlines
- Ability to operate an office work station software utilizing word processing, spreadsheet and other software
- Demonstrated ability to work with a diverse student population and campus community

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/about-us/employment-opportunities/>.

Work Environment:

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: computer, printer, telephone, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 25 pounds.

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