



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Games Room Etc. Assistant Supervisor
Department:	Games Room Etc.
Hourly Rate:	\$12.00
Posting Date:	January 11, 2018
Hours:	Up to 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 Commercial Services Coordinator, the Games Room Etc. Assistant Supervisor oversees the daily operations of Games Room Etc.'s operations and services. The Games Room Etc. Assistant Supervisor performs routine and complex assignments requiring specialized knowledge, prior relevant experience and moderate independent judgment and decision-making. Assists with the overall management of Games Room Etc.'s day-to-day operations. Serves as shift lead for daily operations. Manages shift changes. Indirectly supervises Games Room Attendants; provides training to Games Room Attendants. Enforces rules and regulations regarding Games Room Etc. use. Performs basic maintenance and housekeeping. Performs collection of video game money with vendor/Financial Services representative. Performs cash handling control including reconciling and preparing deposits for game and ticket sales. Assists with organizing and maintaining the Lost & Found service and planning the annual Lost & Found auction. Organizes, markets and maintains Games Room Etc. tournaments and programs. Performs other duties as assigned.

Qualifications:

Minimum one year of retail and/or customer service experience
Management experience, preferred
Demonstrated ability to provide friendly and pleasant customer-oriented service
Ability to prioritize tasks and meet deadlines
Ability to manage and interpret inventory data/stock; POS knowledge, preferred
Knowledge of: billiards, tennis table, bowling rules and popular video games
Demonstrated proficiency running single and double-elimination and round-robin style tournaments
Ability to maintain professional work conduct
Reliable, able to work with minimal supervision, and have ability to make independent decisions and recommendations
Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
Ability to operate an office work station, utilizing word processing, spreadsheet and other software
Familiarity with ASI programs and services and general knowledge of campus policies, preferred
Ability to work evening and weekend hours
Ability to motivate and work successfully with students
Demonstrated ability to work with a diverse student population and campus community
Ability to communicate clearly and concisely, both orally and in writing
Ability to successfully pass a background screening as an offer of employment is contingent on background clearance

Position Sensitivity

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

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.

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 45 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 the ASI website: <http://asi.cpp.edu/employment-opportunities/>

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 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