STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title: Operations Supervisor of Reservations, Rentals & Events
Department: Campus Recreation
Hourly Rate: $14.00
Posting Date: May 11, 2016
Work Hours: 15-20 hours per week; shifts based on operational need of the organization

General Duties:
Under minimal supervision from the Operations Manager, the Operations Supervisor of Reservations, Rentals & Events provides programmatic oversight and supervision while directly supporting the Operations Manager in facility scheduling, event planning and overall facility operations. The Operations Supervisor of Reservations, Rentals & Events performs routine and complex assignments requiring specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making. Assist with the overall management of the Bronco Recreation and Intramural Complex (BRIC) facility reservations, rentals and events. Assist with the recruitment, interviewing, training, scheduling and supervision of Operations staff. Assist with development, implementation and maintenance of reservation and rental processes and protocols. Enforce rules and regulations regarding BRIC facility use for internal and external group use. Present professional appearance and attitude at all times, and maintain a high standard of customer service. Assist with the overall management of the Bronco Recreation and Intramural Complex (BRIC) facility reservations, rentals and events. Assist with the recruitment, interviewing, training, scheduling and supervision of Operations staff. Assist with development, implementation and maintenance of reservation and rental processes and protocols. Enforce rules and regulations regarding BRIC facility use for internal and external group use. Present professional appearance and attitude at all times, and maintain a high standard of customer service. Assist with the overall management of the Bronco Recreation and Intramural Complex (BRIC) facility reservations, rentals and events. Assist with the recruitment, interviewing, training, scheduling and supervision of Operations staff. Assist with development, implementation and maintenance of reservation and rental processes and protocols. Enforce rules and regulations regarding BRIC facility use for internal and external group use. Present professional appearance and attitude at all times, and maintain a high standard of customer service.

Qualifications:
• Current American Red Cross CPR/AED for the Professional Rescuer certification
• Administering Emergency Oxygen Certification
• ServSafe California Food Handlers Card
• Experience working with events in a leadership capacity preferably within a sports, fitness, recreation or university programming environment
• Ability to lead staff that can be demonstrated through previous supervisory experience
• Ability to maintain confidential information
• Ability to react and lead calmly and effectively in emergency situations
• Strong conflict resolution skills
• Ability to follow routine verbal and written instructions
• Ability to effectively communicate clearly and concisely, both verbally and in writing
• Ability to maintain professional work conduct
• Ability to make independent decisions and make recommendations
• Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
• 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
• Ability to successfully pass a background screening as an offer of employment is contingent on background clearance

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.

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.

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.

**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