STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title: Clerical Assistant
Job Number: HR-002
Department: Human Resources
Hourly Rate: $10.00
Posting Date: June 3, 2016
Hours: 15-20 hours per week; shifts based on operational need of the organization

General Duties:
Under general supervision from the Human Resources Assistant Manager, the Clerical Assistant provides quality clerical and customer support to the Human Resources Department. Responds to a variety of customer inquiries and requests for information in a timely and professional manner. Assists with the recruitment process by posting and closing open positions and preparing incoming employment applications for review. Assists with preparing department materials including disbursement requests, purchase orders and new hire materials. Gathers, analyzes and prepares data for a wide variety of reporting. Assists with maintaining personnel, recruitment and electronic files. Updates, orders and distributes HR materials. Assists with benefit-related transactions. Performs accurate data entry. Performs scheduling/calendaring, data entry, filing, shredding and some research. Receives and processes incoming mail. Performs other duties as assigned.

Qualifications:
Demonstrated ability to maintain confidentiality and a diplomatic, professional demeanor
Excellent grammar skills with the ability to effectively communicate clearly and concisely, both orally and in writing
Demonstrated ability to provide friendly and pleasant customer-oriented service
Strong analytical skills with the ability to perform accurate, detailed work
Ability to prioritize tasks, display initiative and remain flexible in a changing environment
Ability to adhere to work rules, follow directions, use time effectively and work productively under general supervision
Ability to follow routine verbal and written instructions
Ability to maintain professional work conduct
Demonstrated ability to work with a diverse student population and campus community
Ability to operate an office work station, utilizing word processing, spreadsheet and other applications in use
Ability to satisfactorily complete a background check (including a criminal records check)

Work Environment:
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 25 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/about-us/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.

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 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.
Application Procedure
Please submit application and include in the *Position Applied For* section the job title and job number HR-002. Applications are available on the ASI Website and in the Human Resources Department.

ASI is an Equal Opportunity Employer