



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

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| <b>Title:</b>        | <b>Special Events Assistant</b>   |
| <b>Department:</b>   | Campus Recreation   |
| <b>Hourly Rate:</b>  | \$11.00   |
| <b>Posting Date:</b> | January 17, 2018  |
| <b>Work Hours:</b>   | 5-20 hours per week; shifts based on operational need of the organization |

### Position Definition

Under general supervision from the Associate Director of Recreation, the Special Events Assistant performs routine and non-routine assignments in support of Campus Recreation Special Events and facilitates activities, events and other initiatives focused on improving the retention and participation rates of Campus Recreation's programs and services.

### Essential Duties

- Assists with planning and facilitating Campus Recreation events; performs event set-up and clean-up (including but not limited to Rec Fest, REXPO, Spirit Week and Homecoming, and Bronco Spirit Night)
- Collaborates with departmental staff and Associated Students, Inc. (ASI) team members to assist in planning specific programs
- Professionally interacts with the campus community including students, staff and alumni
- Assists with event preparation and other general office duties
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service
- Assists with campus wide events
- Attends departmental and organizational team meetings and trainings
- Performs other related duties as assigned

### Qualifications

- Positive attitude with the ability to work successfully within a team-spirited environment
- General knowledge of campus policies, preferred
- Engagement in co-curricular areas of campus (athletics, clubs, organizations, etc.), preferred
- Ability to maintain professional work conduct
- Ability to follow routine verbal and written instructions
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Ability to successfully complete tasks in a fast-paced, changing environment
- Strong interpersonal and networking skills
- Excellent communication skills with the ability to effectively communicate clearly and concisely, both orally and in writing
- Ability to make independent decisions and recommendations
- 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

Work is occasionally performed outdoors in varying weather conditions including extreme heat. While performing the duties of this job, the employee is frequently required to stand, walk, run, talk, see, hear, and utilize manual dexterity, eye-hand coordination, and verbal communication. Must be able to utilize office equipment (telephones, calculator, copier, fax), sit, crawl, climb, bend, and lift up to 45 pounds.

### Employment Eligibility

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 first floor of the Bronco Student Center, Room 1216 or online at the ASI website: <http://asi.cpp.edu/employmentopportunities/>

**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**

Cal Poly Pomona is a smoke and tobacco-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, Inc. (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, including The Bronco Recreation and Intramural Complex (BRIC), as well as the Children's Center. 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**