



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Graduate Assistant for Intramural Sports and Sport Clubs
Department:	Campus Recreation
Hourly Rate:	\$17.00 per hour
Posting Date:	January 5, 2018
Tuition:	Compensation also includes reimbursement paid by ASI for in-state tuition fees (not including auxiliary fees and non-resident fees) not to exceed \$3,750 per semester or equivalent amount calculated in annual terms for the duration of the graduate program
Work Hours:	Up to 20 hours per week; shifts based on operational need of the organization

Position Definition

Under general supervision of the Intramural Sports and Sport Clubs Coordinator, the Graduate Assistant for Intramural Sports and Sport Clubs assists in the daily operations of Intramural Sports and the Sport Clubs Program, including the work direction for student staff and coordinates with other campus departments that support the operation of Intramural Sports and the Sport Clubs Program.

Essential Duties

- Provide leadership and oversee Intramural Sports and Sport Club Program operations
- Assist with the administration and advising of all Sports Clubs including annual submission requirements, travel, on-campus activities, leadership development, and program promotion
- Responsible for the effective delivery, evaluation, and reporting of the Intramural Sports Program to include, but not limited to: league, tournament, and event scheduling and implementation; program registration; equipment procurement, inventory, repair, and replacement; field/court preparation and inspection; and participant development and discipline
- Recommend and enforce policies that provide for the effective operation and risk management of the Sport Clubs Program and Intramural Sports
- Assist in the preparation, presentation, and implementation of short and long-term goals for the Sport Clubs Program and Intramural Sports
- Oversee the work direction of all Intramural Sports and Sport Clubs student staff and assist with the recruitment, selection, training, evaluation, development, scheduling, payroll and discipline
- Assist in the management of Intramural Sports and the Sport Clubs Program budgets to include meeting expense and revenue goals
- Facilitate ongoing assessment, reporting, and strategic planning
- Prepare and conduct Sports Clubs officer, coach, and advisor trainings and meetings
- Participate in campus-wide collaborations that serve the overall mission of the BRIC, ASI, and the University as a whole
- Perform other related duties as assigned

Qualifications

- Minimum Bachelor's degree in recreation, sports management, physical education, other related field preferred
- Minimum two years of progressive experience in collegiate recreation for Sport Clubs and/or Intramural Sports programming
- Current enrollment to a Graduate program within 25 miles of Cal Poly Pomona or current enrollment in a Cal Poly Pomona graduate program
- Current American Red Cross CPR/AED for the Professional Rescuer and Emergency Oxygen certifications required within the first thirty days of employment
- Demonstrated knowledge of national trends and practices in Sport Clubs/Intramural Sports programming
- Demonstrated ability to work with a diverse student population and campus community
- Demonstrated commitment to student development and ability to motivate and work closely with students
- Demonstrated ability to collaborate, form partnerships, and work effectively as a member of a goal-oriented team
- Ability to oversee projects, achieve assigned objectives and manage multiple priorities
- Ability to maintain appropriate professional appearance and work conduct
- 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 follow routine verbal and written instructions
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to analyze and solve problems, draw valid conclusions and develop alternate recommendations
- Ability to operate an office workstation, utilize word-processing, spreadsheet, and other software

- Ability to satisfactorily complete a background check (including a criminal records check)

Work Environment

While performing duties of this job, the employee is frequently required to sit, talk and hear; manual dexterity, and 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 in at least 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 may apply prior to being accepted to Cal Poly University. Preference will be given to candidates who enroll in a Cal Poly Pomona graduate program. 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.

APPLICATION PROCEDURE

Both an application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the [ASI Website](#) and in the Human Resources Department.

Submit resume and application to:

Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg. 35-1216
Pomona, CA 91768

Phone: (909) 979 - 5546
E-mail: asihr@cpp.edu

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ASI is an Equal Opportunity Employer