



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

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| <b>Title:</b>        | <b>Intramural Sports Official</b>  |
| <b>Department:</b>   | Campus Recreation  |
| <b>Hourly Rate:</b>  | \$11.00  |
| <b>Posting Date:</b> | February 15, 2017  |
| <b>Hours:</b>        | 1-6 hours per week; shifts based on operational need of the organization |

### General Duties:

Under the general supervision of the Intramural Sports Coordinator, the Intramural Sports Official assists in providing a fair and safe intramural sports events and activities. Ensure compliance with Campus Recreation's rules, policies, and guidelines during intramural sports activities and events. Track scores, manage game play, and serve as a liaison to team captains for various intramural sports including basketball, flag football, hantis, soccer, softball, tennis, and volleyball. Prepare fields and courts (e.g. set up goals, pylons, cones, score tables); maintain intramural sports equipment. Provide emergency care and treatment as required until the arrival of emergency medical services. Present professional appearance and attitude at all times, and maintain a high standard of customer service. Document and report any equipment malfunctions or other facility hazards. Attend meetings and trainings as required. Perform other duties as assigned.

### Qualifications:

Demonstrated ability to understand basic principles of the various intramural sports offered  
Ability to learn and apply the rules and regulations of the various intramural sports offered  
Ability to attend training, workshops, and on-field evaluations  
Dependable with the ability to make independent decisions  
Demonstrated ability to work with a diverse student population and campus community  
Demonstrated ability to maintain professionalism, model sportsman-like conduct, provide quality customer service, and exhibit a positive attitude while interacting with intramural sports participants, spectators, and peers  
Ability to work evening hours  
Ability to communicate clearly and concisely, both orally and in writing

### Working 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, and fax), sit, crawl, climb, 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 <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.

### 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, Inc. 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.