



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Operations Assistant
Department:	Marketing, Design, and Public Relations
Hourly Rate:	\$11.00
Posting Date:	January 03, 2018
Work Hours:	15 – 20 hours a week; shifts based on operational need of the organization

Position

Under general supervision from the Associate Director of Marketing and Public Relations, the Operations Assistant performs routine and non-routine tasks in support of Marketing, Design and Public Relations' (MDPR) business operations. The Operations Assistant collaborates with department staff to maintain a steady project flow amongst the MDPR team and serves as the key customer service representative for MDPR.

Essential Duties

- Responds to a variety of customer inquiries in a timely and professional manner
- Generates marketing material quotes and batch invoices for completed projects
- Assists the department staff with the financial closing of projects and with tracking department revenue and expenses
- Processes and manages incoming work orders
- Provides follow up with vendors regarding the status of promotional materials
- Orders and maintains office supplies
- Performs other duties as assigned

Qualifications:

- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Ability to communicate clearly and concisely, both orally and in writing
- Strong analytical and problem-solving skills with the ability to perform accurate, timely and detailed work
- Knowledge of pre-press and estimating, preferred
- Ability to perform accurate math calculations including markup and tax calculations
- Ability to efficiently utilize Microsoft Office Suite, especially Excel and Word
- Ability to adhere to work rules, follow directions, use time effectively and meet deadlines
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software
- Demonstrated ability to work with a diverse student population and campus community

Work Environment

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: computer, printer, telephone, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 25 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 first floor of the Bronco Student Center, Room 1216 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.

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 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