



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Building Repair Assistant
Department:	Maintenance Services
Hourly Rate:	\$11.00
Posting Date:	February 15, 2017
Work Hours:	10-20 hours per week; shifts based on operational need of the organization

General Duties:

The Building Repair Assistant is responsible for making repairs and performing preventative maintenance throughout the Bronco Student Center and Campus Recreation. He/she will make recommendations as needed for repairs, supplies, and tools; contacts vendors when necessary. Updates work order system "Main Boss". Other duties as assigned.

Qualifications:

Experience in painting, dry wall, electrical and plumbing repair
Experience in carpentry and other related fields preferred
Capacity to lift 30 pounds
Ability to work under minimal supervision
Ability to operate an office work station, utilizing word processing, spreadsheet and other software current in use
Ability to communicate clearly and concisely, both orally and in writing
Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community

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 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