



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Outreach Assistant
Department:	Campus Recreation
Hourly Rate:	\$11.00
Posting Date:	August 15, 2017
Hours:	5-20 hours per week; shifts based on operational need of the organization

General Duties:

Under general supervision from the Members Services Coordinator, the Outreach Assistant performs routine and non-routine assignments in support of the Outreach Supervisor and facilities activities, and other initiatives focused on improving the retention and participation rates of Campus Recreation's programs and services. Assists with implementation of the department's outreach program. Collaborates with departmental staff and Associated Students, Inc. (ASI) team members. Professional interacts with the campus community including students, staff and alumni. Distributes promotional materials, assists with general office duties in relation to the outreach program. Remains current on and knowledgeable of Campus Recreation events, programs and services. Regularly communicates Campus Recreation event and activity information. Attends campus club, organization and council meetings to promote Campus Recreation. Builds partnerships with various University departments and affiliates to create opportunities to promote Campus Recreation activities, events and initiatives. Presents professional appearance and attitude at all times, and maintains high standard of customer service. Attends departmental and organizational team meetings and training. Performs other related duties as assigned.

Qualifications:

Positive attitude with the ability to work successfully within a team-spirited environment
Familiarity with Bronco Recreation and Intramural Complex (BRIC) and Campus Recreation programs and services, preferred
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 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 the ASI website: <http://asi.cpp.edu/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

Cal Poly Pomona is a smoke free and tobacco-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 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 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