Associated Students, Incorporated
California State Polytechnic University, Pomona

STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	**Attendant**
Department:	Games Room Etc.
Hourly Rate:	$11.00
Posting Date:	March 8, 2018
Hours:	10-20 hours per week; evening and weekend hours required; shifts based on operational need of the organization

General Duties:
Under the general supervision of the Commercial Services Coordinator, the Games Room Attendant provides customer service and sales support to the Games Room Etc. Accurately process cash transactions for billiards, table tennis and discount ticket sales. Answer phones, provide customer service to and educate customers about different services. Monitor video games, billiards, table tennis areas, TV and vending lounges for appropriate use. Maintain promotional flyers for amusement parks, movie theatres and other entertainment venues. Promote quarterly tournaments and "Frequent Player Card" programs. Track lost and found items. Assist with maintenance and light housekeeping of the Games Room Etc. Perform other duties as assigned.

Qualifications:
Minimum one year retail and/or customer service experience, preferred
Familiarity with ASI programs and services and general knowledge of campus policies, preferred
Experience with cash registers, operation of credit card machines and cash handling, preferred
Knowledge of billiards rules as well as recent and popular video games, preferred
Demonstrated ability to provide friendly and pleasant customer-oriented service
Ability to perform accurate, detailed work
Ability to accurately perform basic math and use a calculator
Ability to operate an office work station, utilizing word processing, spreadsheet and other applications in use
Ability to adhere to work rules, follow directions, use time effectively and work productively under general supervision
Ability to effectively communicate clearly and concisely, both orally and in writing
Ability to follow routine verbal and written instructions
Ability to make independent decisions and make recommendations
Ability to work evening and weekend shifts
Demonstrated ability to work with a diverse student population and campus community
Ability to satisfactorily complete a background check (including a criminal records check)

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.

Work Environment
While performing the duties of this job, the employee is frequently required to sit, talk and hear; manual dexterity, 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 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:
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 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