



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

<b>Title:</b>	<b>Student Brand Ambassador</b>
<b>Department:</b>	Marketing, Design and Public Relations
<b>Hourly Rate:</b>	\$11.00
<b>Posting Date:</b>	March 16, 2018
<b>Hours:</b>	Up to 10-20 hours per week; hours will vary, some weekends and evenings

### Position Definition:

Under direct supervision of the Communications, Social Media and External Relations Coordinator, the Student Brand Ambassador supports the Associated Students Incorporated (ASI) Marketing, Design and Public Relations (MDPR) department with presentations at events such as The Student Experience and Cal Poly Pomona Orientation. Student Brand Ambassadors learn a 15-minute stand up presentation and deliver it to incoming freshmen, transfer students, and at-large campus community to educate them about ASI events, programs and services. They also assist with collecting surveys, host various tabling events, and conduct guerrilla marketing strategies throughout the year.

### Essential Duties:

- Conducts ASI presentations at various events or to on-campus groups
- Hosts MDPR tabling events throughout the year
- Conducts various surveys on behalf of ASI and MDPR
- Presents professional appearance and attitude at all times and maintains a high standard of customer service
- Assists with implementation of marketing campaigns
- Assists with posting marketing on campus
- Assists with event preparation and other general office duties
- Assists in monitoring ASI giveaways and inventory items
- Assists with assessment of marketing campaigns and programs
- Performs other related duties as assigned

### Qualifications:

- Experience in public speaking and presentations
- Excellent communication skills with the ability to effectively communicate clearly and concisely, both orally and in writing
- Positive attitude with the ability to work successfully within a busy and team-spirited environment
- Strong interpersonal and networking skills
- Ability to retain and reiterate company and brand information
- Ability to motivate and work closely with students
- Ability to successfully complete tasks in a fast-paced, changing environment creative, organized, and detail-oriented
- Demonstrated ability to work with a diverse student population and campus community
- Ability to adhere to work rules, follow directions, use time effectively and meet deadlines
- Familiarity with ASI events, programs, services, and facilities preferred
- General knowledge of the campus and policies preferred
- Ability to operate an office work station, utilizing word processing, spreadsheet and other computer applications in use

### 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 first floor of the Bronco Student Center, Room 1216 or online at <http://asi.cpp.edu/about-us/employment-opportunities/>

**System-wide Smoke and Tobacco Free Environment EO 1108:**

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.  
<http://www.calstate.edu/EO/EO-1108.html>

**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.

**About the Associated Students Incorporated:**

Established in 1963, Associated Students, Inc. (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, including The Bronco Recreation and Intramural Complex (BRIC), as well as the Children's Center. 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**