



**OPENING FOR  
STUDENT GOVERNMENT COORDINATOR  
STUDENT GOVERNMENT**

ANTICIPATED HIRING RANGE: \$42,197 - \$46,000

**This is an hourly, non-exempt, full-time position that is eligible for ASI's rich and comprehensive [benefit](#) package.**

**THE POSITION**

Under the general direction and reporting to the Associate Director for Student Government, the Student Government Coordinator is responsible for assisting in day-to-day oversight and operations of the ASI Student Government Office. The Student Government Coordinator provides guidance and support to the Associate Director and student government leaders and fosters an atmosphere for student learning, development, and autonomy. The ASI President will provide lead oversight for day-to-day assignments and work projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Student Government Coordinator will assist the Associate Director for Student Government and the ASI President by performing the following responsibilities:

- Coordinate priorities, follow ups, and timely and quality completion of work projects
- Customer assistance on the telephone, email, and in person often referring customers to the appropriate individuals to provide the requested information or service
- Day-to-day operations of the ASI Student Government Office including coordination of requests for IT service and maintenance
- Support ASI student government leaders to succeed in their respective roles by providing guidance as they develop as leaders, adhere to ASI By-Laws and Codes, communicate with constituents, compose and enact legislation, and serve on campus committees
- Business aspects of the ASI Student Government Office, including policy compliance and maintenance of accurate records and files
- Taking and transcribing Senate Meeting minutes
- Travel arrangements
- Meet the objectives of the corporation, as defined by ASI Student Government and Executive Director
- Research matters related to ASI Student Government and CSU affecting student interests; analyze, compile and write useful reports
- Coordinate student representation on ASI, University, and CSU committees
- Provide operational training on departmental policies and procedures
- Work collaboratively with ASI staff to develop and attend training workshops, sessions, and retreats for student government leaders
- Provide assistance on the ASI Student Government budget, as assigned by the Associate Director
- Maintain the calendar for the Associate Director, ASI President, and ASI Vice President; schedule and coordinate meetings and appointments
- Ensure various inquiries are responded to in a timely and professional manner
- Conduct orientations for incoming student government leaders
- Plan and assess advocacy, outreach, and educational programs of Student Government
- Administrative coordination and support to the Associate Director, ASI President, and ASI Vice President for cabinet and senate agendas, minutes, meeting schedules, background materials, and ensure compliance with open meeting law
- Copy edit student leader documents and email communications to ensure they are free of error, omission, inconsistency, and repetition and accurate, readable, and suitable for their purposes
- Monitor and coordinate updates to department webpages and share updates with staff as appropriate
- Inventory, purchase, and manage office supplies; develop and monitor office supply budget
- Manage maintenance contract and services

- Supervise, recruit, train and evaluate ASI Student Government student staff with the input of the Associate Director and the ASI President
- Maximize student growth by identifying leadership opportunities
- Perform other duties as assigned

## QUALIFICATIONS

- Associates degree or equivalency required
- Bachelor's degree in one of the social or behavioral sciences, public or business administration, or related field, preferred
- Minimum three years of experience providing administrative and/or program support within student affairs setting, preferred
- Exercise diplomacy and maintain sensitive and confidential information
- Guide and develop student leaders as it pertains to areas of student government
- Learn, independently interpret, explain, recommend, and apply a wide variety of policies and procedures relating to the applicable program(s), functions, organizational unit, and/or administrative specialty
- Independently gather and analyze data, reason logically, and draw valid conclusions; ability to perform research and recommend solutions to unique issues
- Excellent interpersonal skills with the ability to interact effectively with students, customers, campus community members, vendors, and the general public
- Strong skills in the organization and coordination of details; prioritize and multitask in a timely manner
- Work independently and as a collaborative team member
- 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
- Work at an office work station within a collaborative environment
- Proficient with generally accepted business practices e.g., word processing, spreadsheet, and other software
- Satisfactorily complete a background check (including a criminal records check)

## BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can begin employment 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

Frequently required to sit, talk, and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: personal computer, telephone, calculator, copier/scanner, and fax machine.

## 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.

## 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>

## ABOUT ASI

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.

## **EOE**

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process

## **APPLICATION PROCEDURE**

A cover letter, job application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the [ASI Website](#) and in the Human Resources Department.

Submit resume and application to:      Associated Students, Inc.  
Human Resources Department  
3801 W. Temple Ave., Bldg. 35  
Pomona, CA 91768

Phone: (909) 979-5546  
E-mail: [asihr@cpp.edu](mailto:asihr@cpp.edu)

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