



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Project Assistant
Department:	Campus Recreation
Hourly Rate:	\$11.00 per hour
Posting Date:	October 19, 2018
# Of Openings:	Two available openings (one position will report to the Associate Director of Operations and the other will report to the Associate Director of Recreation)
Work Hours:	15-20 hours per week; shifts based on operational need of the organization

Position Definition

Under immediate supervision from the Associate Director of Operations or the Associate Director of Recreation, the Project Assistant provides quality administrative support to the Campus Recreation Department.

Essential Duties

- Performs a variety of administrative tasks such as form creation, filing, written correspondence, data entry and assist with special projects assigned by the Associate Directors
- Establishes, maintains, processes, and/or updates files, records, and other documents
- Responds to requests for information via mail, phone or in-person
- Assists in the planning and preparation of special project meetings
- Operates a variety of office equipment such as desktop computer, laptop, photocopier
- Assists with special projects including but not limited to, Associate Director reconciliations, survey and assessment development, digital file management, document tracking, etc.
- Utilizes software such as Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and Adobe (PDF, Photoshop, etc.) and Google Drive (Sheets, Docs, Forms, etc.)
- Attend meetings and trainings as required
- Performs other related duties as assigned

Qualifications

- Advanced utilization of Microsoft Office, Adobe and Google Drive, *preferred*
- Demonstrated ability to maintain confidentiality and a diplomatic, professional demeanor
- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Ability to perform accurate, detailed work
- Ability to react calmly and effectively in emergency situations
- Ability to follow routine verbal and written instructions
- Ability to effectively communicate clearly and concisely, both verbally and in writing
- Ability to maintain professional work conduct
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Ability to prioritize tasks, display initiative, and remain flexible in a changing environment
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software
- Ability to satisfactorily complete a background check (including a criminal records check)

Work Environment

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

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 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.

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 in at least 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 may apply prior to being accepted to Cal Poly University. Preference will be given to candidates who enroll in a Cal Poly Pomona graduate program. Individuals enrolled only in Extended University are not eligible for hire. Exceptions to the unit load requirement are allowed during the summer term and for students who have applied for graduation for the current term. 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 the ASI website: <http://asi.cpp.edu/employmentopportunities/>

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 and tobacco-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, 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