



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Clerical Assistant
Department:	Campus Recreation
Hourly Rate:	\$12.00
Posting Date:	December 4, 2018
Hours:	15-20 hours per week; shifts based on operational need of the organization

General Duties:

Under general supervision from the Administrative Assistant, the Clerical Assistant provides quality clerical and customer support to the Campus Recreation Department. Performs clerical work such as filing, posting records, verifying completion of forms, making arithmetic computations and securing information from clearly indicated sources. Performs a variety of routine typing assignments as appropriate to the position; may draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; creates and mails form letters. 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 meetings, conferences, and special events. Maintains inventory of supplies and prepares a list of supplies to be ordered. Receives, sorts, and distributes incoming and outgoing mail. Operates a variety of office equipment, including typewriter, photocopier, calculator and computer terminal. Attend meetings and trainings as required. Performs related duties as assigned.

Qualifications:

- 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 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.

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 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 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: <https://asi.cpp.edu/employment-opportunities/>

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>

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 Associated Students Incorporated:

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