



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Building Repair Assistant
Department:	Maintenance Services
Hourly Rate:	\$12.00
Posting Close Date:	Continuous
Work Hours:	15-20 hours per week; shifts based on operational need of the organization

Position Definition:

Under the general supervision of the Supervising Building Services Engineer, the Building Repair Assistant is responsible for making repairs and performing preventative maintenance throughout the Bronco Student Center (BSC) and the Bronco Recreation and Intramural Complex (BRIC).

Essential Duties:

- Performs repairs and preventative maintenance
- Makes recommendations as needed for repairs, supplies, and tools
- Contacts vendors when necessary
- Update work order system "Main Boss"
- Perform other duties as assigned

Qualifications:

- Experience in painting, dry wall, electrical and plumbing repair
- Experience in carpentry and other related fields preferred
- Capacity to lift 30 pounds
- Ability to work under minimal supervision
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community

Work Environment

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, crawl, and climb and lift up to 50 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 add/drop period, have a minimum 2.0 GPA and be in good academic 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/>

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