



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Clerical Assistant
Department:	Clerical Assistant
Hourly Rate Range:	\$13.00
Posting Date:	January 3, 2019
Hours:	20 hours per week; shifts based on operational need of the organization, weekend hours may be required

Position Definition:

Under general supervision of the Administrative Office Coordinator and/or department heads, the Clerical Assistant performs routine and non-routine tasks and provides quality customer service to staff, students and community members and clerical support to the Facilities Management Department.

Essential Duties:

- Compile, read, sort, verify accuracy, and enter source data into facilities software systems. Research may be required. Provide reports to management upon request
- Provide assistance with phone and walk-in customers and relay messages. Track customer service information into facilities software systems
- Process invoices, purchase orders for department via computerized software
- Provide support to the Associate Director of Facilities Management with calendar, appointments, retreats, and travel logistics
- Coordinate background material for agendas, meetings and special presentations
- Coordinate calendar and organize all aspects of special events and meetings for the Associate Director of Facilities Management. Keep Administrative Office Coordinator apprised of changes to calendar and/or events for the Associate Director
- Assist Administrative Office Coordinator with scheduling of department interviews and assist with logistics
- Take photos, provide name tags, and uniforms for all new hires. Monitor and keep wall organizational chart up-to-date
- Update wall and electronic calendars of projects and/or Bronco Student Center (BSC) event activities
- Update and make copies of staff work schedule spreadsheets
- May require light custodial duties
- Assists with facility operations and emergency preparedness related matters and participates in departmental meetings, safety meetings, and trainings
- Assists with required department health and safety inspection reports
- Serve as the personal and confidential assistant to the Associate Director of Facilities Management and/or Administrative Office Coordinator
- Maintain strict confidentiality of information and office records, as designated
- Maintain and provide courteous and professional assistance
- Assist with computer related tasks, file, and sort mail
- Run errands on campus
- Perform other duties as assigned

Qualifications:

- Minimum one year experience with data entry, receptionist or clerical
- Excellent grammar skills with the ability to communicate clearly and concisely, both orally and in writing
- Ability to prioritize tasks, display initiative, and remain flexible in changing environment
- Ability to achieve arranged objectives within desired time frame
- Ability to use good judgment and professional discretion
- Ability to handle all activities and highly confidential information with patience, discretion, excellent professional judgement, courtesy and tact
- Ability to work effectively as a team with Facilities Management staff, department managers and employees
- Operate an office work station, utilizing Microsoft Office software such as Word, Excel, Outlook and PowerPoint other software
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population, customers, campus community members, vendors and the general public
- Familiarity with ASI and the Bronco Student Center programs and services a plus
- General knowledge of the campus and its policies is helpful
- **Ability to satisfactorily complete a background check (including a criminal records check)**

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.

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 and lift up to 25 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 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/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.

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 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