



OPENING FOR  
**ASSOCIATE DIRECTOR OF HUMAN RESOURCES**  
**HUMAN RESOURCES**

ANTICIPATED HIRING RANGE: \$65,000 - \$70,000

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

**OVERVIEW:**

Associated Students, Inc. is seeking a student-focused results driven applicant with equity-mindsets for the position of Associate Director of Human Resources. Established in 1963, Associated Students, Inc. (ASI) is a non-profit corporation guided by a student board and managed by full-time professional staff. ASI is considered a part of the Cal Poly Pomona Division of Student Affairs and serves the entire campus population, including over 25,000 students, by providing opportunities for student engagement, student employment, and a multitude of programs and services such as recreation and wellness, student union and activities, student government, childcare, and ASI operational support areas including human resources, financial services, and facilities management. ASI is looking for employees who exhibit our values of integrity, honor, dedication, loyalty, and respect in every interaction with each other, our students, the campus community, and guests of Cal Poly Pomona.

**COMPENSATION AND BENEFITS:**

Starting salary upon appointment is not expected to exceed \$2,709 - \$2,917 per semi-monthly. Salary placement is determined by the education, experience, and qualifications the candidate brings to the position, internal equity, and the hiring department's fiscal resources.

Associated Students, Inc. offers a rich and comprehensive benefits package that constitutes a major portion of total compensation. For more information regarding ASI's benefits, please click [here](#).

**POSITION SUMMARY**

The Associate Director of Human Resources (ADHR) will be a collaborative partner and provide leadership and day-to-day administration of Human Resources (HR) functions, which will enable the HR Department to excel in its role as a strategic partner. Under the general direction of the Director of HR (DHR), the ADHR is responsible for the management of a wide range of human resources functions, with primary responsibility to enhance and maintain the student and full time recruitment and selection process, onboarding, training and development programs, employee classification, and performance management. The ADHR will also oversee the maintenance of the ADP application tracking system. The ADHR directly supervises the HR Assistant, ASI Career & Professional Development Coordinator, and indirectly supervise HR student assistants and assists with the supervision of Human Resources intern(s).

The ADHR will serve as second in command of the HR Department and assume duties in the absence of the Director of HR. The ADHR will be expected to work in collaboration with the Director to lead, motivate, engage and grow a result driven HR team. The ADHR consistently provides leadership that is, thoughtful, ethical, innovative, inclusive both student and employee focused and will assist in moving the HR Department forward with proven results that will enhance the employment experience within Associated Students, Inc. (ASI) making ASI an employer of choice.

**KNOWLEDGE | SKILLS | ABILITIES**

**Minimum:**

**Education and Experience:**

- Bachelor's degree in human resources, business or related field
- Three years of progressive management and supervisory experience of human resources functions, including experience in recruitment and selection, training and development, and supervision of HR staff
- Equivalent to two years working directly with an Applicant Tracking System(s)

**Ability to:**

- Manipulate and explain excel worksheets and calculations
- Assess training and create learning outcomes to support and measure efficiency

- Independently gather and analyze data, reason logically and draw valid conclusions to enhance the department and organization with proven results
- Make sound recommendations to enhance the employee onboarding and new hire process
- Demonstrate professionalism in dealing with sensitive and confidential issues
- Interpret labor laws, apply and accurately communicate those that are relevant to the organization
- Learn, interpret, prepare and apply a wide variety of policies and procedures
- Successfully design and implement work processes and procedures
- Demonstrate strong mathematical, analytical and report writing skills
- Successfully partner and thrive in an ethnically diverse and culturally pluralistic student population and campus community
- To effectively navigate difficult conversations and guide employees and manager through both informal and formal conflict management
- Communicate clearly and concisely, both orally and in writing
- Provide excellent interpersonal and technical skills
- Interact effectively with students, customers, campus community members, vendors and the general public
- Successfully meet organizational, department work and goals with shifting deadlines and workload
- Satisfactorily complete a background check (including a criminal records check)
- Operate an office work station and use technology to enhance and efficiently accomplish business-related functions e.g., word processing, spreadsheets, email communication, database access and management, basic survey research, and budget monitoring and analysis
- Create well-developed strategic processes for a diverse range of training and development programs that will enhance the employee experience
- Conduct workshops and training programs with outcomes and reportable assessments
- Experience using the various digital platforms and computerized systems for recruitment needs

**Preferred:**

**Education and Experience:**

- One year experience progressively responsible management and supervisory experience within a university environment
- Master's degree in human resources, business or related field or equivalent work experience preferred
- Two years of proven creation of outcome assessment
- Experience working for a large, public university within an auxiliary or self-support operation
- Demonstrated success identifying and developing multiple channels to identify passive candidates
- Direct budget management experience

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages employee training and development: ensures compliance with legally and CSU mandated employee training, determines training and development needs, designs training and development programs, coordinates and/or administers employee training in a variety of formats including in-classroom and webinar, identifies and incorporates training and development best practices, assesses program effectiveness and makes adjustments as needed
- Oversees training and development programs for all ASI employees, to include Emerging Leaders and Aspire to Inspire (A2I) Leadership Network
- Manages performance management for student staff including: performance evaluations implementation, revisions and employee disciplinary action for student staff
- Manages HR compliance processes in the areas of recruitment, training and separations
- Manages job announcements and descriptions for student and professional staff and ensures proper classification in accordance with ASI Salary Structure
- Assists the Director with employee relations matters including conducting internal investigations relating to harassment, discrimination, disability and other employee concerns and recommends course of action
- Perform as a senior-level professional consistently providing ethical, compassionate, collaborative, thoughtful, employee-focused, and results-driven leadership to those internal and external to the HR department and organization
- Works in a team environment to successfully manage a comprehensive employee safety program
- Assists with the management and direction of all compliance reviews, audits, and regulatory reporting requirements
- Oversees the implementation and maintenance of HRIS application tracking system

- Assists the Director with employee classification including implementing programs and policies, creating and reviewing job descriptions, and providing guidance on Fair Labor Standards Act (FLSA) exemption status, determining proper classification/salary range and undertake surveys for comparable positions and analyze results
- Motivates, teaches and encourages students, student employees and professional staff to continue to learn and grow
- Provides direct leadership, coaching, and mentoring to the HR Assistant, ASI Career & Professional Development Coordinator and HR student assistant staff
- supervises, recruits, trains and evaluates the HR Assistant, ASI Career & Professional Development Coordinator, HR student assistant staff
- Works in collaboration with the Director to manage all aspects of the HR Internship Program
- Communicates clearly and concisely both orally and in writing on multiple platforms including video, audio broadcast, email, social media, and printed publications
- Interprets, implements, and provides guidance and information to staff and management on organizational policy, procedure, and HR best practices
- Assists the DHR with providing professional expertise and guidance to department heads on employment law compliance
- Oversees the day to day employment process including the development, implementation and maintenance of selection, hiring, employment eligibility verification and orientation process
- Assists the DHR with managing comprehensive benefits programs as it relates to employee retention and recruitment
- Manages others by building trusting relationships, providing inspiration and motivation, and driving for results
- Assists with ensuring compliance with CSU, state and applicable federal regulations, including Title IX
- Assists with budget management cycles as it relates to specific recruitment and training needs
- Maintains a current high-level understanding industry-specific trends
- Collaborates with campus and CSU HR entities as well as outside consultants and service providers
- Serves on ASI, campus and CSU committees as assigned
- Serves as Administrator-in-charge in the absence of the DHR
- Performs other duties as assigned

## **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.

## **PHYSICAL DEMANDS:**

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 15 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **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.

## **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>

## EOE

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

## 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.

## 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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