



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

**Title:** Games Room Etc. Reservations & Events Manager  
**Department:** Games Room Etc.  
**Hourly Rate:** \$14.00  
**Posting Date:** February 22, 2019  
**Work Hours:** Up to 20 hours per week; shifts based on operational need of the organization. Occasional evening and weekend hours required.

### General Duties:

Under general supervision of the Commercial Services Coordinator, the Games Room Etc. (GRE) Reservation and Events Manager oversees the daily operations of Games Room Etc.'s operations and services. Assists in scheduling GRE space to ensure maximizing the use of space and ensuring proper setup and coordination of events. The GRE Reservation and Events Manager performs routine and complex assignments requiring specialized knowledge, prior relevant experience and moderate independent judgment and decision-making. Assists with the overall management of GRE's day-to-day operations. Indirectly supervises Games Room Attendants and Assistant Student Supervisor, provides training to Games Room Attendants. Enforces rules and regulations regarding GRE use. Assists with organizing and maintaining the Lost & Found service and planning the Lost & Found auction. Responsible for coordinating marketing related to recreation tournaments and other programmatic related events. Attends events as needed during daytime, evening and weekend hours to ensure appropriate coordination and implementation of planning efforts Organizes and maintains GRE tournaments and programs. Responds to a variety of customer inquiries and requests for information in a timely and professional manner regarding scheduling and confirming GRE reservations. Assists sponsors with all aspects of GRE event planning, support services, preparing estimate charges and sending confirmation package. Coordinates Bronco Student Center services as needed, to include Conference and Events Department equipment, Audio Visual support, and scheduling of additional personnel. Assists in developing scheduling procedures, forms, and systems of operation. Performs accurate data entry in the event management system. Prepares programs and events assessment reports. Performs other duties as assigned.

### Qualifications:

- Minimum one year of retail and/or customer service experience
- Management experience, preferred
- Demonstrated ability to provide friendly and pleasant customer-oriented service assistance
- Ability to prioritize tasks and meet deadlines
- Ability to manage and interpret inventory data/stock; POS knowledge, preferred
- Knowledge of: billiards, tennis table, bowling rules and popular video games
- Ability to maintain professional work conduct
- Reliable, able to work with minimal supervision, and have ability to make independent decisions and recommendations
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software
- Familiarity with ASI programs and services and general knowledge of campus policies, preferred
- Ability to work evening and weekend hours
- Associated Students Incorporated
- California State Polytechnic University, Pomona
- Ability to motivate and work successfully with students
- Demonstrated ability to work with a diverse student population and campus community
- Ability to communicate clearly and concisely, both orally and in writing
- 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:**

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.

**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 second floor of the Bronco Student Center, Room 2325 or online at the ASI website: <http://asi.cpp.edu/employment-opportunities/>

**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>

**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 the Associated Students Incorporated:**

Established in 1963, Associated Students Incorporated (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 programs and services. 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**