



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

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| <b>Title:</b>        | <b>Outreach Supervisor</b>   |
| <b>Department:</b>   | Campus Recreation  |
| <b>Hourly Rate:</b>  | \$15.25  |
| <b>Posting Date:</b> | March 8, 2019  |
| <b>Work Hours:</b>   | 15-20 hours per week; shifts based on operational need of the organization |

### General Duties:

Under minimal supervision from the Member Services Coordinator, the Outreach Supervisor provides programmatic oversight and supervision while directly supporting the Member Services Coordinator with the coordination and management of special events and promotional initiatives focused on improving retention and participation rates in ASI Campus Recreation programs and services. The Outreach Supervisor performs routine and complex assignments requiring specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making. The Outreach Supervisor collaborates with campus constituents and regularly interacts with departmental staff and other ASI team members.

### Essential Duties:

- Assist with the development, implementation, management and assessment of the department's outreach program
- Assist with the recruitment, interviewing, scheduling and supervision of Outreach Staff
- Plan and administer Outreach Staff meetings and trainings
- Select and maintain inventory for promotional items
- Plan and coordinate special events to increase member participation/retention
- Assist with the evaluation of Outreach Staff, programs and services
- Prepare and maintain appropriate reports
- Present professional appearance and attitude at all times, and maintain a high standard of customer service
- Assist with department-wide trainings
- Perform other related duties as assigned

### Qualifications:

- Current American Red Cross First Aid and CPR/AED for the Professional Rescuer certifications
- Administering Emergency Oxygen Certification
- Experience planning events and/or promotions in a leadership capacity preferably within a sports, fitness, recreation or university programming environment
- Prior involvement with or frequent participation in campus activities
- Familiarity with the Bronco Recreation and Intramural Complex and ASI Campus Recreation programs and services, preferred
- General knowledge of campus policies preferred.
- Ability to lead staff that can be demonstrated through previous supervisory experience
- Ability to react and lead calmly and effectively in emergency situations
- Strong interpersonal and networking skills
- Excellent communication skills with the ability to communicate clearly and concisely, both orally and in writing
- Ability to maintain professional work conduct
- Ability to make independent decisions and recommendations
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Demonstrated ability to work with a diverse student population and campus community
- Demonstrated ability to work in a fast-paced, changing environment
- Ability to operate a computer workstation using word processing, spreadsheet and other computer applications

### 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 first floor of the Bronco Student Center, Room 1216 or online at <http://asi.cpp.edu/about-us/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:**

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**