



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Supervising Building Manager
Department:	Campus Recreation
Hourly Rate Range:	\$15.25
Posting Date:	March 18, 2019
Hours:	15-20 hours per week; shifts based on operational need of the organization

Position Definition:

Under general supervision from the Facility Operations Coordinator, the Supervising Building Manager provides programmatic oversight and supervision while directly supporting the Facility Operations Coordinator in program and service development, implementation and overall facility operations. The Supervising Building Manager will assist with the overall management of the Bronco Recreation and Intramural Complex' (BRIC) day-to-day operations and safety, as well as, the student staff building managers. The Supervising Building Manager performs routine and complex assignments requiring specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making.

Essential Duties:

- Assist with the overall management of the Bronco Recreation and Intramural Complex' (BRIC) day-to-day operations including effective utilization of facility software systems
- Assist with the recruitment, hiring, training, scheduling, development, and supervision of student Building Manager staff
- Assist professional staff in leading all policy enforcement and assisting with incidents that occur regarding BRIC facility use.
- Manage multiple projects and meet required deadlines
- Develop, coordinate and manage changes to the student staff schedules for all building managers
- Become familiar with all areas of operations in the BRIC in order to fill in, if needed
- Assist with development and implementation of operational strategies
- Present professional appearance and attitude at all times, and maintain a high standard of customer service
- Remain alert to building security including offices, unlocked doors, computer hardware, fitness floor, pool, and other high risk areas as well as perimeter security including mechanical rooms, gates, etc. and take immediate corrective action when appropriate
- Implement conflict resolution practices within the staff and facility
- Prepare and maintain appropriate activity, accident, injury, and incident reports, notifying proper authorities and department staff.
- Provide emergency care and treatment as required, in a calm and effective manner, until the arrival of emergency medical services
- Attend and assist in development and execution of orientations, trainings and student development
- Perform other related duties as assigned

Qualifications:

- Current American Red Cross CPR/AED for the Professional Rescuer certification or equivalent
- Current American Red Cross First Aid for Professional Rescuers certification (Title XXII) or equivalent
- Current American Red Cross Administering Emergency Oxygen Certification or equivalent
- Prior experience in developing and/or implementing facility processes and safety protocols, preferred
- Experience working in a sports, fitness or recreation setting
- Ability to maintain confidential information
- Ability to lead staff that can be demonstrated through previous supervisory experience
- Ability to react and lead calmly and effectively in emergency situations
- Strong conflict resolution skills
- Ability to follow routine verbal and written instructions
- Ability to effectively communicate clearly and concisely, both verbally and in writing
- Ability to maintain professional work conduct
- Ability to make independent decisions and make 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
- Ability to operate a computer workstation using word processing, spreadsheet and other computer applications
- **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 be offered a position 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 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