



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Training & Development Graduate Assistant
Department:	Campus Recreation
Hourly Rate:	\$17.00 per hour
Posting Date:	March 27, 2019
Tuition:	Compensation also includes reimbursement paid by ASI for in-state tuition fees (not including auxiliary fees and non-resident fees) not to exceed \$7,500 per year
Work Hours:	Monday through Friday; varying work hours including early morning, evenings, and weekends not to exceed 20 hours per week

Position Definition

Under the general supervision of the Associate Director of Operations for Campus Recreation, the Training and Development Graduate Assistant supports the planning, development, implementation and reporting of department training, professional development, and assessment strategy and initiatives. The graduate assistant also assists with department and organization initiatives, as needed.

Essential Duties

- Assist with the management of the Training Development & Safety Supervisor, Training Design Specialists, and Safety Instructors (I, II, and III)
- Maintain department learning management system timely updates, system organization, and page development, as needed
- Assist in the creation, development and execution of department orientations, trainings and student development strategic plan
- Manage training development projects and initiatives with regards to all facets and phases of creation to implementation of training
- Lead supervisor and training design specialist team in instructional strategies to meet department and program/service level goals
- Assist with development and implementation of health and safety and emergency response strategies and training for staff
- Manage the department-wide student training records and logs
- Assist with data collection, management, analysis, reporting, and quality, creative reporting for all instructional training and development programs
- Consult and support program and service area staff training and development
- Assist in developing department training strategies and administration of assessment
- Maintain open communication with the Associate Director of Operations and other professional staff members of the department
- Participate in campus-wide collaborations that serve the overall mission of the department, ASI, the division of student affairs and the university
- Attend all trainings, meetings, and workshops as required
- Perform other duties as assigned.

Qualifications

- Bachelor's degree required
- Acceptance and enrollment in a graduate program within 25 miles of Cal Poly Pomona or current enrollment in a Cal Poly Pomona graduate program
- American Red Cross Emergency Oxygen, CPR/AED for the Professional Rescuer certification (or equivalent) prior to start date
- American Red Cross CPR/AED for the Professional Rescuer Instructor (or equivalent) within the first 90 days of hire.
- High functioning knowledge of Microsoft Word, Excel, PowerPoint
- Functional knowledge of multimedia content development software, *preferred*
- Experience with training/lesson planning, development, and implementation, *preferred*
- Functional knowledge of pedagogical approaches for adults
- Ability to synthesize information and write reports
- Knowledge and understanding of assessment and evaluation methodologies
- Experience working with culturally diverse populations
- Ability to participate as a positive team player
- Strong organizational, communication, and leadership skills

- Demonstrated commitment to student development and ability to motivate and work closely with students.
- Demonstrated ability to collaborate, form partnerships, and work effectively as a member of a goal-oriented team
- Ability to oversee projects, achieve assigned objectives and manage multiple priorities
- Ability to maintain an appropriate professional appearance and 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
- Ability to follow routine verbal and written instructions
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to analyze and solve problems, draw valid conclusions and develop alternate recommendations
- Ability to satisfactorily complete a background check (including a criminal records check)

Work Environment

While performing duties of this job, the employee is frequently required to sit, talk and hear; manual dexterity, and 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.

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.

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 in at least 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 may apply prior to being accepted to Cal Poly University. Preference will be given to candidates who enroll in a Cal Poly Pomona graduate program. 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/employmentopportunities/>

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.

Systemwide 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 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.

APPLICATION PROCEDURE

Both an 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. 35-1216
Pomona, CA 91768

Phone: (909) 979 - 5546

E-mail: asihr@cpp.edu

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ASI is an Equal Opportunity Employer