



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	ASI Art Program Student Assistant
Department:	Student Activities & Programs
Hourly Rate:	\$12.00
Posting Date:	April 4, 2019
Work Hours:	10 hours a week; shifts based on operational need of the organization

Position Definition:

Under immediate supervision from the Program Coordinator, the ASI Art Program Student Assistant provides quality support for the Bronco Exhibit Gallery and the ASI Art Program.

Essential Duties:

- Develop educational, collaborative programs with Associated Students, Inc. (ASI), the Art Department, the campus community and the community at large
- Develop and maintain a database of the Bronco Student Center Permanent Art Collection
- Assist with marketing
- Plan, develop, and implement exhibits, artist receptions, and artist talks
- Create and maintain contact with artists, vendors, performers and other agencies to obtain cost estimates and discuss art installation and/or event logistics in a professional manner
- Work with Foundation Dining and other food providers to order catering for events
- Maintain positive and professional working relationships with external agencies and within the organization and campus community
- Work within the boundaries of established event budgets and track expenditures and related documents
- Complete financial paperwork and communicate with clerical staff and Financial Services to ensure all documents are submitted correctly
- Present professional appearance and attitude at all times, and maintain a high standard of customer service
- Attend departmental and organizational team meetings, retreats and trainings
- Assist with BEAT programs and events
- Ensure event details are updated and current on campus reservation systems, the campus Master Calendar, and internal filing systems
- Answer phones, taking and relaying messages in a professional and courteous manner
- Perform other related duties as assigned

Qualifications:

- Preferred experience with graphic design
- Ability to create art exhibits and collaborate on the implementation of exhibitions
- Well-organized and self-motivated
- Ability to accurately perform database management
- Ability to perform research through a variety of methods including the internet
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to adhere to work rules, follow directions, use time effectively and work productively under general supervision
- Ability to follow routine verbal and written instructions
- Ability to maintain professional work conduct
- Demonstrated ability to work with a diverse student population and campus community
- Ability to operate an office work station, utilizing word processing, spreadsheet and other applications in use

Work Environment:

Work is occasionally performed outdoors in varying weather conditions including extreme heat. While performing the duties of this job, the employee is frequently required to stand, walk, run, talk, see, hear, and utilize manual dexterity, eye-hand coordination, and verbal communication. Must be able to utilize office equipment (telephones, calculator, copier, fax), sit, crawl, climb, 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 (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: <https://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.

Systemwide Smoke and Tobacco Free Environment EO 118:

Cal Poly Pomona is smoke free 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, 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