



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

**Title:** Human Resources Student Assistant  
**Department:** Human Resources  
**Hourly Rate Range:** \$13.00  
**Posting Date:** April 16, 2019  
**Hours:** 15-20 hours per week; shifts based on operational need of the organization

### Position Definition:

Under general supervision of the Director of Human Resources, the Human Resources Student Assistant performs routine and non-routine assignments and provides quality clerical and customer support to the Human Resources Department. Must be available to attend mandatory fall and spring trainings.

### Essential Duties:

- Serves as initial point of contact and responds to a variety of customer inquiries and requests for information in a timely and professional manner
- Assists with full cycle recruitment to include but not limited to; job postings, candidate tracking, and communication, verifying student employment eligibility, background check process, onboarding presentation including verifying I-9 documentation
- Assists with reporting employee information to the Employment Development Department (EDD)
- Supports HR Staff and represents ASI at campus events
- Assists with the workforce administration of all personnel records
  - Assists with quarterly/annually HR audits
  - Assists with performance evaluation tracking system
  - Maintains, updates, orders and distributes HR material
- Assists with the timely communication of IT access for active and terminated student employees
- Accurate and timely data entry, maintenance and processing of employee records, financial related records and HR general tasks
- Performs scheduling/calendaring and general office duties
- Receives, reviews and logs disbursement requests, incoming checks, purchase orders and other documents
- Support HR and Payroll Staff with various processes including but not limited to workers compensation, employment separation, and employment verification
- Performs accurate data entry into HRIS system to include but not limited to new hires/rehires, position changes, additional positions and pay rate changes
- Performs other duties as assigned

### Qualifications:

- Ability to handle confidential (level 1) information with integrity, diplomacy and in a professional demeanor
- One year of customer service experience preferred
- Excellent grammar skills with the ability to effectively communicate clearly and concisely, both orally and in writing
- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Strong analytical skills with the ability to perform accurate, detailed work
- Ability to prioritize tasks, display initiative and remain flexible in a changing environment
- 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, Microsoft Office and internet based 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:**

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 25 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, student employees must be currently enrolled in a minimum of 6.0 units (undergraduate) and 4.0 units (graduate), international student employees must be enrolled in a minimum of 12.0 units (undergraduate) and 8.0 units (graduate) at the end of the add-drop period. Student employees are required to have a minimum overall and Cal Poly Pomona GPA of 2.0 and be in good academic 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:**

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**