



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Outreach Assistant
Department:	Student Activities & Programs
Hourly Rate:	\$12.00
Posting Date:	April 4, 2019
Work Hours:	5-20 hours per week; shifts based on operational need of the organization.

Position Definition:

Under immediate supervision from the Program Coordinator, the Outreach Assistant performs routine assignments in support of all BEAT events, BEAT volunteer recruitment and meetings, and other initiatives focused on improving the retention and participation rates of BEAT events, programs and services.

Essential Duties:

- Assists with implementation of the department's outreach program
- Oversees BEAT Volunteer program, including recruitment, retention, and scheduling of student volunteers
- Collaborates with departmental staff and Associated Students, Inc. (ASI) team members
- Professionally interacts with the campus community including students, staff, and alumni
- Distributes promotional materials (pass out flyers during high-traffic times, create table tents, assist with staking flyers, etc.)
- Manages BEAT merchandise inventory
- Assists with general office duties in relation to the outreach program
- Manages BEAT social media and remains current on and knowledgeable of department and BEAT events, programs and services
- Regularly communicates BEAT event and activity information to the campus community including various clubs, organizations and entities
- Work with Foundation Dining and other food providers to order catering for outreach-related events
- Attends campus club, organization and council meetings to promote BEAT
- Builds partnerships with various University departments and affiliates to create opportunities to promote BEAT activities, events and initiatives
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service
- Attends departmental and organizational team meetings, retreats, and trainings
- Assists with BEAT programs and events
- Performs other related duties as assigned

Qualifications:

- Positive attitude with the ability to work successfully within a team-spirited environment
- Excellent communication skills with the ability to effectively communicate clearly and concisely, both orally and in writing
- Familiarity with Bronco Student Center (BSC) and BEAT programs and services, preferred
- General knowledge of campus policies, preferred
- Engagement in co-curricular areas of campus (clubs, organizations, athletics, etc.), preferred
- Ability to maintain professional work conduct
- Ability to follow routine verbal and written instructions
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Ability to successfully complete tasks in a fast-paced, changing environment
- Strong interpersonal and networking skills
- Ability to make independent decisions and recommendations
- 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 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 will be a smoke-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