



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

**Title:** Sport Clubs Official  
**Department:** Campus Recreation  
**Hourly Rate:** \$17.00  
**Posting Date:** April 4, 2019  
**Hours:** 3-5 hours per week; hours may increase during tournaments, weekends required; shifts based on operational need of the organization

### Position Definition:

Under minimal supervision of the Competitive Sports Coordinator, the Sport Clubs Official assists in providing a fair and safe sport clubs events and activities. The Sport Clubs Official is responsible for officiating sport clubs games.

### Essential Duties:

- Officiate sport clubs games and competitions to maintain standards of play and to ensure the game rules are observed
- Judge performance in sporting competitions to determine a winner, when applicable
- Keep track of event times, starting or stopping play, when necessary
- Inspect sporting equipment and/or examine participants in order to ensure compliance with event and safety regulations
- Confer with other sporting officials, coaches, player, and facility managers in order to provide information, coordinate activities, and discuss problems
- Ensure compliance with Campus Recreation's rules, policies, and guidelines during sport clubs activities
- Track scores, manage game play, and serve as a liaison to team captains and coaches for various sport clubs
- Present professional appearance and attitude at all times, and maintain a high standard of customer service
- Document and report any equipment malfunctions or other facility hazards
- Attend meetings and trainings as required
- Perform other duties as assigned

### Qualifications:

- Advanced officiating certification (e.g. high school officiating)
- One year of officiating experience
- Demonstrated ability to understand principles of the related sports
- Ability to learn and apply the rules and regulations of the related sports
- Dependable with the ability to make independent decisions
- Demonstrated ability to work with a diverse student population and campus community
- Demonstrated ability to maintain professionalism, model sportsman-like conduct, provide quality customer service, and exhibit a positive attitude while interacting with participants, spectators, and coaches
- Ability to communicate clearly and concisely, both orally and in writing

### 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 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/>

### 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>

### 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.

**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**