



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

**Title:** Student Activities Assistant  
**Department:** Student Activities and Programs  
**Hourly Rate:** \$12.00 per hour  
**Posting Date:** April 4, 2019  
**Work Hours:** 5 – 20 hours a week; shifts based on operational need of the organization. Occasional evening and weekend hours required.

### Position Definition:

Under immediate supervision from the Program Coordinator, the Student Activities Assistant performs routine and non-routine tasks in support of the Student Activities and Programs Department including assisting with programming events and activities for Associated Students, Inc. (ASI) and the campus at-large. The Student Activities Assistant collaborates with campus constituents, external agencies and performers and regularly interacts with departmental staff, student leaders, and other ASI team members.

### Essential Duties:

- Contact artists, vendors, performers and other agencies to obtain cost estimates and discuss event logistics
- 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
- Answer phones, taking and relaying messages in a professional and courteous manner
- Provide consistent, courteous and professional customer service
- Assess the needs of the students at large as it relates to programs and events
- Create and maintain contact with artists, vendors, performers and other agencies to obtain cost estimates and discuss event logistics in a professional manner
- Complete financial paperwork and communicate with clerical staff and Financial Services to ensure all documents are submitted correctly
- Schedule appointments for meetings and events ensure event details are updated and current on campus reservation systems, the campus Master Calendar, and internal filing systems
- Present professional appearance and attitude at all times, and maintains a high standard of customer service
- Attend departmental and organizational team meetings, retreats and trainings
- Perform other duties as assigned

### Qualifications:

- Positive attitude with the ability to work successfully within a team-spirited environment
- Experience planning events on a college campus, preferred
- Prior involvement with or frequent participation in campus activities
- Familiarity with the Bronco Student Center and ASI programs and services, preferred
- General knowledge of campus policies, preferred
- Excellent organization skills
- Ability to perform accurate, detailed work
- Demonstrated ability to work in a fast-paced, changing environment
- Ability to adhere to work rules, follow directions, use time effectively, and meet deadlines
- Ability to follow routine verbal and written instructions
- Ability to effectively communicate clearly and concisely, both verbally and in writing
- 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:

While performing the duties of this job, the employee is 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 50 pounds.

### Employment Eligibility:

Employment with AS 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 <http://asi.cpp.edu/about-us/employment-opportunities/>.

**Systemwide Smoke and Tobacco Free Environment EO 1108**

Cal Poly Pomona is a smoke free 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**