



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Student Activities Supervisor
Department:	Student Activities & Programs
Hourly Rate:	\$14.00
Posting Date:	April 4, 2019
Work Hours:	Up to 20 hours per week; shifts based on operational need of the organization. Occasional evening and weekends required.

Position Definition:

Under the general supervision of the Program Coordinator for Student Activities and Programs (SAP), the Student Activities Supervisor is responsible for the overall coordination and management of the SAP programs and supervision of the Student Activities and Programs student staff.

Essential Duties:

- Assist with the collection of and analysis of semester and annual reports containing assessment data
- Assist in preparing and monitoring the Bronco Events and Activities Team annual budgets
- Meet with student staff to obtain progress updates on staff programs and hold team accountable for deadlines
- Assist with training and retreat presentations
- Review and approve marketing on a regular basis
- Assist with social media marketing in collaboration with Outreach Assistants
- Assist student staff with the planning and implementation of programs and events
- Maintain comprehensive inventory records of program supplies
- Attend departmental and organizational team meetings, retreats and trainings
- Responsible for supervision of the Student Activities and Programs student staff, programs, operations, and services
- Assist in hiring, scheduling, training, and evaluating student staff
- Assist with ordering, purchasing, and maintaining adequate quantities of all goods and supplies needed for a successful operation
- Accountable for adherence to approved budget
- Assist in developing and monitoring assessment for programs and events
- Cash handling on occasion
- Assist with updating policies and procedures as needed
- Perform other duties as assigned

Qualifications:

- Familiarity with ASI programs and events, preferred
- General knowledge of campus policies
- Ability to react and lead calmly and effectively in emergency situations
- Demonstrated ability to lead staff
- Strong conflict resolution skills
- Effective handling of multiple priorities and deadlines
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software
- Ability to maintain professional work conduct
- Reliable, able to work with minimal supervision, and have ability to make independent decisions and recommendations
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software
- Ability to work evening and weekend hours
- Ability to motivate and work successfully with students
- Demonstrated ability to work with a diverse student population and campus community
- Ability to communicate clearly and concisely, both orally and in writing
- 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 begin employment 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:

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 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