



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Fitness Program Assistant
Department:	Campus Recreation
Hourly Rate:	\$12.00
Closing Date:	Continuous
Hours:	15-20 hours per week; shifts based on operational need of the organization

General Duties:
Under the general supervision of the Fitness Coordinator, the Fitness Program Assistant is responsible for promoting and delivering fitness programs for Campus Recreation and completes special projects related to fitness programs and services. The Fitness Program Assistant performs routine and non-routine assignments requiring specialized knowledge, prior relevant experience and moderate independent judgment and decision-making. Assist Instructors to facilitate group fitness classes, instructional clinics and workshops. Assist Fitness Coordinator to facilitate special events and conduct assessment of fitness programming. Lead equipment, facility and program-specific orientations. Monitor scheduled open recreation for specialized fitness training. Assist Personal Trainers with consultations and assessments for new clients. Provide excellent customer service and enforce program and facility policies. Inform members of fitness related programs and services. Assist with small group fitness equipment inventory and basic maintenance. Respond to emergencies and injuries and provide care accordingly until the arrival of emergency medical services. Attend meetings, trainings and workshops as required. Perform other duties as assigned.

Qualifications:
Current American Red Cross CPR/AED for the Professional Rescuer and Emergency Oxygen certifications are required. (Employment offer contingent on obtaining certification within 30 days of hire)
Working toward a national certification in Group Fitness and/or Personal Training i.e. AFAA, ACE, NASM, NSCA or comparable (Employment offer contingent on obtaining certification within 2 academic terms from the academic term hired in)
General understanding of basic anatomy and physiology with an emphasis on exercise
Demonstrated leadership skills when working with peers
Reliable, able to work with minimal supervision, and have ability to make independent decisions
Ability to exhibit a personable, helpful, and positive attitude when interacting with BRIC members and guests
Ability to work under general supervision and occasionally make independent decisions
Ability to react calmly and effectively in emergency situations
Ability to follow routine verbal and written instructions
Ability to effectively communicate clearly and concisely, both verbally and in writing
Ability to maintain an appropriate professional appearance and work conduct
Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
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
Ability to successfully pass a background screening as an offer of employment is contingent on background clearance

Work Environment:
While performing the duties of this job, the employee is frequently required to sit, talk and hear; manual dexterity, eyehand 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.

Position Sensitivity:
Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position.

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.

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: <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.

About Associated Students Incorporated:

Established in 1963, Associated Students Incorporated (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. 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.

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>

ASI is an Equal Opportunity Employer