



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

**Title:** Clerical Assistant  
**Department:** Bronco Events & Activities Team (BEAT)  
**Hourly Rate:** \$12.00 per hour  
**Posting Date:** April 4, 2019  
**Work Hours:** 15-20 hours per week; shifts based on operational need of the organization

### Position Definition:

Under immediate supervision from the Associate Director of Programs, the Clerical Assistant provides quality clerical and customer support to the Bronco Events & Activities Team (BEAT).

### Essential Duties:

- Answer phones, taking and relaying messages in a professional and courteous manner
- Schedule appointments for meetings and events
- Assist in the planning and preparation of meetings, conferences and special events, including, but not limited to, scheduling appointments and ordering catering
- Type, file, sort mail, perform data entry, manage office supply inventory, and run errands on campus
- Provide consistent, courteous and professional customer service
- Keep current on ASI and BEAT business and events
- Greet all customers and answer a variety of customer inquiries
- Assist with processing paperwork and maintenance of departmental budget
- Assist with day-of logistics for BEAT programs and events
- Assist with ordering, purchasing, and maintaining adequate quantities of all goods and supplies needed for a successful operation
- Cash handling on occasion
- Perform other duties as assigned

### Qualifications:

- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Demonstrated ability to maintain confidentiality and a diplomatic, professional demeanor
- Excellent communication skills with the ability to communicate clearly and concisely, both orally and in writing
- Excellent organization skills
- Ability to perform accurate, detailed work
- Prior involvement with or frequent participation in campus activities, preferred
- Experience planning events, preferred
- Familiarity with the Bronco Student Center and ASI programs and services, preferred
- General knowledge of campus policies, preferred
- Demonstrated ability to work with a diverse student population and campus community
- 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 operate an office work station utilizing word processing, spreadsheet and other software

### 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 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 second floor of the Bronco Student Center, Room 2325 or online at <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 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>

**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**