



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

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| <b>Title:</b>        | <b>Building Manager</b>  |
| <b>Department:</b>   | Conference and Events  |
| <b>Hourly Rate:</b>  | \$14.00  |
| <b>Posting Date:</b> | August 13, 2019  |
| <b>Hours:</b>        | 15- 20 hours per week; weekend and evenings required; shifts based on operational need of the organization |

### Position Definition

Under minimal supervision from the Associate Director of Operations for the Bronco Student Center (BSC), the Building Manager is responsible for the overall coordination and management of the BSC during weekend and evening hours. The Building Manager supervises Conference and Event Services student staff and performs routine and complex assignments requiring specialized knowledge, prior relevant experience and considerable independent judgment and decision-making.

### Essential Duties

- Enforce rules and regulations regarding BSC use
- Monitor the BSC and its occupants for appropriate use of the facility
- Manage the facilitation of special requests from BSC customers
- Respond to emergencies, in a calm and effective manner, and facilitate the involvement of emergency services personnel
- Resolve BSC use of facilities scheduling issues
- Assist with supervision of Conference and Events Services staff
- Assist with equipment set up and the movement of furniture
- Install and remove temporary dance floors
- Perform basic facility maintenance and custodial tasks, as needed
- Prepare, maintain and effectively communicate appropriate activity reports
- Perform other duties as assigned

### Qualifications

- Familiarity with the Bronco Student Center and its operations, preferred
- Demonstrated ability to lead staff
- Ability to react and lead calmly and effectively in emergency situations
- Strong conflict resolution skills
- Ability to effectively communicate clearly and concisely, both orally and in writing
- Ability to follow routine verbal and written instructions
- Ability to maintain professional work conduct
- Ability to make independent decisions and recommendations
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Demonstrated ability to work independently, and cohesively as a team
- Demonstrated ability to work with a diverse student population and campus community
- Ability to operate an office work station using 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 3.0 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 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**