



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	C&E Services Assistant
Department:	Conference and Events
Hourly Rate:	\$12.00
Posting Date:	October 16, 2019
Hours:	Up to 20 hours per week; weekend and evenings required; shifts based on operational need of the organization

About the Associated Students Incorporated:

Established in 1963, Associated Students, Inc. (ASI) is a non-profit corporation guided by a student board and managed by full-time professional staff. ASI is a part of the Cal Poly Pomona Division of Student Affairs with a dashed reporting line to Administrative Affairs. ASI serves the entire campus population, including over 26,000 students, by providing opportunities for student engagement, student employment, and a multitude of programs and services such as recreation and wellness, student union and activities, student government, and childcare. ASI operational support areas include human resources, financial services, information technology, facilities management, and marketing. ASI employees exhibit our values of integrity, honor, dedication, loyalty, and respect in every interaction with each other, our students, the campus community, and guests of Cal Poly Pomona.

Position Definition

Under direct supervision from the Associate Director of Operations of the BSC, the Conference and Events Services Assistant performs routine tasks in support of various events and functions.

Essential Duties

- Responds to a variety of customer inquiries and requests for information in a timely and professional manner
- Sets up and operates various audio/visual equipment, including computers, laptops, microphones, mixers, amplifiers and stage lighting equipment
- Moves furniture and other heavy objects in accordance with safe moving and lifting procedures
- Installs and removes temporary dance flooring
- Assists with various events and functions
- Performs minor equipment and building maintenance
- Performs light custodial tasks including vacuuming, dusting, sweeping and emptying trash
- Accurately communicates information regarding Associated Students, Inc. (ASI) and Bronco Student Center (BSC) events
- Remains current on and knowledgeable of ASI and BSC events, programs and services
- Performs other duties as assigned

Qualifications

- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Operational knowledge of mixers, amplifiers and speakers
- Knowledge of general cleaning techniques, preferred
- Familiarity with the BSC and its operations, preferred
- Ability to effectively communicate clearly and concisely, both verbally and in writing
- Ability to operate a computer work station utilizing word processing, spreadsheet and other computer applications in use
- Ability to perform accurate, detailed work
- Ability to prioritize tasks, display initiative and remain flexible in a fast-paced and changing environment
- Ability to follow routine verbal and written instructions
- Ability to maintain professional work conduct
- Ability to make independent decisions and make recommendations
- 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

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 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 <https://asi.cpp.edu/hr/>

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.

ASI is an Equal Opportunity Employer