OPENING FOR
STUDENT GOVERNMENT OFFICE ASSISTANT
STUDENT GOVERNMENT

ANTICIPATED HIRING PAY RANGE: $15.87 - $18.75

This is an hourly, non-exempt, full-time position that is eligible for ASI’s rich and comprehensive benefit package.

OVERVIEW

Associated Students, Inc. employs student-focused professionals with equity-mindsets. 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 considered 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, environmental safety and health, 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.

The Student Government Office Assistant is part of the Student Government Department, which consists of the student leaders either elected by the student body or appointed by the ASI President to serve a specific function. As a whole, student government aims to serve the student community; from lobbying on their behalf with state legislators to advocating for campus services and implementing initiatives. In addition, the Student Government department also facilitates the appointment of university and ASI committee, Student-at-Large.

COMPENSATION AND BENEFITS

Starting pay upon appointment is not expected to exceed $15.87 - $18.75 per hour. Pay placement is determined by the education, experience, and qualifications the candidate brings to the position, internal equity, and the hiring department's fiscal resources.

Associated Students, Inc. offers a rich and comprehensive benefits package that constitutes a major portion of total compensation. For more information regarding ASI’s benefits, please click here.

POSITION SUMMARY

Under the general direction and reporting to the Associate Director for Student Government, the Student Government Office Assistant is responsible for assisting in day-to-day oversight and operations of the ASI Student Government Office. The Student Government Office Assistant provides support to the Associate Director and student government leaders while fostering an atmosphere for student learning, development, and autonomy.

ESSENTIAL DUTIES

The Student Government Office Assistant will assist the Associate Director for Student Government and the ASI President by performing the following responsibilities:

- Coordinate priorities, follow ups, with timely and quality completion of work projects
- Serve as a knowledge resource and Student Government Department’s main point of contact for all customers inquiries by referring customers to the appropriate individuals
- Day-to-day operations of the ASI Student Government Office including coordination of requests for IT service and maintenance
- Support ASI student government leaders to succeed in their respective roles by providing guidance as they develop as leaders, adhere to ASI By-Laws and Codes, communicate with constituents, compose and enact legislation, and serve on campus committees
- Assist with maintaining policy compliance, organizing files
- Accurately take and transcribe Board of Director and Cabinet minutes
• Prepare travel arrangements for Student Leaders and Associate Director travel
• Meet the objectives of the corporation, as defined by ASI Student Government and Executive Director
• Research matters related to ASI Student Government and CSU affecting student interests; analyze, compile and write useful reports
• Coordinate student representation on ASI, University, and CSU committees
• Provide operational training on departmental policies and procedures
• Work collaboratively with ASI staff to develop and attend training workshops, sessions, and retreats for student government leaders
• Provide assistance on the ASI Student Government budget, as assigned by the Associate Director
• Maintain the calendar for the Associate Director, ASI President, and ASI Vice President; schedule and coordinate meetings and appointments
• Conduct orientations for incoming student government leaders
• Plan and assess advocacy, outreach, and educational programs of Student Government
• Administrative coordination and support to the Associate Director, ASI President, and ASI Vice President for Cabinet and Board of Director agendas, minutes, meeting schedules, background materials, and ensure compliance with open meeting law
• Copy edit student leader documents and email communications to ensure they are free of error, omission, inconsistency, and repetition and accurate, readable, and suitable for their purposes
• Monitor and coordinate updates to department web pages and share updates with staff as appropriate
• Inventory, purchase, and manage office supplies; develop and monitor office supply budget
• Assist with Student Leader Scholarship Processing
• Attending training and retreats
• Perform other duties as assigned

QUALIFICATIONS

KNOWLEDGE | SKILLS | ABILITIES

Minimum Education and Experience
• Associates degree in social or behavioral science, public or business administration or related field of education
• Proficiency in Microsoft Office Suite

Ability to
• Exercise diplomacy and maintain sensitive and confidential information
• Guide and develop student leaders as it pertains to areas of student government
• Work with an ethnically diverse and culturally pluralistic student population and campus community
• Learn, independently interpret, explain, recommend, and apply a wide variety of policies and procedures relating to the applicable program(s), functions, organizational unit, and/or administrative specialty
• Independently gather and analyze data, reason logically, and draw valid conclusions; ability to perform research and recommend solutions to unique issues
• Provide excellent interpersonal skills with the ability to interact effectively with students, customers, campus community members, vendors, and the general public
• Exhibit strong skills in the organization and coordination of details; prioritize and multitask in a timely manner
• Work independently and as a collaborative team member
• Communicate clearly and concisely, both orally and in writing
• Work at an office work station within a collaborative environment
• Satisfactorily complete a background check (including a criminal records check)

Preferred Education and Experience
• Bachelor's degree in one of the social or behavioral science, public or business administration, or related field, preferred
• Three years administrative and/or program support within a university setting
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.

PHYSICAL DEMANDS

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 15 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: telephones, calculator, copier and fax.

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.

SYSTEM-WIDE 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

EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process.

APPLICATION PROCEDURE

A cover letter, job application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the ASI Website and in the Human Resources Department.

Submit resume and application to:

Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg. 35
Pomona, CA  91768

Phone:  (909) 979-5546
E-mail:  asihr@cpp.edu

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.