



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

|                      |  |
|----------------------|--|
| <b>Title:</b>        | <b>Student Business Manager</b>  |
| <b>Department:</b>   | Games Room Etc.  |
| <b>Hourly Rate:</b>  | \$14.00  |
| <b>Posting Date:</b> | September 17, 2019   |
| <b>Hours:</b>        | Up to 20 hours per week; shifts based on operational need of the organization.<br>Occasional evening and weekend hours required. |

### General Duties:

Under the general supervision of the Commercial Services Coordinator, the Student Business Manager is responsible for supervision of the Games Room area, student staff, operations, and services. Responsible for supervision of the Games Room area, student staff, operations, and services. Cash handling control, reconciling, and verifying deposits for all games and ticket sales. Performs daily vault/cashiering activities for unit change funds. Serves as liaison with Vault Cashier for deposits and reconciliations. Collect video game money with vendor/business services representative. Assists in hiring, scheduling, training, and evaluating all student staff. Organizes and maintains the Lost & Found service and plans the Lost & Found auction. Assists with monthly, quarterly, annual sales reports and monthly assessment data. Assists with ordering, purchasing, and maintaining adequate quantities of all goods and supplies needed for a successful operation; maintains comprehensive inventory records. Assist in preparing and monitoring the Games Room, Etc., annual budgets; accountable for adherence to approved budget, maintains comprehensive financial records. Assist in developing and monitoring inventory control systems and preparing cash flow projections. Prepares daily, weekly, monthly, quarterly, and yearly reports on fiscal, personnel, and inventory activities. Assists with updating policies and procedures as needed. Other duties as assigned.

### Qualifications:

- Minimum two years retail and customer service experience
- Supervisory experience, strong operating and customer service skills
- Knowledge of: billiard, tennis table, and bowling rules, and popular video games
- Proficient in: running single and double elimination and round robin style tournaments
- Ability to manage and interpret inventory data/stock, POS knowledge is a plus
- Effective handling of multiple priorities and deadlines
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software
- Ability to maintain professional work conduct
- Reliable, able to work with minimal supervision, and have ability to make independent decisions and recommendations
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software
- Familiarity with ASI programs and services and general knowledge of campus policies, preferred
- Ability to work evening and weekend hours
- Ability to motivate and work successfully with students
- Demonstrated ability to work with a diverse student population and campus community
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to successfully pass a background screening as an offer of employment is contingent on background clearance

### 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 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.

### 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 first floor of the Bronco Student Center, Room 1216 or online at the ASI website: <http://asi.cpp.edu/hr/>.

**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 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 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 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.

**ASI is an Equal Opportunity Employer**