

Employment

State Employment Opportunities

For an official vacancies list of staff and management vacancies, visit www.calpolyjobs.org. To apply, go online and complete the application form. For assistance, call Human Resources at ext. 6-2236.

#104791 — Counselor, Academic Year (Student Services Professional Academic-Related I AY), Campus Health and Wellbeing — Counseling Services. Rank and salary commensurate with qualifications, background and experience. Open until filled.

#104805 — Project and Change Manager (Administrator II), Administration and Finance. Salary commensurate with background and experience. Open until filled.

#104804 — Senior Director of Development (Administrator II), College of Architecture and Environmental Design. Salary commensurate with background and experience. Open until filled.

#104846 – Administrative Support Coordinator II (Administrative Support Coordinator II — 12 Month), Academic Affairs — Institutional Research. \$3,115 to \$5,161 per month. (Anticipated hiring range: \$3,200 to \$3,900 per month). Open until filled.

#104841 — Inclusive Excellence Instruction Specialist (Administrator II), Academic Programs and Planning – Center for Teaching, Learning and Technology. Salary commensurate with background and experience. Open until filled.

#104807 — Service Integration Engineer (Analyst Programmer — Career), Information Technology Services — Application Development and Information Management. \$4,372 to \$9,877 per month. (Anticipated hiring range: \$4,372 to \$6,833 per month). Open until filled.

#104767 — IT Personnel Analyst (Administrative Analyst/Specialist – Exempt I), Information Technology Services – Customer and Technology Support. \$3,897 to \$6,647 per month. (Anticipated hiring range: \$3,897 to \$6,000 per month). Open until filled.

#104794 – Grants Analyst (Administrative Analyst Specialist – Exempt I), Information Technology Services – Customer and Technology Support. \$3,897 to \$6,647 per month. (Anticipated hiring range: \$3,897 to \$5,220 per month). Open until filled.

#104799 – Administrative Support Assistant I (Administrative Support Assistant I – 12 Month), Student Affairs – Campus Health and Wellbeing. \$2,600 to \$3,609 per month. (Anticipated hiring range: \$2,600 to \$2,773 per month). Open until filled.

25th Annual Open House to be Held April 12-14

The 25th annual Open House invites prospective students and supporters, current students, faculty and staff, alumni and the San Luis Obispo community to join in Open House festivities Thursday through Saturday, April 12-14. The public is invited to campus April 14 for the Poly Royal Celebration, during which more than 200 student clubs and organizations will demonstrate the university's Learn by Doing philosophy. Special events include the Poly Royal Parade, Kid's Zone, live music at Dexter Stage, the Poly Royal Truck and Tractor Pull, the Poly Royal Rodeo, and the Cal Poly Alumni Beer and Wine Garden. The Open House Committee will host special festivities focusing on the 25th anniversary. For more information about Cal Poly's Open House, go to <https://orientation.calpoly.edu/openhouse> or call ext. 6-2400.

New Responding to Hidden Bias Workshops to be Held in Spring Quarter

The campus community now has the opportunity to attend a workshop titled Responding to Hidden Bias. This workshop focuses on responding to your own and others' biases. Participants will have the opportunity to dig deeper to develop and practice ways to respond to intentional and unintentional bias and learn of resources for additional learning. This workshop is at the request of those who already attended the Exposing Hidden Bias workshops focused on increasing awareness of unconscious bias and strategies for avoiding its impact in our work and relationships. Participants are encouraged to first attend the Exposing Hidden Bias workshop as a baseline prior to registering for the Responding to Hidden Bias workshop. Learn more and register by visiting <https://afd.calpoly.edu/learn-and-grow/>.

Annual Tomato Mania Pre-Sale for Faculty and Staff to be Held April 6

More than 70 varieties of tomato plants will be available at Cal Poly's annual Tomato Mania plant sale from 9 a.m. to 4 p.m. April 7 and 8, at the Horticulture Unit near the Poly Plant Shop on Via Carta Road off Highland Drive. The faculty and staff pre-sale will be held from noon to 5 p.m. Friday, April 6. Brandywine, Early Girl, Beefsteak, Homestead, Abe Lincoln Improved and a selection of cherry tomato plants, including Bumble Bee Surprise, are some of the unique cultivars that will be available during the student-run enterprise project. This year the program is directed by a team of six students who have grown nearly 5,000 tomato plants from seed to provide home gardeners with quality plants that will produce fresh tomatoes throughout summer. The plants cost \$7, with a quantity discount given for five or more plants. For more information, call ext. 6-1106 or visit www.polyplantshop.com.

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#104829 – Director of Alumni Engagement and Giving Programs (Administrator II), Student Affairs – Alumni Outreach. Salary commensurate with background and experience. Internal-only recruitment. Open until filled.

#104830 – Document Imaging and Workflow Analyst (Administrative Analyst/Specialist – Exempt I), Administration and Finance – Network and Technology Services – Operations Support and Services. \$3,897 to \$6,647 per month. (Anticipated hiring range: \$3,897 to \$4,867 per month). Internal-only recruitment. Open until filled.

Corporation Employment Opportunities

Cal Poly Corporation is a separate entity operating in concert with the university to provide a diverse range of services and resources to students, faculty and staff. To view job postings or apply, go to <https://www.calpolycorporationjobs.org/>. For assistance, contact Human Resources at ext. 6-1121.

Unit Supervisor, Concessions, Campus Dining, \$16.23-\$24.35 per hour.

Assistant Supervisor, Starbucks, Campus Dining, \$12.21-\$18.31 per hour.

ASI Employment Opportunities

Candidates are asked to visit www.asi.calpoly.edu/jobs to complete an ASI application and apply for open positions. For more information, visit the ASI Business Office in UU 212 or call ext. 6-5800.

Coordinator — Facility Operations (Recreation Center).

Annual salary \$52,794 with excellent benefits. Position open until filled; review of applications begins April 17, 2018.

Nominations Open for Provost's Leadership Award for Partnership in Philanthropy

Nominations are being accepted for the Provost's Leadership Award for Partnership in Philanthropy. The award celebrates visionary leaders who have forged critical partnerships to advance the mission of Cal Poly. Nominees may be current or former faculty members who have been instrumental in comprehensive development and fundraising efforts. The award recipient will receive campuswide recognition at the Fall Conference General Session. Faculty, staff and current students are encouraged to submit nominations. The nomination form and more information are available at <https://provost.calpoly.edu>. The deadline for submission is 5 p.m. Monday, April 23. Email nomination materials to Jeanne Scott, Office of the Provost, at jscott29@calpoly.edu.

PeopleSoft System Upgrade Set for April 19-23

The Student and Human Resources Administration and Student Center applications, accessed through the My Cal Poly Portal, will be unavailable from 5 p.m. Thursday, April 19, until noon Monday, April 23, due to a required upgrade to the PeopleSoft system. During the maintenance window, links in the "Employee Info" and "Personal Info" sections of the "Personal Info" tab on the portal will also be unavailable. Once the PeopleSoft upgrade is complete, the current link to "Student and HR Administration" in the "My Apps" column on the left side of the portal home page will be split into two new links: "Student Administration" for student services and "HR Administration" for human resources services. This upgrade will help Cal Poly prepare for the CSU's systemwide transition to a Common Management Systems (CMS), which will support human resources, financial and student services administration functions for all 23 campuses. If you have questions or need help, contact the ITS Service Desk at servicedesk@calpoly.edu or ext. 6-7000.

Faculty and Staff Mixer to be Held at Myron's April 5

Myron's, Cal Poly's bistro-style restaurant, is bringing Italy to San Luis Obispo from 4 to 6 p.m. Thursday, April 5. The first mixer of spring quarter will offer a special tasting of clams and linguini, mozzarella stuffed zucchini blossoms, polenta and braised beef, caprese salad, and tiramisu. Come visit with coworkers and colleagues and enjoy two glasses of beer or wine for \$6 per guest. Myron's is located upstairs in the Dining Complex (No. 19), across from the Rec Center. For additional information, visit <https://www.calpolydining.com/myrons/>.

Catastrophic Leave

Dylan Bennett, custodian in Facilities Management — Custodial Services, has qualified for catastrophic leave. Those wishing to donate leave credits to help him remain in full-pay status during an extended leave of absence should contact catastrophic leave coordinator Laura McCarren at ext. 6-5212 or lmccarre@calpoly.edu to request a donation form.

Christopher Essman, grounds worker in Facilities Management — Landscape Services, has qualified for catastrophic leave. Those wishing to donate leave credits to help him remain in full-pay status during an extended leave of absence should contact catastrophic leave coordinator Laura McCarren at ext. 6-5212 or lmccarre@calpoly.edu to request a donation form.