



Employment

Employment Opportunities

For all available job openings, visit jobs.calpoly.edu. All new positions opened this week are listed below. To apply, go online and complete the application form. For assistance, call Human Resources at ext. 6-2236.

#494624— Administrative Support Coordinator I (12 month) — History. Student Affairs — College of Liberal Arts. \$45,000-\$54,000 per year. Anticipated hiring range: \$34,152-\$61,776 per year. Open until filled.

#494755 — Police Officer, Administration and Finance — Public Safety. \$56,184-\$86,820 per year. Salary commensurate with the background and experience of the individual selected. Open until filled.

#494803 — Temporary One-Year Planning/Project Analyst. Administration and Finance — Facilities Management and Development. \$39,456-\$76,164. Anticipated hiring range: \$48,000-\$66,000. Open until closed.

#494793 — Planning/Project Analyst. Administration and Finance — Facilities Management and Development. \$39,456-\$76,164 per year. Anticipated hiring range: \$51,600-\$66,000 per year. Open until filled.

#494929 — Project Manager (Administration and Finance) (Management Personnel Program), Administration and Finance. Salary commensurate with the background and experience of the individual selected. Open until filled.

#494871 — Construction Inspector, Administration and Finance — Facilities Management and Development. Salary commensurate with the background and experience of the individual selected. Open until filled.

#494920 — Communications Specialist (Public Affairs/Communication Specialist), Academic Affairs — College of Architecture and Environmental Design. \$35,076-\$63,396 per year. Anticipated hiring range: \$50,400-\$62,400 per year. Open until filled.

Cal Poly to Provide Free Tax Preparation for Underserved Communities

For the 29th consecutive year, the Orfalea College of Business is providing free tax return preparation assistance through the Volunteer Income Tax Assistance program. Cal Poly's on-campus VITA clinics will be held from 10:30 a.m. to 2 p.m. Saturdays from Feb. 1 through March 14. More than 100 Cal Poly accounting students will prepare tax returns as part of this year's VITA program, which is sanctioned and coordinated by the Internal Revenue Service and California Franchise Tax Board. These IRS-certified students will prepare returns, and Orfalea College of Business faculty and volunteer certified public accountants will review and file the returns. Students will prepare basic forms for local individuals and families earning less than \$54,000. The Orfalea College of Business has hosted VITA clinics on campus since 1991. In the last decade, students have helped prepare more than 7,000 tax returns for community members. The clinics serve as a valuable, hands-on senior project, allowing students to prepare returns, interact with clients and help underserved communities. Learn more at <https://www.cob.calpoly.edu/vita/>.

Online Distinguished Speaker Series Continues Jan. 30

Grab some friends or colleagues and tune into the second online CPX Distinguished Speaker Series on Thursday, Jan. 30: — From 11:15 a.m.-12:30 p.m.: Learn about the latest research on the history and impact of affirmative action on Asian Americans in higher education.

From 12:45-2 p.m.: Gain a deeper understanding of current national data and academic trends for underrepresented minority students, best practices that advance academic achievement outcomes among Latinx students, and much more.

From 2:15-3:30 p.m.: Learn about research-based best practices for increasing the representation of faculty and staff from diverse backgrounds.

Snack packs — pictured — are available for any student clubs or organizations hosting viewing parties. To reserve one, contact the Office of the Vice President for Student Affairs at ext. 6-1521 or email kemedeur@calpoly.edu. The online series is available online via Zoom. Register at <http://bit.ly/CPXspeakerseries>. The series continues on Feb. 6.

Join Cal Poly Basketball for Faculty/Staff Appreciation Night on Feb. 5

As a sign of appreciation for everything faculty and staff members do for the university, Cal Poly Athletics is offering four free general admission tickets to the men's basketball game on Wednesday, Feb. 5, as part of Faculty/Staff Appreciation Night. The Mustangs will take on Long Beach State at 7 p.m. in Mott Athletics Center. Faculty and staff can claim their four free tickets to the game by showing their Cal Poly ID at the Cal Poly Ticket Office or at the Mott Athletics Center Box Office on the night of the game. For more information or to purchase tickets to other Cal Poly men's basketball games, visit www.gopoly.com.

Cal Poly Report

Jan. 29, 2020

Employment

ASI Employment Opportunities

Visit http://www.asi.calpoly.edu/job_areas 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 — Event Management. Annual salary: \$53,586 with excellent benefits. Position open until filled.

Director — Recreational Sports. Annual salary: \$101,530 with excellent benefits. Position open until filled.

Assistant Director — Wellness and Fitness. Annual salary: \$71,837 with excellent benefits. Position open until filled.

Administrative Assistant II — University Union (Temporary Full Time). Salary: \$21.56/hour with excellent benefits. Position open until filled.

New Voluntary Employee Benefits Offered for 2020, Special Enrollment Period Starts Feb. 1

The CSU has announced an opportunity for eligible employees and their dependents to enroll in new critical illness, accident and voluntary life insurance during a special enrollment period beginning Feb. 1 through Feb. 29, directly through The Standard website. The Standard Insurance Co. is hosting multiple webinars as well as an on-campus meeting on Feb. 12 for employees to learn more about these benefits. For details visit <https://afd.calpoly.edu/hr/benefits/events.php/>.

Faculty and Staff Mixer to be Held at Myron's on Jan. 30

Come to Myron's Bistro from 4-6 p.m. Thursday, Jan. 30, for the first faculty and staff mixer of the quarter. This Taco Thursday will offer fish tacos, carnitas tacos, crudité platter, salad, and chips and salsa. Two glasses of beer or wine are also included, all for only \$6.50, along with a raffle contest to win lunch for two at Myron's in a raffle contest. Note that mixers are first come, first served. Space is limited, so be sure to come early to guarantee your spot. Myron's is located upstairs in the Dining Complex (No. 19), across from the Cal Poly Recreation Center. For additional information, visit <https://www.calpolydining.com/myrons/>.

Retirements

Susan Olivas is retiring from Cal Poly after 14 years of dedicated service to the university. A Cal Poly alumna (Social Sciences, '90), Olivas returned to campus in 2005 with Academic Affairs as a member of the PeopleSoft Project. She became a lead academic class scheduler and administrator for the university master calendar of events before becoming associate registrar for Catalog, Curriculum and Scheduling in 2010. In this role, Olivas has been instrumental in bringing new technology to campus, including converting the academic catalog to an online format, as well as implementing an online curriculum management system allowing academic departments to review and propose course and program changes through an electronic workflow system. She has led many behind-the-scenes projects, such as the coding and enforcement of course prerequisites that have influenced the day-to-day running of the university. Students will also have seen Olivas' impact on campus. As a member of the Classroom Upgrade Strike Team, she has advocated for additional seats and teaching space for academic classes, as well as identifying university lecture rooms for remodeling and improvement. Most recently she was recognized with the Outstanding Staff Award for the 2018-19 academic year. Her ability to lead by example, with compassion and foresight, will be missed. The campus community is invited to join the Office of the Registrar for a retirement celebration from 3:30 to 5:30 p.m. Wednesday, Feb. 12, in the Rossi Grand Lobby of the Christopher Cohan Performing Arts Center.

Catastrophic Leave

Pedro Andres, 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 lmcarre@calpoly.edu to request a donation form.

Alberto Jimenez, custodian in University Housing — Custodial Operations, 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 Karen Schmidt at ext. 6-5935 or kdschmid@calpoly.edu to request a donation form.

Grace Harklerode, custodian in Facilities Management — Custodial Services, has qualified for catastrophic leave. Those wishing to donate leave credits to help her 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.