



### **Employment**

#### **Employment Opportunities**

For all available job openings and to apply, visit [jobs.calpoly.edu](https://jobs.calpoly.edu). For assistance, call Human Resources at ext. 6-2236.

**#496410 — One Year Temporary Administrative Support Coordinator**, College of Agriculture, Food and Environmental Sciences — Agribusiness Department and Experience Industry Management Department. \$34,152-\$61,776 per year. Anticipated hiring range: \$34,152-\$39,996 per year. Open until filled.

**#496421 — Senior Administrative Coordinator** (Administrative Support Coordinator II), College of Engineering — Civil and Environmental Engineering. \$34,152-\$61,776 per year. Anticipated hiring range: \$45,600-\$52,800 per year. Open until filled.

**#496423 — Lead Coordinator for Allyship Initiative and Center for Leadership** (Student Service Professional III), Student Affairs — Dean of Students Office. \$56,292-\$80,196 per year. Anticipated hiring range: \$56,400-\$66,000 per year. Open until filled.

**#496364 — Director for Student Diversity and Belonging** (Administrator II), Student Affairs — Dean of Students. Salary commensurate with the background and experience of the individual selected. Open until filled.

**#496433 — Wireless Network Delivery Analyst** (Network Analyst), Information Services — Information Technology Services. \$52,464-\$129,504 per year. Anticipated hiring range: \$75,000-\$85,000 per year. Open until filled.

**#496390 — Administrative Support Floater** — College of Science and Mathematics. Academic Affairs — College of Science and Mathematics. \$2,705-\$4,592 per month. Anticipated hiring range: \$3,000-\$3,500 per month (\$17.31/hour-\$20.19/hour). Open until filled.

**#496446 — Emergency Hire Graphic Communication ITC** (Information Technology Consultant), Academic Affairs — College of Liberal Arts. \$25.22- \$62.26 an hour. Emergency hire anticipated hiring range: \$25.22-\$27.75 an hour. 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 apply, visit <https://www.calpolycorporationjobs.org/>. For assistance, contact Human Resources at ext. 6-1121.

**Marketing Design Coordinator**, Marketing and Communication, \$46,716.80- \$70,096 per year.

### **Continue to Check Campus Health and Wellbeing Website for Updates on COVID-19 and Campus Response**

On March 16, university leaders made the difficult decision to take several actions to minimize the population on campus over spring quarter, based on guidance from the Chancellor's Office and recent announcements by California Gov. Gavin Newsom and the Centers for Disease Control and Prevention calling for greater social distancing and other preventative measures. The campus remains open, and services to support students and employees are available. Updates are being released frequently via email and at <https://chw.calpoly.edu/coronavirus>. The website contains information about health, classes, housing and dining, events, travel guidance, information technology services and human resources.

### **Anxiety and Financial Counseling Available to Employees**

Human Resources wants everyone in the campus community to stay safe and take the time to ensure the health and well-being of family and friends as well as themselves. Human Resources wants all employees to know that there are services available at this time to help with anxiety and financial concerns. These services can help with an employee's emotional health and well-being as well as other life management services such as financial counseling. With the ongoing changes in work and the manner in which that work gets done, as well as the stress of new routines, remember to take care of your personal health and well-being. Visit <https://afd.calpoly.edu/hr/employee-resources/work-life> or reach out to [humanresources@calpoly.edu](mailto:humanresources@calpoly.edu).

### **Open Forums for Two Provost Finalists to be Rescheduled**

The recruitment for Provost and Executive Vice President for Academic Affairs has been postponed, as the campus continues to actively monitor the COVID-19 situation. The two candidates slated to visit campus this week will be rescheduled to a later date to ensure that faculty, students and staff have the opportunity to meet with each candidate and for each candidate to have an equitable experience at Cal Poly. An announcement will be made when candidates are rescheduled for their respective visits.

# Cal Poly Report

March 18, 2020

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## **Village Market Now Accepting SNAP/EBT Payment**

Village Market is now accepting SNAP/EBT payment on approved items, in an effort to reduce food insecurity on campus and help students meet their nutritional needs. SNAP — the Supplemental Nutrition Assistance Program — is a federal program that provides low-income individuals with an EBT card and ancillary funds to purchase nutritious foods at grocery stores and farmers markets. Campus Dining's application was recently approved by the USDA to accept EBT payment. To help every student stay focused on their studies, Campus Dining and other Cal Poly organizations have implemented programs to fight student hunger, including Mustang Meal Share, Feed Cal Poly and the Cal Poly Food Pantry. EBT cards will be accepted at Campus Market, no questions asked, and with complete confidentiality so everyone can have access to a nutritious, balanced diet. Have questions or need a little help yourself? Inquire about the program by contacting [health@calpoly.edu](mailto:health@calpoly.edu) or ext. 6-1211.

## **TAPS Seeks to Improve Electric Vehicle Drivers' Experience**

Many campus community members take their sustainability commitments to the next level by driving electric vehicles (EVs). To reward their mindfulness, Transportation and Parking Services (TAPS) wants to ensure the best on-campus experience possible. As EV use increases, TAPS is seeking feedback on the unique challenges that drivers face. The department wants to hear your ideas to bolster transportation and parking-related programs and services for use equity among community members. For that reason, the university is launching a new group to unite students, faculty and staff members who drive EVs. TAPS is developing a campus community to facilitate communication and disseminate information on Cal Poly's EV program. To be added to this group's list-serve, contact Cheryl Andrus with Commuter Services at [commute@calpoly.edu](mailto:commute@calpoly.edu).

## **Kennedy Library Campus Administrative Policy Available for Review**

The draft Campus Administrative Policy (CAP) for Kennedy Library is now available for review until April 11 at <https://policy.calpoly.edu/>. Submit feedback to [cap@calpoly.edu](mailto:cap@calpoly.edu).

## **TIDE: Teaching for Inclusion, Diversity, and Equity Applications Due April 8**

Applications are open to faculty for TIDE: Teaching for Inclusion, Diversity, and Equity, now in its fifth year. This program creates a community of colleagues who collaborate as they deepen their personal insights in, and practical knowledge of, diversity principles and inclusive teaching practices. The integrated program first introduces participants to inclusive teaching practices and principles of diversity and equity, and then provides support for applying those insights to teaching and learning experiences. The extended program begins in early summer 2020 and continues through fall quarter 2020. Tenure-line faculty and lecturers are welcome from all disciplines. A \$1,500 stipend available for eligible participants. Applications are due Wednesday, April 8. Learn more and apply at <https://ctlt.calpoly.edu/teaching-inclusion-diversity-equity-2020>.

## **Microsoft License Change Will Limit Features for Some Users**

On April 1, Microsoft will change Office365 licenses for higher education customers, which will limit the features available to some campus community members. All faculty and staff will still have full access to the web-based Office 365 applications, but emeritus and CSU bargaining units 5, 6 and 11 will no longer be eligible to download the desktop Microsoft Office software suite (which includes Word, Excel, PowerPoint, Outlook and OneNote). The bargaining units affected by the new licensing model are primarily comprised of janitorial, groundskeeping and skilled craft workers. If there is a demonstrated need for access to the desktop versions of Microsoft applications for individuals impacted by this change, Information Technology Services (ITS) does have a limited number of full licenses that can be applied in order to enable those features. Microsoft will not make any changes to student licenses as part of this update. Similarly, Cal Poly Corporation and ASI customers who have a contract with ITS for Office 365 accounts will continue to be able to download the desktop Office applications. If you have questions, contact the ITS Service Desk at [servicedesk@calpoly.edu](mailto:servicedesk@calpoly.edu) or ext. 6-7000.

## **Catastrophic Leave**

Yanet Aguilar, 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](mailto:lmccarre@calpoly.edu) to request a donation form.