

Employment

State Employment Opportunities

For an official vacancies list and to apply, visit www.calpolyjobs.org. For assistance, call Human Resources at ext. 6-2236.

#104754 — Administrative Support Assistant II (Administrative Support Assistant II – 12 Month), Academic Programs and Planning — Writing and Rhetoric Center. \$2,539-\$4,202 per month. (Anticipated hiring range: \$2,662-\$3,740 per month.) Open until filled.

#104765 — Director of Operations (Administrator II), Administration and Finance. Salary commensurate with background and experience. Open until filled.

#104766 — Assistant Vice President for Student Affairs, Health and Wellbeing (Administrator III), Student Affairs, Health and Wellbeing. Salary commensurate with background and experience. (Anticipated hiring range: \$14,166-\$15,000 per month.) Open until filled.

#104773 — Assistant Dean of Advancement and External Relations (Administrator III), College of Science and Mathematics. Salary commensurate with background and experience. Open until filled.

#104759 — Cal Poly Scholars Coordinator (Student Services Professional II – 12 Month), Student Affairs. \$4,053-\$5,763 per month. (Anticipated hiring range: \$4,053-\$4,150 per month.) Open until filled. Review begins March 19.

Cal Poly 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. Go to www.calpolycorporationjobs.org to view job postings or apply. For help, call ext. 6-1121.

Graphic Designer, Marketing and Communication, \$44,907-\$67,371 per year.

Take Part in 'Why Give?' Week and Poly Gives March 5-8

March 5-7 is "Why Give?" Week, a student-led, campuswide awareness week highlighting the value of giving back and the direct impact private giving has on the unique Cal Poly student experience. Every day during "Why Give?" Week from 10 a.m. to 1 p.m., Annual Giving student ambassadors will have a booth in the UU Plaza to engage their peers in actively recognizing the countless individuals who have made a tangible difference in their lives as students. The week will culminate in Cal Poly's Day of Giving, Poly Gives, on March 8. A 30-hour digital giving campaign, Poly Gives is the day when alumni, parents and friends give back to the Cal Poly they love, and students show their appreciation for the thousands of generous donors, faculty and staff who help make Learn by Doing possible. Poly Gives raises awareness among students about the impact of private giving and part of a greater movement on campus to cultivate a spirit of philanthropy among the greater Cal Poly community. Students, faculty and staff are invited to sport their Cal Poly proud gear and come out to Poly Gives UU Hour in the UU Plaza at 11 a.m. Thursday, March 8, for free food, giveaways and a photo booth.

Take Cal Poly Food Distribution Site Survey by March 9

Campus Health and Wellbeing is collaborating with the Food Bank Coalition of San Luis Obispo County to host a food distribution site on campus. The Food Bank Coalition administers The Emergency Food Assistance Program (TEFAP) once a month to low-income families and individuals at no cost. Students, faculty and staff are asked to complete a brief survey to gauge hunger on campus. All responses are kept confidential and anonymous. Complete the survey by Friday, March 9, in English or Spanish at <https://www.surveygizmo.com/s3/4165509/SLO-Food-Bank-Distribution-Site>. Questions? Call Christine Nelson at ext. 6-6109.

Career Services hosts Failure Wall at Kennedy Library from March 12-23

Career Services will host an interactive Failure Wall exhibit from March 12-23 in the first-floor gallery of the Kennedy Library (No. 35). This interactive display is an opportunity to help students learn from their setbacks and missteps, and realize that failures build resilience and community. The entire Cal Poly community is invited to share, reflect and discuss these experiences by posting notes, drawings and personal stories on the wall.

Cal Poly Continues to Provide Free Tax Preparation Through March 17

The Orfalea College of Business will continue to provide free tax return preparation assistance through the Volunteer Income Tax Assistance (VITA) program at clinics in San Luis Obispo and Santa Maria. The on-campus VITA clinics are open from 10:30 a.m. to 2 p.m. Saturdays through March 17. An appointment-only VITA clinic on Allan Hancock College's campus will remain open through March 31. More than 125 IRS-certified students have already served hundreds of community members since clinics opened Feb. 3. Orfalea College of Business faculty and volunteer certified public accountants review and file the returns. Students prepare basic forms for local individuals and families earning less than \$54,000. These include 1040, 1040A, 1040EZ, 540, 540A, 540EZ and some supporting forms. Participants need to bring an ID, Social Security card and/or Individual Taxpayer Identification Number, as well as 2016 tax returns and all 2017 tax-related documents, including child care expenses and health insurance coverage information. For more information, call ext. 6-2667 (English and Spanish) or visit <https://www.cob.calpoly.edu/vita/>.