



Employment

Employment Opportunities

For all available job openings, visit jobs.calpoly.edu. To apply, go online and complete the application form. Current employees can also find job postings at <https://careers.calstate.edu/>, an internal job site for CSU employees. For assistance, call Human Resources at ext. 6-2236.

#506728 — Associate Registrar (Administrator II) — Academic Affairs — Office of the Registrar. Salary commensurate with the background and experience of the individual selected. Open until filled.

#505253 — Administrative Coordinator — Dean of Students (Administrative Support Coordinator I) — Student Affairs — Dean of Students. \$3,064-\$5,148 per month. Anticipated hiring range: \$3,115-\$4,000 per month. Open until filled.

#505850 — Technical Integration Engineer (Analyst/Programmer — Career) — Information Services — Apps Data and Integrated Business Operations. \$4,372-\$10,792 per month. Anticipated hiring range: \$6,667-\$10,000 per month. Open until filled.

#506414 — Senior Director of Development — College of Architecture and Environmental Design (Administrator II) — Academic Affairs — College of Architecture and Environmental Design. Salary commensurate with the background and experience of the individual selected. Open until filled.

#505883 — Human Resources Generalist (Confidential Administrative Support II) — University Personnel — Human Resources. \$4,233-\$9,514 per month. Anticipated hiring range: \$6,250-\$8,334 per month. Open until filled.

COVID-19 and Flu Vaccine Available on Campus

Rite Aid returns to campus in November to offer the Moderna and Pfizer COVID-19 vaccines, including booster shots, and the flu vaccine in the Cal Poly Recreation Center Main Gym lobby. The clinic will be open from 10 a.m. to 5 p.m. Nov. 12; and from 9 a.m. to 3 p.m. Nov. 15 and 19. Walk-ins are accepted, though appointments are strongly encouraged. Make an appointment through the COVID-19 Vaccine page at <https://coronavirus.calpoly.edu/covid-19-vaccine>. In addition, these clinics are open to family members of employees. Rite Aid is now offering doses to the 5-11 age group. Check the COVID-19 Vaccine webpage for updated information on vaccine and booster eligibility, what to bring to an appointment and more.

Donate to Mustang Holiday Gift Drive by Dec. 3

The Center for Service in Action (CSA) invites all students, staff, faculty and their families to contribute to the Mustang Holiday Gift Drive. Contribute by picking up a gift tag and purchasing a gift for a child in need or by donating money via the Mustang Holiday Gift Drive's Spur Change crowdfunding website. Each tag represents a specific request supporting local children and families in need. To pick up a gift tag, visit one of the Gift Tag Pick-up locations on campus: second floor stairway landing in Kennedy Library (No. 35), the second floor of the UU (No. 65), and the CSA in the Science Building (No. 52, Room E22). Bring newly purchased, unwrapped gift items to the CSA by Friday, Dec. 3, to help make a child smile this holiday season. For more information, visit <https://serviceinaction.calpoly.edu/>.

Faculty and Staff Volunteers Needed for Fall Commencement Weekend Dec. 11-12

The Commencement Office is seeking faculty and staff volunteers for the following Fall Commencement events at Spanos Stadium:

- Fall Commencement 2021 ceremony (Dec. 11): <https://commencement.calpoly.edu/fall>
- Class of 2020 Celebration (Dec. 12): <https://commencement.calpoly.edu/class-of-2020>

Volunteer tasks may include greeting graduates and guests; ensuring guests have access to shuttles, wheelchairs and first aid; helping with stadium logistics and more. Volunteers will receive a \$50 gift card to the University Store or campus dining venues for each shift. Volunteers must follow public health guidelines and participate in a training. Note: Non-exempt employee participation is voluntary but should be compensated for time through compensatory time off (CTO). CTO will not incur an unbudgeted expense to an employee's department. Exempt employees may use a flexible work schedule during commencement week to shift work hours from week to weekend. All participating employees must obtain approval from supervisors to participate. Anyone with questions should contact Human Resources. Sign up: <https://survey.alchemer.com/s3/6596998/Fall-Commencement-2021-Volunteer-Sign-Up>.

Cal Poly Report

Nov. 10, 2021

Employment

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 all available job postings or apply, visit <https://www.calpolycorporationjobs.org/>. For assistance, contact Human Resources at ext. 6-1121.

Registered Dietitian and Sustainability Coordinator, Campus Dining, \$53,892-\$80,880 annually.

Marketing and Communications

Coordinator, Cal Poly Center for Innovation Entrepreneurship (CIE), \$22.26-\$28.08 per hour.

Executive Chef (Internal Only), Campus Dining, \$62,108.80-\$93,204.80 annually.

Help Campus Dining Build a Better Dining Experience and Win Great Prizes

Campus Dining is looking to build a Better Dining Experience and wants feedback from the campus community. Creating an eclectic, on-trend dining experience is a job that takes near-constant tweaking and research. The annual fall survey is a big part of that process. Completion of the survey, which takes roughly eight minutes, enters each respondent into a sweepstakes to win one of three prizes: a set of AirPods Pro with a Cal Poly case, The North Face backpack with a hydro flask and \$100 Starbucks gift card, or a Polaroid Now Instant Camera with film bundle. Your responses will help Campus Dining improve customer experience for staff, faculty and students, and help it develop more innovative ways to deliver products and serve the campus. The survey is open from Nov. 8-19 and can be accessed at <https://www.calpolydining.com/survey/>.

Join Volleyball for Faculty/Staff Appreciation Night on Nov. 12

In appreciation for what faculty and staff members do for the university, Cal Poly Athletics is offering four free general admission tickets to the Cal Poly volleyball match on Friday, Nov. 12. The Mustangs will host UC Davis, and the match is set for 7 p.m. in Mott Athletics Center. Faculty and staff can claim their free tickets by showing their Cal Poly ID at the Cal Poly Ticket Office or at the Mott Athletics Center box office on game day.

Share Input on Cal Poly Branded Styles

Cal Poly's trademark licensing team is seeking feedback about university-branded sweatshirts, water bottles and more! The team wants to better understand campus shopping habits and preferences to help inform future design, style and product decisions. As a thank you for completing this survey, participants will be entered into a drawing for one of eight \$25 Cal Poly university store gift cards. Participants' identities will only be used for entry into the drawing. The survey will be open through Tuesday, Nov. 30, at <https://surveys.propellerinsights.com/s3/a032921-x1>.

Holiday Cheese Boxes Available

Students at the Cal Poly Creamery are ready for the 2021 holiday season. Find something special for everyone on your list. Gift box sales kick off in November with tempting, new options, including traditional favorites and delicious new cheeses. Three shipping options, as well as local pick-up dates, will be available. Shipping is offered within the U.S. and gift certificates are available online for direct email delivery. Order by Dec. 7 to receive an order by Dec. 25. Stay tuned on Facebook and Instagram at [@calpolycreameryslo](https://www.facebook.com/calpolycreamery) for updates and visit <https://calpolycreamery.com/>.

Retirements

The Music Department will celebrate three of its retirees starting at 4 p.m., Friday, Nov. 12, in the lobby of the Performing Arts Center. Professor **Antonio "Greg" Barata**, staff member **Druci Reese** and Professor **W. Terrence "Terry" Spiller** will be honored for their more than 90 years of combined service. An RSVP is welcome, but not required: bit.ly/retirement-rsvp. Make an evening of it by staying for the Cal Poly Fall Jazz Concert at 7:30 p.m. in the PAC Pavilion. For more information about either event, [email music@calpoly.edu](mailto:emailmusic@calpoly.edu) or call ext. 6-2406.

Starting on Nov. 15, **Debbie Tuson** will learn the truth of the statement that "The trouble with retirement is that you never get a day off" (Abe Lemons). Tuson started her career as a payroll clerk 21 years ago and will throw in the towel after working her way up to serving as the Orfalea College of Business finance/personnel analyst and executive assistant to the dean. She has truly exemplified the spirit of Cal Poly's Learn By Doing ethos. Tuson will be honored with a reception from 1-3 p.m. Monday, Nov. 15, in Orfalea College of Business Dean's Office Conference Room (No. 03), Room 455. All are welcome to join in wishing her joy and happiness in retirement. For more information about the reception, contact Kathy Carpenter at kcarpe04@calpoly.edu.