



### Employment

#### **Employment Opportunities**

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

**#503664 — Athletics Communications Specialist (Public Affairs/Communications Specialist II)** — Student Affairs — Intercollegiate Athletics. \$42,180- \$76,296 per year. Anticipated hiring range: \$48,000-\$66,000 per year. Open until filled.

**#503959 — Administrative Support Coordinator — Psychology and Child Development (Administrative Support Coordinator II)** — Academic Affairs — College of Liberal Arts. \$37,380-\$67,668 per year. Anticipated hiring range: \$43,200-\$57,600 per year. Open until filled.

**#500766 — On-Site Support Specialist — Campus Support (Information Technology Consultant — Career)** — Information Services — Client Services and Portfolio Management. \$52,464-\$129,504 per year. Anticipated hiring range: \$65,000-\$85,000 per year. Open until filled.

**#504418 — Project Manager (Administrator II)** — Administration and Finance — Facilities Management and Development. \$54,996-\$165,000 per year. Anticipated hiring range: \$84,000-\$96,000 per year. Open until filled.

**#499240 — Systems Administrator (Operating Systems Analyst — Career)** — Information Services — Infrastructure and Platform Development. \$52,464-\$129,504 annually. Anticipated hiring range: \$79,200-\$90,276 annually. Open until filled.

**#503962 — Event Operations Analyst (Administrative Analyst/Specialist Exempt I)** — Administration and Finance — Facilities Management and Development. \$46,764-\$84,612 per year. Anticipated hiring range: \$55,200-\$72,000 per year. Open until filled.

**#504268 — Lead Groundworker** — Administration and Finance — Facilities Management and Development. \$37,092-\$67,116 per year. Anticipated hiring range: \$45,600-\$56,400 per year. Open until filled.

**#503965 — Personnel Analyst — Orfalea College of Business (Administrative Analyst/Specialist Non-Exempt)** — Academic Affairs — Orfalea College of Business. \$39,456-\$84,612 per year. Anticipated hiring range: \$48,000-\$64,800 per year. Open until filled.

**#503953 — Assistant Director of Parking Services (Administrator I)** — Administration and Finance — Public Safety. Salary commensurate with the background and experience of the individual selected. Open until filled.

#### **Awardees to be Recognized at Convocation on Sept. 13**

Faculty and staff are invited to attend the annual Convocation event at 2:30 p.m. Monday, Sept. 13, in the Performing Arts Center. The event will also be live-streamed on the Fall Conference website. Keith Humphrey, vice president for Student Affairs, will serve as emcee. The program includes representatives from student government, the California Faculty Association and the Academic Senate. President Armstrong will give his State of the University address. The award winners for Distinguished Scholarship, Distinguished Teaching, Outstanding Staff, and Outstanding Faculty Advisory will be recognized. A reception will immediately follow at approximately 4 p.m. in the PAC Plaza. Spouses and partners of employees are welcome to attend. Visit <https://fallconference.calpoly.edu/> for more information.

#### **Volunteers Needed to Welcome New Mustangs at Fall Move-In**

University Housing invites all faculty and staff to volunteer to help new and returning students move into campus residence halls and apartments during Mustang Move-In.

As a volunteer, you may:

- Welcome new students and their supporters.
- Provide directions and answer questions.
- Help unload cars into rolling carts and direct students to buildings.
- Collect rolling carts.
- Coordinate student and staff volunteers (leads only).

All volunteers will receive a meal voucher and will be entered into a drawing for two iPad minis and other prizes. To learn more and sign up, visit <https://www.signupgenius.com/go/mustangwelcome2021>. To volunteer as a Team Lead, visit <https://www.signupgenius.com/go/welcometeamlead2021>.

## Employment

### Employment Opportunities, continued

**#503645 — Administrative Coordinator — Music (Administrative Support Coordinator II)** — Academic Affairs — College of Liberal Arts. \$37,380-\$67,668 per year. Anticipated hiring range: \$45,600-\$60,000 per year. Open until filled.

**#503292 — Police Dispatcher II** — Administration and Finance — Public Safety. \$42,156-\$76,224 per year. Anticipated hiring range: \$57,600-\$64,800 per year. Open until filled.

**#504200 — Senior Director of Development — College of Science and Mathematics (Administrator II)** — Academic Affairs — College of Science and Mathematics. Salary commensurate with the background and experience of the individual selected. Open until filled.

**#503668 — Administrative Support Coordinator — Animal Science (Administrative Support Coordinator II)** — Academic Affairs — College of Agriculture, Food and Environmental Sciences. \$36,768-\$61,776 per year. Anticipated hiring range: \$43,200-\$56,400 per year. Open until filled.

**#504125 — Social Justice and MultiCultural Programs Coordinator — MultiCultural Center (Student Services Professional II)** — Student Affairs — Diversity and Inclusion. \$51,648-\$73,440 per year. Anticipated hiring range: \$51,648-\$56,400 per year. Open until filled.

**#504233 — Housing Management Software Specialist (Administrative Analyst/Specialist Non-Exempt)** — Student Affairs — University Housing. \$39,456-\$76,164 annually. Anticipated hiring range: \$48,000-\$60,000 annually. Open until filled.

**#503727 — Events Coordinator — Office of the President (Administrative Support Coordinator II)** — Office of the President. \$40,224-\$67,668 annually. Anticipated hiring range: \$43,200-\$56,400 annually. Open until filled.

**#503718 — University Housing Depot Support Associate (Laborer)** — Student Affairs — University Housing. \$2,912-\$5,048 per month. Anticipated hiring range: \$2,912-\$3,650 per month. Open until filled.

**#504087 — Lead Access Specialist and Deaf Services Coordinator (Student Services Professional III)** — Student Affairs — Disability Research Center. \$56,292-\$80,196 per year. Anticipated hiring range: \$56,292-\$61,920 per year. Open until filled.

**#503590 — Assistant Program Coordinator (Extended Education Specialist I)** — Academic Affairs — Extended Education. \$53,916-\$76,740 per year. Anticipated hiring range: \$53,916-\$60,000 per year. Open until filled.

### Heavy Traffic Expected Sept. 14-15 During Move-In

New student housing move-in is taking place on Tuesday and Wednesday, Sept. 14 and 15. These will be extremely heavy traffic days on and around campus. Faculty and staff who must come to campus on those days are asked to park in the "H" lots. Employees who are not part of the move-in process and have approved telecommuting agreements are encouraged to telecommute if possible.

### Return to Campus Toolkits Provide Resources to Support Employees

The Employee and Organization Development department is proud to announce a Return to Campus Toolkit for Employees and a second Return to Campus Toolkit for Managers to support a safe and smooth campus repopulation effort. You can access the toolkits at

<https://afd.calpoly.edu/learn-and-grow/employee-development/toolkits/return-to-campus-employee> and <https://afd.calpoly.edu/learn-and-grow/manager-development/return-to-campus-manager>. These are part of a

collection of 23 toolkits custom curated for faculty, staff and student employees to provide on-demand resources to meet the personal and professional development needs of employees and managers. Whether transitioning back onto campus in a full-time or hybrid scenario, employees and managers will have the skills and support needed to succeed in navigating this transition. Check out these toolkits with practical information on resources available to address health and safety, productivity and meetings, planning and re-boarding, and employee well-being. For more information on resources and policies to support a safe return to campus, also see the Learn & Grow September Newsletter: <https://mailchi.mp/c3b9f36173fb/tyvy1vfafu-5698688>.

## Employment

### Employment Opportunities, continued

**#503925 — Media and Communications Specialist (Public Affairs/Communication Specialist II)** — Academic Affairs — College of Liberal Arts. \$35,076-\$63,396 per year. Anticipated hiring range: \$40,800-\$60,000 per year. Open until filled.

**#504202 — Administrative Assistant — Office of the President (Confidential Office Support III)** — Office of the President. \$38,448-\$68,196 annually. Anticipated hiring range: \$45,000 - \$60,000 annually. Open until filled.

**#503924 — Administrative Support Assistant II 10/12 — English and History** — Academic Affairs — College of Liberal Arts. \$29,124-\$45,924 per year. Anticipated hiring range: \$30,000-\$36,996 per year. This position is paid under the 10/12 pay plan, in which the salary for 10 months is distributed over 12 months. Open until filled.

**#503301 — Administrative Coordinator — Biomedical Engineering (Administrative Support Coordinator II)** — Academic Affairs — College of Engineering. \$37,380-\$67,668 per year. Anticipated hiring range: \$43,200-\$56,400 per year. Open until filled.

**#503730 — Administrative Assistant — Chemistry and Biochemistry (Administrative Assistant II)** — Academic Affairs — College of Science and Mathematics. \$34,944-\$55,104 annually. Anticipated hiring range: \$36,000-\$44,400 annually. Open until filled.

**#503671 — Donor Relations and Financial Coordinator — Orfalea College of Business (Administrative Support Coordinator II)** — Academic Affairs — Orfalea College of Business. \$36,768-\$61,776 per year. Anticipated hiring range: \$43,200-\$56,400 per year. Open until filled.

**#503865 — Customer Service Specialist — Public Safety (Administrative Support Coordinator I)** — Administration and Finance — Public Safety. \$36,768-\$61,776 per year. Anticipated hiring range: \$37,380-\$48,000 per year. Open until filled.

**#503956 — Senior Parking Community Service Specialist (Community Service Specialist II)** — Administration and Finance — Public Safety. \$36,024-\$60,588 per year. Anticipated hiring range: \$43,200-\$52,800 per year. Open until filled.

**#503581 — Director of Procurement (Administrator II)** — Administration and Finance — Strategic Business Services. Salary commensurate with the background and experience of the individual selected. Open until filled.

### Campus Dining Features New Venues and Improvements

Campus community members who are returning or coming to campus for the first time this fall will be greeted with numerous new and improved dining experiences. Vista Grande is fully open and offering indoor dining. The Dining Complex (Building 19) is closed for renovation, and two food truck parks, one located outside Mott Athletics Center and the other at Upper Mustang Way, are being created to serve this area. One of the biggest changes this fall is that Campus Dining is asking for all orders be placed through Grubhub (visit <https://www.calpolydining.com/grubhub/>). Campus Dining started using mobile ordering in 2018 and switched completely to Grubhub during the pandemic. This method has proven to be an efficient way to order and an effective means of lessening crowds. Customers can order ahead and pick up when they are notified. Along this line, Campus Dining will no longer accept cash payment. See what's new at [https://www.calpolydining.com/docs/WhatsNew\\_Fall2021.pdf](https://www.calpolydining.com/docs/WhatsNew_Fall2021.pdf).

### Creating Accessible Course Materials Workshop Available in October

Since accessibility is key to creating inclusive learning spaces for students with disabilities, a four-week fully online workshop will be offered from Oct. 4-31 to provide faculty with hands-on experience creating accessible course content in Canvas. Participants will create an accessible Canvas page, an accessible Word document, and an instructional video with captions. They will also explore the Ally tool in Canvas to identify and fix inaccessible course content. Expect to spend seven to 10 hours per week. A \$500 stipend is available for eligible participants. Questions? Email Pam Dougherty at [padoughe@calpoly.edu](mailto:padoughe@calpoly.edu). Learn more and register at <https://ctlr.calpoly.edu/creating-accessible-course-materials-fall-2021>.

## Employment

### **Corporation Employment Opportunities**

To apply, visit [www.calpolycorporationjobs.org/](http://www.calpolycorporationjobs.org/). For assistance, contact Human Resources at ext. 6-1121.

**Advancement Coordinator**, Cal Poly Arts, \$18-\$20 per hour.

**HR Coordinator**, CPC Human Resources, \$19.47-\$23 per hour.

**Research Assistant**, Kinesiology, \$16.88-\$25.34 per hour.

### **New Data Security Compliance Training Requirement**

Starting in October 2021, all faculty and staff will be required to complete Data Security and FERPA compliance training in the Cal Poly Learning Hub every two years. This requirement is dictated by the California State University (CSU) Information Security Awareness Training Policy (ICSUAM 8035). The data security and FERPA training course covers the importance of keeping private data secure and provides steps employees can take to maintain the confidentiality of Cal Poly data.

Faculty and staff can complete the course now, or wait until it gets assigned in the Learning Hub next month. To complete it now visit

[https://csu.sumtotal.host/core/pillarRedirect?relyingParty=L&url=app%2Fmanagement%2FLMS\\_ActDetails.aspx%3FActivityId%3D43072%26UserMode%3D0](https://csu.sumtotal.host/core/pillarRedirect?relyingParty=L&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D43072%26UserMode%3D0).

### **Find Qualified Student Applicants, Post On-campus Positions on MustangJOBS**

Have a student employee job opening you'd like to promote? Easily post it on MustangJOBS powered by Handshake. Career Services offers this convenient, fast way to quickly reach many qualified student applicants. To post positions on MustangJOBS, get started at <https://careerservices.calpoly.edu/recruit-here/posting-job>. For more information on using MustangJOBS, contact Career Services at [careerservices@calpoly.edu](mailto:careerservices@calpoly.edu) or ext. 6-2501.

## Catastrophic Leave

**Amanda Sanchez**, 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 Carly McGuire at ext. 6-7169 or [cnmcguir@calpoly.edu](mailto:cnmcguir@calpoly.edu) to request a donation form.

**Kathleen Bracamonte**, administrative support assistant in the College of Architecture and Environmental Design — Architecture, 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 Mariam Emyan at ext. 6-1439 or [memyan@calpoly.edu](mailto:memyan@calpoly.edu) to request a donation form.

**Basak Williford**, student services professional II in SEM — Office of the Registrar, 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 Helen Bailey at ext. 6-6313 or [hbailey@calpoly.edu](mailto:hbailey@calpoly.edu) to request a donation form.

**Anya Booker**, student services professional III in the Black Academic Excellence Center, 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 leave coordinator Laurie Kobliska at ext. 6-5833 or [kobliska@calpoly.edu](mailto:kobliska@calpoly.edu) to request a donation form.

**Adrianna Montoya**, 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 Carly McGuire at ext. 6-7169 or [cnmcguir@calpoly.edu](mailto:cnmcguir@calpoly.edu) to request a donation form.

**Angela Bernal**, custodian in University Housing — Custodial Operations, 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 Tony Simpson at ext. 6-7781 or [pasimpso@calpoly.edu](mailto:pasimpso@calpoly.edu) to request a donation form.