



State Employment Opportunities

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

Financial Aid Technician (Student Services Professional IB) – Strategic Enrollment Management – Financial Aid. \$51,228-\$72,480 per year. Anticipated hiring range: \$51,228-\$56,000 per year. Open until filled. #544921

Senior Lead Financial Aid Counselor (SSP IV) – Strategic Enrollment Management - Financial Aid. \$72,228-\$103,020 Per Year. Anticipated Hiring Range: \$75,000-\$90,000 per year. Open until filled. #544913

Athletics Certification Analyst (Admin Analyst/Specialist 12 Month) – Strategic Enrollment Management – Office of the Registrar. \$55,176-\$99,816 per year. Anticipated hiring range: \$60,000-\$70,000 per year. Open until filled. #545102

Custodian - University Housing – Student Affairs – Custodial Operations - \$44,160-\$59,412 per year. Anticipated hiring range: \$44,160-\$52,589 per year. Open until filled. #544067

Assistant Registrar for Transfer Credit, Statewide Articulation Officer (Admin Analyst/Specialist 12 Month) – Strategic Enrollment Management – Office of the Registrar. \$66,444-\$120,168 per year. Anticipated hiring range: \$76,000-\$92,000 per year. Open until filled. #545184

Facilities Operations Chief Engineer (Administrator II) – Administration & Finance – Facilities Management & Development. Anticipated hiring range: \$112,000-\$130,000 per year. Open until filled. #543959

Executive Assistant to the Vice President for University Development and Alumni Engagement (Admin Analyst/Specialist 12 Month) – University Development & Alumni Engagement. \$46,548-\$89,856 per year. Anticipated hiring range: \$68,500-\$83,000 per year. Open until filled. #540385

Document Imaging Analyst (Admin Analyst/Specialist 12 Month) – Strategic Enrollment Management–Document Image Procurement Center. \$46,548-\$89,856 per year. Anticipated hiring range: \$62,500-\$76,500 per year. Open until filled. #544930

Emergency Hire - Administrative Support Graduate Education (Administrative Support Assistant I) – Academic Affairs-Provost – Grad Education. \$21.23-\$26.06 per hour. Anticipated hiring range: \$21.23-\$23.35 per hour. Open until filled. #545153

Manager, Enterprise Operations (Administrator II) – Administration and Finance – ITS-App Data & Integration Operations. Anticipated hiring range: \$135,000-\$165,200 per year. Open until filled. #544888

Assistant Registrar Catalog, Curriculum and Systems Management (Admin Analyst/Specialist 12 Month) – Strategic Enrollment Management - Office of the Registrar. \$66,444-\$120,168 per year. Anticipated hiring range: \$76,000-\$92,000 per year. Open until filled. #545003

Systems Management Analyst (Administrative Analyst - Exempt I) – Strategic Enrollment Management - Office of the Registrar. \$55,176-\$99,816 per year. Anticipated hiring range: \$62,000-\$70,000 per year. Open until filled. #545004

Jean Lee: Faculty Director of Program Improvement

Jean Lee, associate professor of Materials Engineering, has been appointed as the new faculty director of program improvement in the Office of Academic Programs and Planning. In this role, Lee will provide leadership and direction for academic assessment at the program and institutional levels; provide assessment workshops with CTLT; and coordinate the administration of external campuswide assessments. Lee has taught at Cal Poly since 2014 and has served as assessment coordinator for Materials Engineering since 2018. She was also director of the General Engineering program from 2017–19 and currently serves as chair of the Academic Senate Diversity Committee.

Cal Poly Foundation Quarterly Meeting – Feb 8

The Cal Poly Foundation Board of Directors will hold its quarterly meeting at 9:30 a.m. Saturday, Feb. 8. In compliance with Cal Poly Foundation Policy 122, public comments must be emailed to calpolyfoundation@calpoly.edu by 5 p.m. Friday, Jan. 31. The agenda will be available after Feb. 3 upon request via email. Virtual participation is encouraged; register for Zoom login details via email at least 72 hours prior to the meeting. Login details will be provided to each registrant to join as an attendee. For more information, contact the Cal Poly Foundation office at ext. 6-7147 or via email.

Additional Employment Opportunities

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

Educational Opportunity Program Counselor - Equity and Transition (SSP III) – Student Affairs – SA- Equity and Transition- Educational Opportunity Program. \$63,312-\$90,204 per year. Anticipated hiring range: \$66,480-\$74,239 per year. Open until filled. #545009

Coordinator of Athletic Equipment Services (Athletic Equipment Attendant 2) – Student Affairs – Athletics Equipment Room. \$44,160-\$68,520 per year. Anticipated hiring range: \$51,000-\$54,000 per year. Open until filled. #544970

Instructional Support Tech II - BioResource and Agricultural Engineering (Instructional Support Tech II) – Academic Affairs-Provost – CAFES-BioResource and Agriculture Engineering. \$4,389-\$7,617 per month. Anticipated hiring range: \$5,167-\$6,833 per month. Open until filled. #545006

Retention Advisor (Student Services Professional II) – Academic Affairs-Provost – AA-SS-University Advising. \$58,092-\$82,444 per year. Anticipated Hiring Range: \$58,092-\$63,444 per year. Open until filled. #544814

Executive Assistant to the Dean of Engineering (Administrative Analyst Specialist, Exempt I) – Academic Affairs-Provost – CENG-College of Engineering. \$55,176-\$99,816 per year. Anticipated hiring range: \$75,000-\$92,500 per year. Open until filled. #544999

Academic Advisor (SSP III) – Academic Affairs-Provost – AA-SS-University Advising. \$63,312-\$90,204 per year. Anticipated hiring range: \$63,312-\$74,500 per year. Open until filled. #545070

IT Support Technician (Info Tech Consultant 12 Month) – Information Services – ITS-Client Services Support Group C. \$61,896-\$152,760 per year. Anticipated hiring range: \$71,400-\$84,000 per year. Open until filled. #537718

Executive Director for Presidential Communications (Administrator II) – President – President. Anticipated hiring range: \$125,000-\$160,000 per year. Open until filled. #545037

Custodian - University Housing – Student Affairs – UH-Custodial Operations. \$44,160-\$59,412 per year. Anticipated hiring range: \$44,160-\$52,589 per year. Open until filled. #544067

Faculty and Academic Management Employment Opportunities

Candidates are asked to visit jobs.calpoly.edu to complete an application and apply for any of the positions shown below. Submit all requested application materials as attachments to your online application by the review begin date for full consideration. For assistance, email Academic Personnel at academicpersonnel@calpoly.edu.

University Archivist – Library-Special Collection and Archives. #544886

Metadata and Cataloging Librarian – Library-Information Resources.#544881

Assistant Professor Journalism - Spanish Language Journalism (25/26), CLA-Journalism. #541886

Assistant Professor of Real Estate Finance - OCOB-Finance. #544850

PART-TIME LECTURER POOLS – Pools are open for 2024-2025 academic year. Please visit jobs.calpoly.edu and search department of interest.

Campus Blood Drive

Be a hero and save up to three lives in just an hour. Join a campus blood drive hosted by University Personnel on Wednesday, Feb. 5. A Vitalant bus will be parked at Dexter Lawn University Drive Extension. Appointments are available between 10 a.m. and 2:45 p.m. Scheduled donations are prioritized over walk-ups. Donors are encouraged to hydrate well and eat a hearty meal before donating. Contact Human Resources at humanresources@calpoly.edu for more information.

Safer for Stalking Solidarity Day

Come together and raise awareness about stalking and learn what Safer is doing to address this issue. Please join us for a reception for faculty and staff from 8:30 a.m. to 10 a.m. Friday, Jan. 24, in the Wellbeing Conference Room located downstairs of the Health Center (No. 27). Please wear yellow and join Safer for pastries, coffee and time to be in community.

Workshop Exposing Hidden Bias

Employee and Organization Development continues to offer the Exposing Hidden Bias workshop, presented by Lanaya Gaberel, with an upcoming session available Jan. 29 from 10:30 a.m. to noon via Zoom. The Exposing Hidden Bias workshop brings attention to the unconscious biases we all possess and provides strategies for overcoming their impact in our work and relationships. Come learn about diversity and inclusion at Cal Poly, how to recognize areas where unconscious bias may surface, how to identify strategies for avoiding bias, and explore resources for additional learning and involvement.