February 6, 2008

# Cal Poly Report

The Weekly Newsletter For University Employees

www.calpolynews.calpoly.edu

## Employment

**State**: The official listing of staff and management vacancies is posted on *www.calpolyjobs.org.* To apply, go online and complete the application form. For assistance, call Human Resources at ext. 6-2236.

**#101550-Articulation Officer/TCE Coordinator**, Administrative Analyst/Specialist, Exempt I, Academic Affairs, ESS, Academic Records, Evaluations, $3,845-$5,770/month. Open until filled. Review begins: Feb. 15.

**Corporation**: Cal Poly Corporation is a separate corporation operating in concert with the university to provide a diverse range of services and resources to students, faculty and staff. For an application, visit Human Resources in the Foundation Administration Building, check the Web site at *www.calpolycorporation.org* or call ext. 6-7107.

**Grant Analyst I, II or III**- Sponsored Programs, $16.50-$27.02/hour, level dependent on experience. Requires high school degree, three to four years of fiscal management experience and up to eight years experience in grants and contracts administration. Must be computer literate with excellent oral and written communication skills. This position reviews proposals and analyzes award documents for conformance with Cal Poly Corporation, sponsor and university rules and regulations. Excellent benefits, including medical, dental, vision, retirement and life insurance.

## Link to Campus Entertainment/ Events:

*http://calpolynews.calpoly.edu/eventsindex.html*

### 'Savings Plus' Financial Planning Workshops Set for Feb. 13

Three one-hour financial planning workshops on the Savings Plus Program, a long-term savings program designed to supplement state employee retirement income, will be held on Feb. 13, in the Manufacturing Building, Administration and Finance Training Room, Room 105:

**10 a.m**. - Enrolling in Savings Plus Program
**Noon** - Where do I put my money?
**2 p.m.** - Approaching retirement

To register for the workshops, call Human Resources at ext. 6-2236 (Option 6) or email *humanresources@calpoly.edu*. Detailed information regarding each workshop can be found at *http://www.afd.calpoly.edu/hr/benefits/whatsnew.html*. Eligible enrollees who are unable to attend but want more information regarding the Savings Plus Program should email *spptraining2@dpa.ca.gov*, call 866-566-4777 or visit *www.sppforu.com*.

### Interdisciplinary Course Proposals Sought for 2008-09

Proposals are now being solicited for existing or experimental interdisciplinary courses to be offered under the University Studies (UNIV) prefix during the coming academic year (AY 2008-09). UNIV courses are administered by the Academic Programs office. The offerings will be subject to available funding, which may be sufficient to support two to three courses in each of the three AY quarters. Submissions should be made to Vice Provost David Conn, *dconn@calpoly.edu*, as follows:

**For courses to be offered in fall 2008** - Complete submission no later than **noon on Monday, Feb. 18**

**For courses to be offered in winter or spring 2009** – Preliminary notification of intent no later than **noon on Monday, Feb. 18**; complete submission no later than **noon on Friday, April 4.**

For criteria and submission guidelines, visit *http://www.academicprograms.calpoly.edu/whatsnew/univinter0809.htm*. For more information, contact the Academic Programs Office at ext. 6-2246 or email *acadprog@calpoly.edu*.

### Deadline Extended for Student Employee Award Nominations

Cal Poly faculty and staff members can show their appreciation for student employees by nominating them for the university's 2007-2008 Outstanding Student Employee of the Year award. Nominees must have completed at least six months part-time student employment during the academic year, June 1, 2007 to May 31, 2008. Eligible candidates include State, ASI and CP Corporation student employees. Nominees can be Federal Work-Study and non-Federal Work-Study students. Nomination forms are available at *http://www.afd.calpoly.edu/payroll/Proced.htm* and must be submitted to Luann McDonald, Financial Aid, no later than **Monday, Feb. 11**.

*Cal Poly Report is published every Wednesday. E-mail submissions to polynews@calpoly.edu by 4 p.m. on the Friday before publication.*

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**ASI:** Candidates are asked to visit the Web at *www.asi.calpoly.edu/* to complete an application and apply for any positions listed below. For position descriptions and applications, stop by the ASI Business Office, UU 212, or call ext. 6-5800.

**Faculty:** Candidates are asked to visit our online employment Web site at *www.calpolyjobs.org* to complete an application and apply for any of the positions shown below. Please submit all requested application materials as attachments to your online application, unless otherwise specified.

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