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. Applicants needing assistance may contact Human Resources at ext. 6-2236.

***REVISED***


#101514-Administrative Support Assistant, 10/12, Academic Affairs, Academic Programs and Undergraduate Education, half-time position (20 hrs/wk), $1,009-$1,513.50/month. Closes: Dec. 28.


***REVISED***


Next Cal Poly Report scheduled for Jan. 9
The next Cal Poly Report will be published on Wednesday, Jan. 9. Email submissions to polynews@calpoly.edu by 4 p.m. on Friday, Jan. 4.

Annual poinsettia sale runs through Saturday
The Poly Plant Shop’s annual poinsettia sale, featuring more than 2,500 plants in 27 different varieties and colors, continues through Dec. 15. The plants are grown by students involved in the university’s Poinsettia Agriculture Enterprise Project and range from $6 to $60. The Poly Plant Shop is open from 10 a.m. to 5 p.m. Monday through Saturday. For details, contact the shop at ext. 6-1106 or visit www.polyplantshop.

Certificates from Cal Poly’s Organic Farm – the perfect gift
Need a fresh idea for a holiday gift? Purchase a certificate for a box of crisp, hand-picked winter vegetables from the Cal Poly Organic Farm. Holiday-themed certificates for a “Gift of Veggies” are $26.50 and entitle the bearer to one full harvest box of winter herbs and vegetables anytime after Jan. 14. Order by Dec. 21. For more information, visit www.calpolyorganicfarm.com, email orgfarm@calpoly.edu or call the farm at ext. 6-6139.

Nominations for Outstanding Staff Award due by Jan. 23
The deadline to submit nomination forms for the 2007-2008 Outstanding Staff Employee Award is Jan. 23. To be eligible, nominees must be full or part-time employees of the university, corporation, or ASI and in at least their third year of employment as of Dec. 31. Employees represented by bargaining unit 3 (faculty) and former recipients of the award are ineligible. Nomination and reference forms are at http://www.afd.calpoly.edu/HR/forms/index.html#OutstandingStaff.

UPD honored for participation in NOAA weather program
The University Police Department has received the National Oceanic and Atmospheric Administration “Honored Institution Award” for 50 years of participation in the Weather Observation program. Historically, UPD took daily rainfall and temperature readings from the NOAA weather station located near Building 4 and forwarded monthly reports to NOAA and the National Weather Service. Approximately four years ago, UPD Officer John Edds integrated computer and wireless communication technologies to facilitate automated, real-time reporting of weather data. That data is accessible on the UPD Web site at www.police.calpoly.edu and is used by a variety of people and organizations.

Employment continued

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.

Research Associate, Dairy Products Technology Center, $34,320-$53,040/year. Requires master's degree in Dairy/Food Science or related field, or bachelor's degree in Dairy/Food Science or related field with two to three years of related work experience. Knowledge/experience in manufacture and properties of milk and dairy ingredients/foods and their applications.

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