Physics Colloquia to begin Sept. 23

Faculty members from Cal Poly's Physics Department, professors from other universities, government experts, and students will speak on issues ranging from evolution to ballistic missiles as part of the fall quarter Physics Colloquia. With the exception of the Tuesday, Nov. 23, program, the programs will be on consecutive Thursdays from 11 am to noon in the Science Building, Room E-14. The dates, speakers and topics are:

- Sept. 23: Joseph Boone, Cal Poly physics professor, "Science and Evolution."
- Sept. 30: Roger Townsend from Imperial College at the University of London, "High Temperature Metallurgy in Power Plants."
- Oct. 14: Richard Frankel, Cal Poly physics professor, "The Search for Life Beyond the Earth."

El Corral helps ease student book-buying

El Corral has a new book-ordering system designed to make it easier and faster for first-time students to get their textbooks.

That large, white tent pitched in front of Vista Grande Restaurant Sept. 18-19 will be a textbook distribution center, where new students can pick up their advance-ordered, individually packaged textbooks.

The reservation system, a first for Cal Poly, is giving new students attending Week of Welcome more time to become acclimated to college life.

"Instead of waiting in line to get their books, these students will be able to spend more time getting to know the campus and other new students," said Frank Cawley, director of El Corral Bookstore.

To take advantage of the service, new students sent in a card with just their name and student I.D. number. Campus computers provided bookstore staff members with a list of each student's classes and told them what books the students will need.

In addition to making it easier for new students to buy books, El Corral began an on-line book ordering system last year that gives returning students an opportunity to buy books on the Web. Doing so saves the students both time and money.

Books ordered on line are mailed to students, and, because the students get first crack at used books, they can save 25 percent.

For details, call Cawley at ext. 6-5301.

Need answers to purchasing questions?

The staff members in Contract and Procurement Services can guide you through the steps needed to buy goods and services for your department, college or office. Give them a call at ext. 6-2232 for help and information.
Your questions answered here

This new column will appear occasionally in the Cal Poly Report to provide status reports and basic facts on campus projects, policies, procedures, plans — practically anything that isn’t really making news but about which you might be curious.

If your office would like to get some information out to the rest of the campus in this format, please send us the question along with a paragraph of no more than 150 words distilling the answer into clear, plain language in time to meet our usual 10 am Wednesday deadline.

If you’d just like to ask a question, we’ll ferret out the information. That might require a little extra time.

Please continue to send your comments and opinions about university affairs to the Report’s “Piece of Mind” section, designed to improve communication within the university by giving you a place to voice your personal concerns.

Comments, questions and suggested topics — for either column — can be e-mailed to polynews@polymail (add .calpoly.edu if needed), faxed to 6-6533, or mailed to the Communications Office, Heron Hall.

For more information call ext. 6-1511.

Q: When will the blocked-off parking spaces near the Performing Arts Center be available again?

A: Construction equipment and materials for the 936-space, four-level parking structure are taking up those spaces. A few parking spaces will be recovered along the south end of the construction area when the structure opens early next year. However, most of the blocked-off area will be graded and used for the parking structure’s entrance and exit ramp as well as a drop-off area. The university is currently discussing how the parking spaces within the structure will be allocated for use (i.e., number and placement of staff and general parking spaces). You can watch the progress of the construction project on a “Web cam” at http://cmwebcam.calpoly.edu.

Grad students encouraged to attend workshop

The Kennedy Library, Provost’s Office, and Research and Graduate Programs office are sponsoring a series of five workshops for graduate students and one for graduate teaching assistants.

To encourage participation, stipends are available.

The Information Resources Workshops for graduate students are devoted to expanding skills in finding and evaluating information, as well as in using the library.

A $25 stipend will be awarded to those who complete a two-hour workshop. Five workshops, all covering the same material, will be held in the library Reference Room, 111-H, during fall quarter:

- Thursday, Sept. 23 - 4 to 6 pm
- Thursday, Sept. 28 - 7 to 9 pm
- Monday, Oct. 4 - 1 to 3 pm
- Saturday, Oct. 16 - 1 to 3 pm
- Tuesday, Oct. 18 - 10 am to noon

Graduate teaching assistants who attend the “Information Seeking Assignments for Lower-Division Courses” workshop will learn to develop library and information competence assignments for undergraduate classes, including how to design sample assignments and create electronic coursepacks.

CPR schedule

The Cal Poly Report is published every Wednesday during the academic year.

Articles are due in the Communications Office by 10 am on Thursday for the following week’s edition. Items can be e-mailed to polynews@polymail (add .calpoly.edu if needed), faxed to 6-6533, or mailed to the Communications Office, Heron Hall.

For more information please call ext. 6-1511.
Memorial endowment volleyball challenge set

The faculty and staff are encouraged to start forming six-member teams to participate in the Mark S. Reuling Memorial Endowment Volleyball Challenge, set this year for Friday and Saturday, Oct. 8-9.

The parents of Mark Reuling ('89 CAED) have created a memorial endowment to honor their son. The endowment's proceeds will go to Health and Counseling Services to conduct educational and prevention programs for bipolar disorders and depression for students and faculty and staff members.

The Reulings have challenged Cal Poly to help them make the endowment grow, and, in doing so, to increase awareness of mental illness and depression. A volleyball tournament was chosen as the campus fund-raiser because Mark was an avid player while a student at Cal Poly. The volleyball challenge is being held in conjunction with the Employee Assistance Program, which is sponsoring National Depression Screening Day activities on Thursday, Oct. 7.

Team registration will begin at the Recreation Center on Monday, Sept. 27. The cost per team is $60, and each team will receive six T-shirts. Proceeds from the registration fee will add to the endowment. This year the tournament will feature two divisions: Staff and faculty members and student employees will play on Friday, Oct. 8, and members of fraternities, sororities and student clubs will participate on Saturday, Oct. 9. The tournament will be played at the Rec Center.

For more information call Vivian Phillips at ext. 6-5279 or Joe Long, ext. 6-1366.

Y2K Awareness Day to be Oct. 14 in UU Plaza

To help the university community better prepare for possible computer-related problems that may be associated with the arrival of the year 2000 (Y2K), Cal Poly will sponsor Y2K Awareness Day on Thursday, Oct. 14.

The event, from 11 am to 3 pm in the UU Plaza, will be free and open to everyone. Departments from throughout Cal Poly, as well as representatives from area organizations and businesses, will present materials and tips on how best to plan for and prevent possible computer troubles, travel concerns, business delays and other situations that Y2K experts have been studying.

"Y2K Awareness Day will be an opportunity to provide answers to some of the most common and pressing concerns regarding Y2K issues," said Sally Anderson, administrative analyst/specialist and one of the event's organizers. "Cal Poly has been working on Y2K since March 15, 1998, and now we will have the chance to share information about the steps we've taken and to bring other specialists to campus to share their experience and knowledge."

For information regarding Cal Poly and Y2K, send e-mail to: year2000@calpoly.edu or call the Cal Poly Help Desk at ext. 6-7000.

Service Awards Luncheon to be Feb. 22

State, Foundation, and ASI employees with milestone service anniversaries in 1999 will be honored at a Service Awards Luncheon from 11:30 am to 1 pm Tuesday, Feb. 22, in Chumash Auditorium. The theme will be "Celebrating the 20th Century — Oh, what a time we had!"

Watch for more information, including where and when to buy tickets, in future issues of the Cal Poly Report.

R-2 parking lot restricted to residents

During construction of the parking structure, the R-2 parking lot, the southernmost lot along Grand Avenue, will be closed to non-residents Monday through Thursday, 7 am to 5 pm.

The special arrangements have been made to provide adequate parking for student residents.

The lot restriction and the parking situation for student residents and the faculty and staff will be evaluated later in fall quarter. The parking structure is expected to be completed in January.

For more information, call Parking and Commuter Services at ext. 6-6654.

Position vacancies

Vacancy information and applications for the following positions are available from the appropriate Human Resources office. Information is also available on the Cal Poly home page (www.calpoly.edu; click on "General Information").

STATE (Adm. 110, ext. 6-2236 or job line at ext. 6-1533). Official application forms must be received by 4 pm on the closing date or be postmarked by the closing date. (No faxes, please.) For positions marked with an asterisk, qualified on-campus applicants currently in Bargaining Units 2, 5, 7 and 9 will be given first consideration.

#09029: Web Developer (Information Technology Consultant - Career) Information Technology Services - Integrated Media Services (Unit 9)* Closing date: Sept 29. $3,457 - $4,721/mo. plus any salary increase negotiated through collective bargaining. Temporary to 6/30/2000; extension dependent upon funding. This position designs/develops and coordinates Internet applications pertaining to the World Wide Web for the Web Services Group (WSG) within Integrated Media Services. The incumbent will also evaluate new Web-based and Web database technologies.

#09032: Computing Consultant (Information Technology Consultant - Foundation), College of Liberal Arts, Dean's Office (Unit 9)* Closing date: Sept 29. $2,744 - $3,842/mo. plus any salary increase negotiated through collective bargaining. Requires successful completion of a background fingerprint check. This position provides technical computer-related support for user applications in day-to-day use and Web/media presentations, including on-site training and assessing staff, faculty and lab needs. May be required to work some evenings and weekends.

#09035: Coordinator - Media Distribution Services Unit (Information Technology Consultant - Career) Information Technology Services - Integrated Media Services (Unit 9)* Closing date: Sept 29. $3,457 - $4,721/mo. plus any salary increase negotiated through collective bargaining. This position provides day-to-day oversight and supervision of Media Distribution Services. The focus of the position is to assure excellent customer service, perform technical and organizational planning and implement policy. The incumbent will coordinate the planning, design, implementation, supervision and support for the delivery of audio, video, mediated classrooms, distance learning, and video conferencing for the university.

#07038: Records Associate (Administrative Support Coordinator I), Enrollment Support Services - Academic Records (Unit 7)* Closing date: Sept 29. $2,352-$2,987/mo. plus any salary increase negotiated through collective bargaining. One position full-time temporary through Oct. 30, 2000. Five positions temporary, intermittent/on-call to Oct. 30, 2000 with possibility of extension. The Office of Academic Records is the official record keeper of student academic records for all current and past students of the university. This position provides information to students, faculty, Continued on page 4.
Position vacancies

Continued from page 3

**007039:** Administrative Support Assistant, College of Liberal Arts – Art and Design (Unit 7).* Closing date: Sept 29. $1,311-$1,692/mo., temporary to June 30, 2000 with possibility of extension. Three-quarter time September through June (with benefits) intermittent/on-call July and August, if position is extended. This position is responsible for the day-to-day receptionist function of the department and for providing clerical support for faculty and staff.

**007042:** Administrative Support Coordinator I, College of Liberal Arts – Philosophy (Unit 7).* Closing date: Sept 29. Internal recruitment: Only on-campus employees may apply. $2,352-$2,987/mo., plus any salary increases negotiated through collective bargaining. Temporary to Jan. 3, 2001. This position provides administrative support for the department in budget planning, purchasing, academic and staff recruitment and appointments. The incumbent is responsible for providing continuity in implementing department, college and university policies and procedures.

**008036:** Temporary Emergency Administrative Support (Clerical) Pool, Human Resources and Employment Equity. Closing date: Oct 13. Short-term appointments (up to 90 days) in any department on an as-needed basis. Appointments vary in time base, classification, salary and length of assignment. Persons hired in emergency clerical positions provide varying levels of general office, clerical, secretarial, and administrative support for students, faculty, and/or staff.

**008033:** Predoctoral Internship (Helper Aide) Health and Counseling Services. These positions are open until filled, however, application review will begin Dec. 1. The program: The Cal Poly Health and Counseling Services Center is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC) and the Association of Counseling Center Training Agencies (ACCTA). Participants in the Cal Poly Predoctoral Internship Program receive two hours of individual supervision, a weekly case conference, seminars addressing professional specialized training in such topics as eating disorders, sexual abuse, trauma recovery, ethics and the law, multicultural counseling, stress management and organizational consultation. Additional training in the university’s Employee Assistance Program is also available. The position: Two temporary 12-month positions available beginning July 1, 2000. One position is in Counseling Services and one is in the Employee Assistance Program. These positions receive supervised clinical experience in individual and group therapy, crisis intervention, outreach, health psychology, consultation, and prevention education. Direct specific inquiries regarding the position to Elie Axefroth, training coordinator, Health and Counseling Services, at 756-2511.

**009007:** Analyst/Programmer–Career, Enrollment Support Services – Admissions (Unit 9).* Closing date: Oct 13. $3,457-$4,721/mo. plus any salary increase negotiated through collective bargaining. The Admissions department is committed to supporting a campuswide student-centered approach to the recruitment and admission endeavor. This position will analyze, develop, code and document computer applications that are specific to the Admissions Office. Additionally, the incumbent will work closely with the executive director and the associate director to develop a variety of software solutions to meet the needs of the unit.

**009040:** PC/LAN Support Specialist (Network Analyst – Career), Information Technology Services – User Support Services (Unit 9).* Closing date: Oct 13. $3,457-$4,721/mo., plus any salary increase negotiated through collective bargaining. Two full-time positions: one probationary and one temporary to June 30, 2000 with renewal dependent upon funds. The position provides technical support, analysis, planning, design, implementation, and maintenance of campus LANS. Additionally, this position will provide general PC support. Must be willing to work evenings and weekends as needed.

**009041:** Director of Advancement (Administrator II), College of Architecture and Environmental Design. Closing date: For full consideration all application materials should be submitted by Oct 13. However, position is open until filled. $45,000 - $65,000 annual hiring range commensurate with qualifications and experience.

**FACULTY** (Adm. 312, ext. 6-2844)

Candidates interested in faculty positions are asked to contact the appropriate department office at the phone number listed for more information and an application. Please submit all application materials to the department head/chair unless otherwise specified. Rank and salary are commensurate with qualifications and experience, and timeframe where applicable, unless otherwise stated.

**93127:** Assistant Professor, Graphic Communication Department (756-1108). Closing date: Oct. 15. Full-time tenure-track position beginning January 2000. Teaching assignment includes electronic press for printing, publishing, packaging and/or design reproduction technology, and digital printing. Professional development, committee service, and student advising is expected. Ph.D. preferred (master’s degree appropriate to graphic communication considered), and industry experience required. Refer to Recruitment Code 93127 and send vitae, 3 letters of reference, and transcripts to Harvey Levenson, department chair, Graphic Communication Department.

**FOUNDATION** (Foundation Adm. Building, job line at ext. 6-7107). All Foundation applications must be received (not just postmarked) by 5 pm of the closing date. (No faxes.)

Payroll Clerk, Foundation Business Office: Closing date: Position is open until filled, review of applications begins Sept 17. $10.73 - 13.95/hr. Responsible for performing all tasks related to payroll processing including payroll remittances, tax deposits and quarterly reporting. Requires: Must have high school or equivalent and minimum of two years experience in keeping, reviewing and correcting detailed numerical or financial records, one year directly involved with the processing of payroll. Must have knowledge of standard payroll procedures, spreadsheets and word processing. Must be able to perform arithmetical computations rapidly and accurately and know 10 key by touch. Must have good verbal and written communication skills. Knowledge of computerized payroll processing and electronic timekeeping systems desirable.

**Assistant Cook/Grill Cook:** Closing date: Sept 17. $7.22 - 9.38/hr. Ten-month position. Prepares food items in a high-volume kitchen for service in a large cafeteria. Helps train and supervise a largely student workforce; maintains a safe and sanitary working environment; receives and stores supplies. Requirements: Must have high school or equivalent and minimum of one year cooking experience, preferably in a large-volume university or college food service, hotel or restaurant. Must possess a basic knowledge of the principles, techniques, terminology, and be able to communicate and work with other kitchen and service staff. Must have skill in operating common kitchen equipment, including steamers, steam kettles, various types of ovens, grills and broilers. Must be able to lift and carry 50 pounds. Must possess a valid California driver’s license and a driving record acceptable to our insurance underwriters.

**ASSOCIATED STUDENTS INC.** is accepting applications for the following position(s).

Complete position descriptions and applications are available at the ASI Business Office, University Union, Room 212, M-F, 8 am - 5 pm, ext. 6-1281. All applications must be received by 5 pm of the listed closing date. AA/ED.

Assistant Teacher, Children’s Center Open until filled. $1,814 - $2,288/mo. Full time. Under the supervision of the head teacher, assists with the implementation of a quality developmentally appropriate program. Helps supervise the activities of children, student staff, and volunteers. Participates in planning and implementing curriculum. Requires one year experience working with children under age five. Minimum of 12 semester units in early childhood education required; A.A. degree in related field preferred. Must meet the applicable requirements of the California Child Development permit matrix. TB and fingerprint clearance required. (1)