

Sept. 24, 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.

Review Date Extended

#101750—Prospect Research Specialist, Administrative Analyst/Specialist – Exempt II, University Advancement, Special Gifts. \$4,631-\$6,946/month. Open until filled. Review begins: Oct. 6.

#101766—Administrative Support Coordinator II, College of Liberal Arts, Dean's Office. \$3,074-\$4,615/month. Anticipated hiring range: \$3,074-\$3,381/month. Closes: Oct. 6

#101767—Facilities Maintenance Mechanic, Administration and Finance, Facility Services, Poly Canyon Village. \$4,383-\$5,601/month. Closes: Oct. 5.

#101768—Facilities Maintenance Mechanic, Administration and Finance, Facility Services, Engineering Services. \$4,383-\$5,601/month. Closes: Oct. 5.

#101769—Facilities Work Coordinator, Administrative Support Coordinator I, Administration and Finance, Facility Services. \$2,808-\$4,212/month. Closes: Oct. 5.

ASI: Employment candidates are asked to visit www.asi.calpoly.edu to complete an application and apply for positions listed below. For more information, contact the ASI Business Office in UU, Room 212 or call ext. 6-5800.

Facilities/Reservations Assistant, \$16.20/hour plus benefits. Open until filled. Review begins: Oct. 6

New Cal Poly Report Deadline Next Week Only

Email your announcements by **noon on Friday, Sept. 26**, to polynews@calpoly.edu for inclusion in an early issue of Cal Poly Report on Sept. 30.

The "What's New Tour" Continues Through Sept. 26

Everyone is invited to the "What's New Tour" on campus to see changes that occurred during the summer. Participating areas joining the festivities are Campus Dining, Kennedy Library, ASI, University Housing, and El Corral Bookstore. Multiple prizes and food samplings will be given away daily. For more information, visit <http://www.asi.calpoly.edu/events/fronvent/2457>

This Week in Mustang Athletics

Men's Soccer vs. Cal State Bakersfield, **Wed., Sept. 24, 7 p.m.**, Alex G. Spanos Stadium

Women's Soccer vs. Utah State, **Fri., Sept. 26, 7 p.m.**, Alex G. Spanos Stadium*

Women's Soccer vs. Utah, **Sun., Sept. 28, 1 p.m.**, Alex G. Spanos Stadium**

* Mustang T-shirt Night. First 250 students will receive a Women's Soccer T-shirt

**Faculty/Staff Day. All faculty and staff receive free admission with Faculty/Staff ID

Tickets are available by calling the Mustang Athletic Ticket Office at ext. 6-5806 or visiting <http://www.qopoly.com>

Mary Bettencourt Retirement Reception Set for Sept. 30

Mary (Siegel) Bettencourt is retiring after 23 years service at Cal Poly. University Housing invites the campus community to a retirement reception in her honor from **2-4 p.m., Tuesday, Sept. 30**, University Housing patio.

Benefits Open Enrollment Being Held Through Oct. 17

This is a reminder that the Benefits Open Enrollment period is currently underway through **Oct. 17**. Open Enrollment allows benefits-eligible employees not already enrolled in a health or dental plan to do so. For those already enrolled, Open Enrollment provides the opportunity to change health or dental carriers, enroll or cancel Flex Cash participation, and add eligible dependents. All changes made during Open Enrollment will be effective Jan. 1, 2009. You will find highlights, new premium rates, and instructions for submitting requests to Human Resources in the Open Enrollment Newsletter located on the Human Resources Web site at <http://www.afd.calpoly.edu/hr/benefits/whatsnew.html>, as well as in the Human Resources Office, Administration Building, Room 110. **Only Enrollment Worksheets received in Human Resources by the end of the day on Oct. 17 will be processed.** Questions can be directed to Human Resources at ext. 6-5436.

Power Cart Operators Must Sign Rules for Operating

For those departments who operate Power Carts—any cart or low-speed vehicle whether powered by electricity or gasoline—a policy has been developed to insure safety of the campus community and to ensure vehicles are operated in a safe manner. Prior to operating a cart, each driver must read and sign the campus rules acknowledgement. If you are an operator, print Appendix A, sign, and keep on file in your office. The signature page is located at the end of the policy. To see policy and signature page, visit <http://www.police.calpoly.edu/parking/approved%20cart%20policy%200809.pdf> or see your supervisor for a copy.

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