

September 27, 2006

## 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](http://www.calpolyjobs.org). To apply, go online and complete the application form. For assistance, call Human Resources at ext. 6-2236.

**#101060-Administrative Support Assistant Student Affairs, Health Services.** \$1,934-\$2,902/month. Closes: Oct. 2

**#101074-Career Counselor Student Services Professional II or III,** position classification determined by experience & background of selected candidate. Student Affairs-Career Services SSP II-\$3,350-\$4,762/month. SSP III-\$3,650-\$5,200/month Closes: Oct 20.

**#101079 – Computer Technician Information Technology Consultant,** Foundation College of Architecture & Environmental Design – Architectural Engineering. Temporary through June 30, 2007. \$3,172-\$5,063/month. Closes: Oct. 2

**#101090 – Financial Analyst Administrative Analyst/Specialist, Non-Exempt.** Administration & Finance-Facility Services \$3,006-\$4,809/month. Closes: Oct 22.

**#101091 – Finance Production and Security Specialist Administrative Analyst/Specialist, Non-Exempt.** Administration & Finance - Budget & Analytic Business Services. \$3,006-\$4,809/month. Closes: Oct. 8.

**CLA unveils new sign during Fall Conference**

On Sept. 19, Dean Linda H. Halisky unveiled the new College of Liberal Arts sign at the Fall Conference CLA meeting. The sign is located near the first level of the Faculty Office Building and the English Building and was designed by Art and Design professor Kathryn McCormick.

**Campus Administrative Policies update**

Cal Poly is undertaking a comprehensive review of its administrative policies that will result in a new collection of "Campus Administrative Policies" (CAP), published on the Web and in hard copy format. CAP will take the place of the pre-existing Campus Administrative Manual (CAM). The CAP Ad Hoc Editorial Coordination and Review Committee ("CAP Committee") reports the following: The following Campus Administrative Policies have gone through legal and administrative review and received presidential approval. They are now posted as "final" policies on the "Interim/Final CAP Policies Web Page"

<http://policy.calpoly.edu/cap/finalTOC.htm>: CAP 171, Sexual Assault Policy; CAP 216, University Honors Program; and CAP 263, Intellectual Property Policy. An updated list of Campus Administrative Manual policies that are now retired is also posted on the web site

<http://policy.calpoly.edu/capdraft/CAM%20Retired/CAM%20retired.htm>.

A hard copy version of all Interim/Final CAP policies and list of retired CAM policies may be viewed in the Reserve Room of the Robert E. Kennedy Library. Questions or comments about any CAP policies may be directed to: Daniel Howard-Greene, Executive Assistant to the President, at ext.6-6000 or [dhgreene@calpoly.edu](mailto:dhgreene@calpoly.edu)

**Funding available for assistive devices**

The Cal Poly Disability Accommodation Assistance Program provides funding assistance for employees who qualify under the Americans with Disabilities Act. The funding is provided to an employee's department for buying assistive devices not considered to be standard office furniture or equipment. For more information about the program and to download the request form, please visit the Employment Equity and Faculty Recruitment website <http://employequity.calpoly.edu/ada.html>. For further questions, contact the EEFRR office at 6-6770 or email [employequity@calpoly.edu](mailto:employequity@calpoly.edu).

**Women's faculty and staff reception Oct. 3**

Women's Programs and Services, Student Life and Leadership, and University Diversity Enhancement Committee are sponsoring a reception to welcome all new and returning women faculty and staff for the 2006-2007 school year. The reception is being held **Oct. 3** at the University House from **3-5 p.m.** The welcome speech begins at **4 p.m.** For more information, contact Devon Hodgson, Director of Women's Programs and Services, Student Life and Leadership at ext. 6-5839 or [dhodgson@calpoly.edu](mailto:dhodgson@calpoly.edu)

**Retirement reception for Cindy Jelinek**

There will be a retirement reception for Cindy Jelinek, director of the College of Science and Mathematics Advising Center, who recently retired after 28 years at Cal Poly. The reception will be held **Friday, Oct. 13** in the Fischer Science Building, room 285 from **2-4 p.m.** Join us in wishing Cindy a happy retirement!



**#101094 Equipment Technician II-Specialized Equipment**, College of Agriculture, Food and Environmental Sciences-Dairy Science. Temporary through June 30, 2007. \$3,425-\$5,137/month. Closes: Oct. 13.

**#101096 - Academic Advisor Student Services Professional I-B**. College of Engineering-Advising Center. \$2,953-\$4,177/month. Closes: Oct. 13.

**ASI:** Candidates are asked to visit the Web at [www.asi.calpoly.edu/](http://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.

**Teacher, ASI Children's Center** - \$11.86/hour. Closes: Oct. 13.

**Maintenance Technician** - \$18.00/hour. Closes: Oct. 6.

**Building Service Worker** - \$11.86/hour. Closes: Oct. 6.

### **California State Employees Charitable Campaign breakfast**

State Superintendent of Public Instruction Jack O'Connell will help kick off the 2006 California State Employees Charitable Campaign at Cal Poly on **Monday, Oct. 2**. All department "campaign coordinators" are invited to attend an informational breakfast from **8-9:30 a.m.** in the Chumash Auditorium, Room 204.

### **Faculty: Tell your students about Speed Career Prep**

Career Services is hosting a "Speed Career Prep" event on **Thursday, Oct. 5** from **11 a.m. to 12:30 p.m.** on the 2nd floor of the University Union. This event, open to all students, is an excellent way for students to prepare for the Fall Job Fair, **Oct. 12**, and their job search. Please encourage students to participate in any of the following activities: Resume Review with career counselors, **11 a.m. to 12:30 p.m.**; Interview Skills workshops, **11:15 a.m. and repeated at noon**; and speed mock interviews with employers (**11 a.m. to 12:30 p.m.**)

## **Employment**

**Faculty:** Candidates are asked to visit our online employment Web site at [www.calpolyjobs.org](http://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.

**#100983 - Tenure Track Position**, Architectural Engineering Department, College of Architecture & Environmental Design (ext. 6-6497). Review begins: Jan. 16.

**#101043 - Tenure Track Position**, Computer Science Department, College of Engineering (ext. 6-7229). Review begins: Dec. 1.

**#101044-Tenure Track Position (Software Engineering)**, Computer Science Department, College of Engineering (ext. 6-7229). Review begins: Dec. 1.

**#101051-Tenure Track Position**, Aerospace Engineering Department, College of Engineering (ext. 6-7172). Closes: Jan. 15.

**#101081 - Tenure Track Position (Computer & Electrical Engineering)**, Electrical Engineering Department, College of Engineering (ext. 6-2781). Review begins: Dec. 1.

**#101082 - Full-Time Lecturer**, Landscape Architecture Department, College of Architecture & Environmental Design (ext. 6-6610). Closes: Oct. 31.

**#101085 - Tenure Track Position**, Industrial & Manufacturing Engineering Department, College of Engineering (ext. 6-2341). Closes: Jan. 16.

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