Deadline fall fee waiver

Information and application forms are available in the Personnel Office for state employees to participate in the fee waiver program. Those who take Cal Poly courses under an approved program of career development, or who have had courses approved as work related, may be eligible for waiver of certain fees.

Deadline for return of completed, approved fee waiver forms for the Fall Quarter 1981 is Tuesday (July 28). This deadline has been set in order that forms may be processed through the Personnel Office and forwarded to the employee to meet the CAR deadline. Employees who need to apply for admission to the university should contact the Admissions Office immediately regarding deadlines and procedures.

Kelly to head Art

President Warren J. Baker has reported that based upon the recommendations of the faculty of the department, Jon Ericson (Dean, Communicative Arts and Humanities), and Hazel Jones (Vice President for Academic Affairs), he has appointed Helen P. Kelly as acting department head of the Art Department for the Fall Quarter 1981 while Thom Johnston is on leave status.

SUMMER HOURS FOR CAMPUS STORE

Summer hours of operation for the Campus Store in the Food Processing Building are as follows:
12 noon-4:15 pm . . . . Weekdays
11 am-2 pm . . . . . . . Saturday

1980 CAL POLY GRADUATES CAREER-MINDED, SAYS SURVEY

Cal Poly prides itself on preparing its graduates for careers, and a survey of the university's 1980 graduating class proves the point. In the survey of the 1,746 responding, 92 percent of the former students are either employed full-time or working toward advanced degrees.

The survey, by the Placement Center, showed 76 percent of the respondents with full-time employment, 11 percent attending graduate schools, and five percent self-employed. "The demand for Cal Poly graduates in the technical fields continues to be very strong," says Richard Equinoa (Director, Placement Center). "Of those employed full-time, 70 percent held positions directly related to their major, and another 23 percent had positions that somewhat related to their majors," he says.

Of 364 graduates from the university's School of Engineering and Technology responding to the survey, 89 percent are working full-time with another five percent enrolled in graduate schools. Median starting salaries ranged from $1,508 per month for aeronautical engineers to $1,775 for those in the engineering technology-welding technology option.

Of 178 graduates of the School of Business responding, 81 percent are employed full-time and another three percent are in graduate schools. Median starting salaries ranged from $1,020 in landscape architecture to $1,600 in construction.

Of 417 graduates responding are full-time employees, while another three percent are seeking advanced degrees. Median starting salaries ranged from $1,020 in landscape architecture to $1,600 in construction.

For the School of Architecture and Environmental Design, 87 percent of the 170 graduates responding are full-time employees, while another three percent are seeking advanced degrees. Median starting salaries ranged from $1,020 in landscape architecture to $1,600 in construction.

TRUSTEES' ACTIONS REPORTED

The Board of Trustees of The California State University and Colleges took the following actions at its meeting June 3, at San Francisco State University:

- Elected John F. O'Connell, of San Francisco, as Chairman of the Board of Trustees for 1981-82, replacing Claudia H. Hampton, of Los Angeles.
- Elected Michael R. Peevey, of San Francisco, as Vice Chairman of the Board of Trustees for 1981-82, replacing John F. O'Connell.
- Appointed Dean S. Lesher, of Walnut Creek, as representative, and Dr. Claudia H. Hampton as alternate, to the California Post-secondary Education Commission for 1981-82.
- Resolved that 10-month employees be extended 12-month benefits.
- Amended Title 5 of the California Administrative Code to increase nonresident tuition on the basis of the costs of instruction and academic support programs. For 1981-82, the nonresident tuition fee for a student taking 15 semester units per term will increase from $2,160 to $2,835. Students taking units in excess of 15 will be required to pay for those excess units at the established rate.
- Increased the late registration fee from $5 to $20 beginning in Fall 1981.
- Adopted public notice procedures for initial proposals of exclusive representatives and higher education employers as provided for in the Higher Education Employer-Employee Relations Act (HEERA). Policy provides for a minimum of four public meetings with distribution of labor and management proposals to each of the campuses.
STAFF VACANCIES

Vacant support staff positions have been announced by Robert M. Negrant, Staff Personnel Officer. Descriptions of the positions and other vacancies are posted outside the Personnel Office, Adm. 110, Ext. 2258. Contact the Personnel Office to obtain an application. The University is subject to all laws governing Affirmative Action and equal employment opportunity including but not limited to Executive Order 11246 and Title IX of the Education Amendments Act and the Rehabilitation Act of 1973. All interested persons are encouraged to apply.

Accounting Technician II, Financial Operations Department, $535-$665/month, half-time. Duties: Prepares bank reconciliations; assists with preparation of University financial statements; assists in accounting various project activities and organizations. Requirements: Minimum of three years of progressively responsible experience in keeping or reviewing accounting or fiscal records, completion of six semester hours of professional accounting courses, (job-related education and experience may be substituted on a limited basis), and must have taken the General Clerical Test by the closing date of June 17, 1981.

Student Affairs Assistant II, Financial Aid Office, $1574-$1894/month. Duties: Counseling and advising students and parents regarding financial aid eligibility; application evaluation and award processing; high school and community college visitation. Guaranteed Student Loan coordination; and preparation of Student Consumerism booklet. Requires two years (three years preferred) of progressively responsible financial aid experience encompassing active counseling of students, and a thorough knowledge of federal financial aid programs. Must have a demonstrated ability to write effectively. Minimum of a bachelor's degree required. Possession of a master's degree may be substituted for one year of the above experience requirement. Closing date: 7-16-81.

FACULTY VACANCIES

Data Control Technician (University Master List Supervisor), Public Affairs, $1062-$1271/month, temporary one-year appointment. Duties: Schedules and evaluates input and production; performs liaison duties; prepares output requests; trains, schedules and supervises work of input, clerical and keypunch staff; writes statistical and report drafts; determines man-hour production needs; performs general office management duties. Requirements: Equivalent to two years of experience in performance of general office clerical work (three years preferred), six months of which shall have involved working with data processing equipment and tabulating processes (two years preferred). Training, specialized, or college courses in data control or computer operations may be substituted for six months of the required experience. Must have taken the General Clerical Test by the closing date of: 7-30-80.

Sports Information Director, $1311-$1574/month. Duties: Cover all aspects of the Cal Poly intercollegiate athletics program. Write news releases; compile statistics; develop game programs and press guides, and work with radio, TV & newspapers to develop features on individuals and unique aspects of the program. Apply to Richard Heaton, Acting Director of Athletics, PE 122B. Closing date: 6-30-80.

Heavy Equipment Mechanic, Agriculture Farm Shop, $1656-$1817/month. Duties: Ability and knowledge to maintain, diagnose, adjust and repair farm machinery such as balers, swathers, forage harvesters, combines, etc. Ability to cut, weld and fabricate equipment used on the farm and industry. Be able to direct student assistants in the repair of equipment. Requirements: Equivalent to completion of a four-year mechanics apprenticeship, plus two years of journey-level farm machine repair experience. Technical training in farm machine repair preferred. Hours: 7:30am-4 pm, Monday - Friday. Closing date: 7-10-81.

Clerk, General Book Department, $900-$1076, subject to cost-of-living increase, Bookstore. Responsible for the effective merchandising of all regular and promotional books, customer relations, supervision of part-time clerks. Requirements: High School equivalent, college preferred. Minimum of two years of current retail experience in a position of responsibility including supervision; bookstore experience preferred; strong clerical background, including typing required. Closing date: 7-10-81.

Clerk, School Supply/Technical, $900-$1076, subject to cost-of-living increase, Bookstore. Hires, schedules and supervises student clerks; stocks/arranges merchandise; assists customers, takes inventory; maintains department security and cleanliness; other duties as assigned. Requirements: High School equivalent; minimum two (2) years of current retail experience in a position of responsibility; ability to handle heavy cartons. Closing date: 7-2-81.

The Foundation is accepting applications for the following open positions, as announced by J. L. Fryer, Personnel Officer. Interested applicants may apply at the Foundation Personnel Office, University Union Building Room 212, 546-1121.

Safety, Health, Fitness and Training Program Supervisor, $1125/month, temporary, one-year training position. Implementation and supervision of the Safety, Health, Fitness and Training Programs. Plan and organize training activities for all levels of employment for these programs. Requirements: Degree in Physical Education, Exercise Physiology, or related field. Masters Degree preferred. General knowledge of OSHA provisions; ability to recognize safety and health hazards. Closing date: 7-9-81.

Candidates for positions on the faculty of the University are presently being sought, according to Donald L. Shelton (Director of Personnel Relations). Those interested in learning more about the positions are invited to contact the appropriate dean or department head. This University is subject to all laws governing Affirmative Action and equal employment opportunity including but not limited to Executive Order 11246 and Title IX of the Education Amendments Act and the Rehabilitation Act of 1973. All interested persons are encouraged to apply.

Mechanical Engineer, Assistant/Associate Professor. Aeronautical and Mechanical Engineering Department, School of Engineering and Technology, salary commensurate with experience - 81-82 Academic Year, beginning January, 1982. American industrial experience in energy conversion devices and M.S. required. Doctorate and teaching experience preferred. Teaching energy conversion and undergraduate Mechanical Engineering courses. Closing date: 11-15-81. Contact: Dr. Raymond G. Gordon (Head, Mechanical Engineering Program).

Intermediate Vocational Instructor, Animal and Veterinary Science Department, School of Agriculture and Natural Resources, salary commensurate with qualifications and experience, Position available September 1, 1981. Duties: teaching animal science, horse production and management courses; supervise horse breeding program and provide instructional assistance to student-owned horse enterprises. Minimum of masters degree, previous teaching at college or university level preferred. Closing date: 7-31-81.

Petroleum Engineer, or Mechanical Engineer with Petroleum Engineering Experience, Assistant/Associate Professor. Aeronautical and Mechanical Engineering Department, School of Engineering and Technology, salary commensurate with experience - 81-82 Academic Year, beginning January, 1982. American industrial experience in petroleum production and M.S. required. Doctorate and teaching experience preferred. Teaching petroleum production mechanical and basic courses in Mechanical Engineering. Closing date: 11-15-81. Contact: Dr. Raymond G. Gordon, (Head, Mechanical Engineering Program).

The Foundation is currently seeking candidates for the following positions, as announced by J. L. Fryer, Personnel Officer. Interested applicants may apply at the Foundation Personnel Office, University Union Building Room 212, 546-1121.

Clerk, General Book Department, $900-$1076, subject to cost-of-living increase, Bookstore. Responsible for the effective merchandising of all regular and promotional books, customer relations, supervision of part-time clerks. Requirements: High School equivalent, college preferred. Minimum of two years of current retail experience in a position of responsibility including supervision; bookstore experience preferred; strong clerical background, including typing required. Closing date: 7-10-81.

Clerk, School Supply/Technical, $900-$1076, subject to cost-of-living increase, Bookstore. Hires, schedules and supervises student clerks; stocks/arranges merchandise; assists customers, takes inventory; maintains department security and cleanliness; other duties as assigned. Requirements: High School equivalent; minimum two (2) years of current retail experience in a position of responsibility; ability to handle heavy cartons. Closing date: 7-2-81.