



### **Employment**

#### **Employment Opportunities**

For all available job openings, visit [jobs.calpoly.edu](https://jobs.calpoly.edu). To apply, go online and complete the application form. Current employees can also find job postings at <https://careers.calstate.edu/>, an internal job site for CSU employees. For assistance, call Human Resources at ext. 6-2236.

#### **#506906 — Groundworker Trainee**

— Administration and Finance —  
Landscape Services. \$2,912-\$4,077 per month. Anticipated hiring salary: \$2,912 per month. Open until filled.

**#507035 — Career Counselor (Student Services Professional II) —**  
Student Affairs — Career Services.  
\$4,304-\$6,120 per month. Anticipated hiring range: \$4,271-\$4,700 per month. Open until filled.

**#507041 — Learning Technology Specialist — Employee and Organization Development (Administrative Analyst/ Specialist 12 Months) —** University Personnel.  
\$4,693-\$8,489 per month. Anticipated hiring range: \$ 6,250-\$7,500 per month. Open until filled.

**#507199 — Department Administrative Coordinator — Psychology and Child Development (Administrative Support Coordinator 11/12 Months) —** Academic Affairs.  
\$2,809-\$4,719 per month. Anticipated hiring range: \$ 2,284-\$2,934 per month. Open until filled.

**#507032 — Personnel Analyst — College of Science and Mathematics Financial Aid Technician (Administrative Analyst/ Specialist 12 Months) —** Academic Affairs — Deans Office. \$3,288- \$7,051 per month. Anticipated hiring range: \$4,000-\$5,400 per month. Open until filled.

#### **Employee Holiday Party to be Held Dec. 1**

Campus employees are invited to join President Armstrong and Mrs. Sharon D. Armstrong — along with fellow staff, faculty, ASI and Corporation colleagues — for an open-air holiday reception from 3-5 p.m. Wednesday, Dec. 1, in the Rossi Grand Lobby and Plaza of the Performing Arts Center. Spouses and partners are welcome. In partnership with Cal Poly Basic Needs, guests are invited to bring toiletries or a gift card for a local grocery store. All donations support Cal Poly Cares, the Food Pantry, and Health and Counseling Services. Masks will be required for all attendees while indoors. There will be space in the PAC Plaza for guests to enjoy refreshments. Questions? Contact ext. 6-6000 or [presidentsevents@calpoly.edu](mailto:presidentsevents@calpoly.edu).

#### **Two Professors Named Faculty Fellows to Focus on Semester Conversion Process**

Provost Cynthia Jackson Elmoore has announced that philosophy Professor Rachel Fernflores, serving as director of semester conversion, will lead the quarter-to-semester conversion process with the assistance of computer science Professor Aaron Keen. They will lead Academic Affairs through the semester conversion process, researching and bringing forward best practices from other universities and coordinating with divisions across campus. They will collaborate closely with the Academic Senate and its committees, along with the college and department curriculum committees, and will work together with campus constituents to convert processes including curriculum, advising, registrar, financial aid, admissions, and others to align with the semester calendar. For this project, Fernflores and Keen can be reached at [semester-conversion@calpoly.edu](mailto:semester-conversion@calpoly.edu). They welcome your thoughts and questions on this important effort. Read the full announcement at <https://provost.calpoly.edu/messages>.

#### **COVID-19 and Flu Vaccine Available on Campus**

Rite Aid is on campus to offer the Moderna and Pfizer COVID-19 vaccines, including boosters, and the flu vaccine in the Recreation Center Main Gym lobby. The clinic will be open from 10 a.m. to 5 p.m. Dec. 3, Jan. 7 and Jan. 14. Only walk-ins are available on Dec. 3. These clinics are open to family members of employees. The Rite Aid clinic will be able to offer first and second doses of the Pfizer COVID-19 vaccine for children ages 5 to 11 years old (second doses are available to those who received a first dose at least 21 days prior). Check <https://coronavirus.calpoly.edu/covid-19-vaccine> for details.

#### **Annual Poinsettia Sale Starts Dec. 3**

Cal Poly's annual poinsettia sale, with thousands of plants, will kick off Friday, Dec. 3, from 11 a.m. to 4 p.m. at the Poly Plant Shop and runs through mid-December. The plants are grown by students who work in the Horticulture and Crop Science Department's greenhouses. This year's poinsettia project offers many shades of red, white, pink and variegated varieties. Sizes range from small plants in four-inch pots to large poinsettias reaching three feet high, in 14-inch pots. Prices range from \$8 to \$75. The sale also features student-made wreaths, centerpieces, succulents, ornaments and gifts. For more information, visit <https://polyplantshop.com/>.

## **Employment**

### **Employment Opportunities, continued**

**#505112 — Administrative Coordinator — School of Education (Administrative Support Coordinator 12 Months)** — Academic Affairs. \$3,064- \$5,147 per month. Anticipated hiring range: \$3,115-\$4,000 per month. Open until filled.

**#507195 — Administrative Support Assistant — Political Science (Administrative Support Assistant 11/12 Months)** — Academic Affairs. \$2,669-\$4,209 per month. Anticipated hiring range: \$ 3,115-\$3,392 per month. Open until filled.

**#507194 — Administrative Support Coordinator — Theatre and Dance (Administrative Support Coordinator 11/12 Months)** Academic Affairs. \$2,809-\$4,719 per month. Anticipated hiring range: \$2,855-\$3,667 per month. Open until filled.

### **Nominations Sought for Outstanding Staff Award**

Staff employees, faculty members, and department or division heads are encouraged to submit nominations for the Outstanding Staff Award. The deadline to submit a nomination for the 2021-2022 award is Friday, Jan. 14. To be eligible, nominees must be permanent, full-time employees of the university, corporation or ASI, who have completed at least three years of employment as of Dec. 31, 2021 (10-month employees are eligible). Employees represented by bargaining unit 3 (faculty), former recipients of the award, and student assistants are not eligible. The Outstanding Staff Award selection criteria and nomination form can be found at <https://afd.calpoly.edu/hr/employee-resources/osa/>.

### **Donate to Mustang Holiday Gift Drive by Dec. 3**

The Center for Service in Action (CSA) invites all students, staff, faculty and their families to contribute to the Mustang Holiday Gift Drive. Contribute by picking up a gift tag and purchasing a gift for a child in need or by donating money via the Mustang Holiday Gift Drive's Spur Change crowdfunding website. Each tag represents a specific request supporting local children and families in need. To pick up a gift tag, visit one of the Gift Tag Pick-up locations on campus: second floor stairway landing in Kennedy Library (No. 35), the second floor of the UU (No. 65), and the CSA in the Science Building (No. 52, Room E22). Bring newly purchased, unwrapped gift items to the CSA by Friday, Dec. 3, to help make a child smile this holiday season. For more information, visit <https://serviceinaction.calpoly.edu/>.

### **Cal Poly to Host Job Fair and Hiring Event Dec. 4-5**

Cal Poly will host a Job Fair and Hiring Event from 10 a.m. to 6 p.m. Saturday and Sunday, Dec. 4-5, to immediately fill more than 65 full and part-time positions available across campus in custodial, facilities, dining and parking services. Job seekers are invited to come to the Job Fair and Hiring Event prepared to do on-site interviews. Select roles will receive same-day offers and sign-on bonuses. Cal Poly offers competitive salaries and exceptional benefits. Visit <https://afd.calpoly.edu/job-fair> details.

### **'Tips for a Meaningful Holiday' Webinar set for Dec. 8**

LifeMatters, Cal Poly's Employee Assistance Program, will present Tips for a Meaningful Holiday during a live webinar at 10 a.m. Wednesday, Dec. 8. Take a moment to reflect on creating a meaningful holiday and setting realistic expectations to keep stress at bay. Join this hourlong webinar to learn these holiday tips plus information on services offered by LifeMatters, including advice on overall well-being, relationships, financial and legal assistance, health, counseling and more. Learn how to access these services and when LifeMatters may be of assistance. This session will include practical guidance for stress relief, tips for parents and action plan development. Register at <https://afd.calpoly.edu/learn-and-grow/courses-workshops/live-learning/index.php?cid=1482>.

### **Volunteers Needed for Cal Poly Cat Program**

The Cal Poly Cat Program (CPCP) is looking for shelter volunteers who are available during winter break. CPCP is a nonprofit organization comprised of students, faculty, staff and community members who care about the health and happiness of feral and domesticated cats. Its mission is to provide a safe and nurturing environment for sanctuary, surrendered, stray and rehabilitated feral cats and kittens while they wait for new loving homes. CPCP is looking for volunteers to come to the shelter for two-hour shifts once a week to care for the cats during winter break. Tasks include feeding, cleaning cages and the shelter, scooping litter boxes, and socializing cats. CPCP welcomes all members of the community to volunteer, including those not affiliated with Cal Poly and minors accompanied by a parent. Interested in helping? Contact [volunteercpcp@gmail.com](mailto:volunteercpcp@gmail.com).