Employment

Employment Opportunities

For all available job openings, visit jobs.calpoly.edu. All new positions opened this week are listed below. To apply, go online and complete the application form. For assistance, call Human Resources at ext. 6-2236.

#514416 — Dream Center Coordinator (Student Services Professional II) — Student Affairs — DREAM Center. $51,648-$73,440 per year. Anticipated hiring range: $51,648-$56,400 per year. Open until filled.

#514924 — Program Analyst — Cal Poly Scholars (Administrative Analyst Specialist Non-Exempt) — Student Affairs — Cal Poly Scholars. $39,456-$76,164 per year. Anticipated hiring range: $48,000-$64,800 per year. Open until filled.

#499240 — Systems Administrator (Operating Systems Analyst — Career) — Information Services — Information Technology Services. $52,464-$129,504 annually. Anticipated hiring range: $79,200-$90,276 annually. Open until filled.

#500766 — On-Site Support Specialist — Campus Support (Information Technology Consultant — Career) — Information Services — Information Technology Services. $52,464-$129,504 per year. Anticipated hiring range: $65,000-$85,000 per year. Open until filled.

#509308 — Coordinator of Student Development — University Housing (Student Services Professional II) — Student Affairs — University Housing. $51,648-$73,440 annually. Anticipated hiring salary: $51,648 annually. Open until filled.

#506054 — Development Records Specialist (Administrative Support Assistant II) — University Development — Development Support Services. $37,440-$55,104 per year. Anticipated hiring range: $37,440-$44,000 per year. Open until filled.

#514162 — New Student and Transition Program Coordinator (Student Services Professional II) — Student Affairs — New Student and Transition Programs. $51,648-$73,400 per year. Anticipated hiring range: $51,648-$56,400 per year. Open until filled.

#514644 — Black Academic Excellence Center Assistant Coordinator (Student Services Professional IB) — Student Affairs — Black Academic Excellence Center. $45,552-$64,428 per year. Anticipated hiring range: $45,552-$49,200 per year. Open until filled.

#514642 — Black Academic Excellence Center Coordinator (Student Services Professional II) — Student Affairs — Black Academic Excellence Center. $51,648-$73,440 per year. Anticipated hiring range: $51,648-$56,400 per year. Open until filled.

Volunteer Signups Now Available for 2022-23 Commencement and Move-In

Volunteer shift signups are available for 2022-23 Commencement and Mustang Move-in events. Sign up to volunteer during these milestone events:

- Mustang Move-In, Sept. 13-18.
- Fall Commencement, Dec. 10.
- Spring Commencement, June 17-18, 2023.

All employee volunteers will receive a $50 gift card to the University Store for completing their shift. Opportunities are also available to make this a great team-building activity for you and your colleagues. Learn more and sign up: https://studentaffairs.calpoly.edu/employee-engagement.

Cal Poly Corporation Board of Directors to Meet June 3

The board of directors of the Cal Poly Corporation will hold a regular public meeting virtually at noon Tuesday, June 3. Use the Zoom link: https://calpoly.zoom.us/j/84151980341 to join. Submit public comments by than 5 p.m. June 2 to cpcadmin@calpoly.edu. A copy of the agenda is now available. For a copy, email cpcadmin@calpoly.edu or visit https://www.calpolycorporation.org/organization-profile/governance/meeting-agendas-minutes/.

CSU's Got Talent June Webcast to Focus on 'Building a Culture of Strategic Thinkers'

All employees are invited to participate in another edition of the CSU's Got Talent series from 10-11 a.m. June 28. President of Teibel Education and Consulting Howard Teibel will present a webcast titled "A New Organizational Practice: Building a Culture of Strategic Thinkers." Register at https://afd.calpoly.edu/learn-and-grow/courses-workshops/live-learning/index.php?cid=1491.

Employment

Employment Opportunities, continued

#510204 — Administrative Coordinator — Cal Poly Scholars (Administrative Support Coordinator II) — Student Affairs — Cal Poly Scholars. $41,280-$67,668 per year. Anticipated hiring range: $43,200-$56,400 per year. Open until filled.

#514412 — Administrative Assistant — Office of the President (Confidential Office Support II) — Office of the President. $38,448-$68,196 annually. Anticipated hiring range: $45,000-$65,000 annually. Open until filled.

#514634 — Lead Groundsworker — Administration and Finance — Facilities Management and Development. $39,744-$67,116 per year. Anticipated hiring range: $45,600-$58,800 per year. Open until filled.

#514631 — Groundsworker Trainee — Administration and Finance — Facilities Management and Development. $3,120-$4,077 per month. Anticipated hiring salary: $3,120 per month. Open until filled.

#514459 — Manager, Public Safety Business Services (Administrator I) — Administration and Finance — Public Safety. Salary commensurate with the background and experience of the individual selected. Open until filled.

#513420 — Assistant Director of the International Center (Administrator I) — Academic Affairs — International Center. Salary commensurate with the background and experience of the individual selected. Open until filled.

#514425 — Fiscal Operations Analyst (Administrative Analyst/Specialist Non-Exempt) – Academic Affairs — Extended Education. $39,456-$76,164 per year. Anticipated hiring range: $55,000-$66,000 per year. Open until filled.

#513434 — Lead Building Service Engineer — Administration and Finance — Facilities Management and Development. $72,408-$91,812 annually. Anticipated hiring salary: $89,124 annually. Open until filled.

#513391 — Assistant Director of Residential Student Experience (Student Services Professional IV) — Student Affairs — University Housing. $64,212-$91,596 annually. Anticipated hiring range: $64,212-$75,000 annually. Open until filled.

#511273 — Business Transformation Analyst — Student Affairs (Administrative Analyst/Specialist — Exempt II) — Student Affairs — Business Services. $56,316-$101,868 annually. Anticipated hiring range: $75,000-$90,000 annually. Open until filled.

Get an Overview of Cal Poly Public Safety

Over the past two years, Cal Poly Public Safety has collaborated to guide the university through the COVID-19 pandemic, decreased university-related greenhouse gas emissions, ensured free public transportation to campus from throughout the county, was recognized with a Best Workplace for Commuters award, increased electric vehicle charging opportunities, introduced an on-campus evening shuttle and so much more in its commitment to Cal Poly. Through critical campus collaboration, Cal Poly Public Safety — which includes Transportation and Parking Services, the Cal Poly Police Department, Department of Emergency Management and Public Safety Business Services — has helped create a campus that is safer, more sustainable and easier to get around. Read more at https://inside.calpoly.edu/campus-safety-comes-in-many-forms-and-they-all-live-in-cal-poly-public-safety.

Reminder: Employee State Law and CSU Election Compliance

With the upcoming primary election, it is important that all faculty and staff comply with state law and CSU policy regarding the use of CSU resources in connection with election issues. Section 8314 of the California Government Code provides: (a) It is unlawful for … any state or local appointee, employee or consultant, to use or permit others to use public resources for a campaign activity, or personal or other purposes which are not authorized by law. In this context, "public resources" means any property or asset owned by the state or any local agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, email system, vehicles, travel and state-compensated time. (Cal. Gov't Code § 8314(b)(3).) Read the CSU policy: https://www.calstate.edu/csu-system/administration/general-counsel/Documents/Election%20Issues%20Handbook.pdf