



### Employment

#### **Employment Opportunities**

For all available job openings, visit [jobs.calpoly.edu](https://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.

**#529606 – Safety and Security Operations Analyst – University Housing (Administrative Analyst/Specialist)**– Student Affairs – University Housing-Operations. \$50,040-\$90,540 per year. Anticipated hiring range: \$61,000-\$80,250 per year. Open until filled.

**#529096 – Administrative Support Coordinator – College of Agriculture Food and Environmental Science (Administrative Support Coordinator II)**– Academic Affairs-Provost – College of Agriculture, Food and Environmental Science. \$44,172-\$72,408 per year based on full-time/40 hours per week. Anticipated hiring range: \$23,112-\$30,174 per year based on half-time/20 hrs. per week. Open until filled.

**#529106 – Workers’ Compensation Analyst – Environmental Health and Safety (Administrative Analyst/Specialist – Exempt II)** Administration and Finance – Environmental Health & Safety. \$60,264-\$108,996 per year. Anticipated hiring range: \$75,000-\$100,000 per year. Open until filled.

**#529204 – Administrative Assistant – Health Services (Administrative Support Assistant II)**– Student Affairs – Campus Health and Wellness-Operations. \$3,338-\$4,913 per month. Anticipated hiring range: \$3,338-\$3,584 per month. Open until filled.

**#529273 – Associate Vice President for Development, Colleges and Units (Administrator III)** – University Development – Fundraising. Anticipated hiring range: \$170,000-\$200,000 per year. Open until filled.

**#529314 – Health Information Assistant (Administrative Support Assistant II)** – Student Affairs – Campus Health and Wellness-Operations. \$3,338-\$4,913 per month. Anticipated hiring range: \$3,338-\$4,013 per month. Open until filled.

**#529360 – Administrative Support Coordinator – Industrial Technology and Packaging and Management, HR and Info Systems (Administrative Support Coordinator I)**– Academic Affairs-Provost – OCOB-Internal College Support Services - \$42,060-\$66,096 per year. Anticipated hiring range: \$42,064-\$51,360 per year. Open until filled.

#### **Need a Headshot? UCM Photographers Will Take Your Photo Aug. 15-17. Deadline to Apply is Aug. 8**

Faculty and staff are invited to have a professional portrait photo taken between 9 a.m. and noon Tuesday through Thursday, Aug. 15-17, in the University Communications and Marketing’s studio in the Graphic Arts Building (No. 26), Room 110. Appointments are required. Sign up online for a spot using [Calendly](https://calendly.com) by Tuesday, Aug. 8. UCM campus photographers will take free head shots of current faculty and staff to update professional platforms. Questions? Reach out to [ucm@calpoly.edu](mailto:ucm@calpoly.edu).

#### **Catastrophic Leave**

**Brenda Flood**, administrative analyst-specialist in the Mechanical Engineering Department, has qualified for catastrophic leave. Those wishing to donate leave credits to help her remain in full-pay status during an extended leave of absence should contact catastrophic leave coordinator Jessica Hunter at ext. 6-7524 or [jhunter@calpoly.edu](mailto:jhunter@calpoly.edu) to request a donation form.

#### **Retirements**

After 54 years associated with the Cal Poly Athletics Department, including as basketball team manager while a student and mathematics major in the early 1970s, through a 20-plus year stint as The Tribune’s sports editor and, for the last 22 years, with Cal Poly Athletics communications, **Eric Burdick** announced his retirement at the end of June. Burdick served as Cal Poly’s associate director of athletics for communications since 2014.

#### **In Memoriam**

**Ryan Allen**, a carpenter in Facilities Operations, who worked with many departments and colleges across campus since 2019, unexpectedly passed away June 13. During his time at Cal Poly, he approached each interaction with a generous attitude and open mind. No matter the complexity of the task — a structural issue, complex leak diagnosis or the installation of a small plaque — Allen was approachable and kind. Those closest to him came to benefit from a loyalty and pride that reflected a love that burned fiercely for the things he cared about. If he was able to help with a task, at work or at home, he gave you his best. Whether sharing knowledge of finish cabinetry or strategy on the soccer pitch, Allen believed you deserved his best. He was not shy about helping people succeed. His coworkers would like to say to his family, wife, Annie, and sons, Oscar and George: “Please know that the impact Ryan made with his hard work, skilled craft and time will continue to touch generations of students, faculty and staff on our campus.” A celebration of his life was held July 8 at Atascadero Lake.

# Cal Poly Report

July 12, 2023

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### Employment Opportunities continued

[#529363](#) – **Administrative Support Coordinator – Accounting and Marketing (Administrative Support Coordinator I)**– Academic Affairs-Provost – OCOB-Internal College Support Services - \$42,060-\$51,360 per year. Anticipated hiring range: \$42,064-\$51,360 per year. Open until filled.

[#529447](#) – **Associate Vice President for Academic Resources and Planning (Administrator III)** – Academic Affairs-Provost – Academic Affairs-Provost. Anticipated Hiring Range: \$185,000-\$200,000 per year. Open until filled.

[#529572](#) – **Facility Operations Maintenance Manager of Mechanical Trades (Administrator II)** – Administration and Finance – Facilities Management. Anticipated Hiring Range: \$92,000-\$120,000 per year. Open until filled.

[#529448](#) – **Assistant Athletic Trainer (Athletic Trainer I)** – Student Affairs – Athletics -Training - \$42,852-\$82,704 per year. Anticipated hiring range: \$49,050-\$53,000 per year. Open until filled.

[#529626](#) – **Alumni Outreach Programs Specialist (Administrative Analyst/Specialist – Non-Exempt)** Administration and Finance – University Development-Alumni Relations. \$42,216-\$81,492 per year. Anticipated hiring range: \$55,000-\$65,000 per year. Open until filled.

[#529570](#) – **Emergency Hire Facilities Worker II – Carpenter Shop** – Administration and Finance – Facilities Management-Carpenter Shop. \$29.98-\$37.68 per hour. Anticipated hiring range: \$29,98-\$31 per hour. Open until filled.

[#529571](#) – **Emergency Hire Plumber – Plumbing Shop** – Administration and Finance – Facilities Management-Plumbing Shop. \$35.49-\$45.82 per hour. Anticipated hiring range: \$35.49-\$39.04 per hour. Open until filled.

### Faculty Employment Opportunities

Candidates are asked to visit [jobs.calpoly.edu](http://jobs.calpoly.edu) to complete an application and apply for any of the positions shown below. Submit all requested application materials as attachments to your online application by the review begin date for full consideration. For assistance, email Academic Personnel at [academicpersonnel@calpoly.edu](mailto:academicpersonnel@calpoly.edu).

[#528189](#) — **Full Time Lecturer — Aerospace Engineering**, College of Engineering — Aerospace Engineering. **Part-Time Lecturer Pools** – Pools are opening for 2023/24 academic year. Visit [jobs.calpoly.edu](http://jobs.calpoly.edu) and search department of interest.

### Corporation Employment Opportunities

Cal Poly Corporation is a separate entity operating in concert with the university to provide a diverse range of services and resources to students, faculty and staff. To view all available job postings or apply, visit the [Corporation website](#). For assistance, contact Human Resources at ext. 6-1121.

[Real Estate Administrator I](#), CPC Real Estate, \$65,000-\$75,000 annually

[Conference and Event Planning Director](#), Conference & Event Planning, \$110,000-\$125,000 annually

[Administrative Coordinator](#), Wildland-Urban Interface FIRE Institute, CAFES \$21.05-\$31.57 per hour

[Postdoctoral Fellow](#), Civil and Environmental Engineering, \$55,000 to \$75,000 annually

### ASI Employment Opportunities

Hiring, developing and empowering quality staff is what drives the ASI organization. Join ASI's dynamic team that supports not only the students of Cal Poly, but the entire university and greater San Luis Obispo communities. Only new job listings are posted below. For a full list of available postings and to apply, visit the [Work For ASI](#) webpage. Sign up for the [Work For ASI newsletter](#) to be the first to know about new opportunities. For more information, contact ASI Human Resources at [asihr@calpoly.edu](mailto:asihr@calpoly.edu).

[Assistant Director — Student Engagement and Assessment](#), starting salary \$90,432.12 plus excellent benefits. Pay range: \$90,432.12-\$144,691.39 annually. Applications close July 14.

[Assistant Director — Public Relations, Leadership and DEI](#), starting salary \$90,432.12 plus excellent benefits. Pay range: \$90,432.12-\$144,691.39 annually. Applications close July 14.

[Assistant to the Executive Director](#), starting pay rate \$38.49 per hour plus excellent benefits. Hourly pay range: \$38.49-\$61.58. Applications close July 14.