

EMPLOYMENT

State Employment Opportunities

For an official list of vacancies or to apply, visit calpolyjobs.org. For help, call Human Resources at ext. 6-2236.

#103618 – International Center Analyst (Administrative Analyst/Specialist – Exempt I), Academic Affairs, International Center. \$3,897-\$6,022 per month. One year appointment, with possible extension. Open until filled. Review begins April 23.

#103617 – Program Assistant/Academic Advisor (Student Services Professional I B), College of Agriculture, Food & Environmental Sciences, Student Academic Services. \$3,238-\$4,580 per month. Temporary through June 30, 2016. Open until filled. Review begins April 16.

#103613 – Buyer II, Purchasing Specialist (Buyer II), Administration & Finance, Contracts and Procurement. \$3,656-\$5,650 per month. Open Until Filled. Review begins April 17.

#103591 – Software Developer (Analyst Programmer – Career), Information Services, Information Technology Services, Application Development & Integration. Up to three positions available. \$4,372-\$9,217 per month. Anticipated hiring range: \$4,372-\$7,084 per month. Open until filed. Review begins May 3.

#103622 - Equipment Technician (Equipment Technician II – Mechanical), College of Architecture & Environmental Design, Support Shop. 10/12 pay plan position (benefited). \$3,123-\$4,824 per month. Open until filled. Review begins April 17.

Revised

#103593 – Clinical Laboratory Scientist II, Student Affairs, Health Services. Up to three positions available. One full-time, 10/12 pay plan position (benefited). Anticipated hiring range: \$3,920-\$4,706 per month. Two hourly, per diem, part-time, temporary through June 30, 2016, with possible extension (non-benefited). Anticipated hiring range: \$19.92-\$35.00 per hour. Open until filled. Review begins April 17.

Faculty Employment Opportunities

Candidates are asked to visit the Cal Poly Jobs website at calpolyjobs.org.

CSM

#103597 – Full-Time 12-Month Lecturer (ELM/MAPE Coordinator), Mathematics Department, College of Science & Mathematics, ext. 6-1227. Review begins May 4.

#103599 – Full-Time Lecturer in Mathematics, Mathematics Department, College of Science & Mathematics, ext. 6-1227. Review begins May 8.

Part-Time Lecturer Pools – Pools are opening for the 2015-16 academic year. Visit the Cal Poly Jobs website to search department of interest.

Deadline for 2015 President's Diversity Award Nominations is April 24

The deadline for nominations for the 2015 President's Diversity Awards is April 24. The award honors faculty, staff, students and on-campus organizations that have demonstrated a commitment to the value of cultural diversity. Categories recognize individuals (student, staff and faculty); a student organization; and a university or auxiliary group, which includes departments and programs. Individual awardees receive \$500. The winning student club or organization will receive a \$1,000 sponsorship toward a campus event. The department or group winner will have \$1,000 added to its budget. For more details, go to diversity.calpoly.edu/content/inclusive-excellence-committee.

Faculty and Staff Discount Available for Kids' STEM Summer Camp

Two sessions of Kids Learn STEM summer camp, available to fifth- through eighth-grade students, will be offered July 13-17 and 20-24. The sessions will feature hands-on learning about forensics in a Learn by Doing Lab from 8:15 a.m. to 4 p.m. each day. Discounts are available to faculty and staff, though discounted spaces are limited and will be reserved on a first-come, first-served basis. To register, call ext. 6-2053.

End-of-Year Deadlines for Contracts and Procurement Services

Contracts and Procurement Services has announced deadlines for submitting purchase requisitions (including approval, budget check and backup). Transactions received on or before the dates below will be processed in the current fiscal year:

— Requisitions of \$50,000 and over must be budget-checked, approved and all backup received by Friday, April 10.

— Requisitions of \$2,501 to \$49,999 must be budget-checked, approved and all backup received by Friday, May 1.

— Requisitions of \$2,500 and under must be budget-checked, approved and all backup received by Friday, June 5.

— Change Orders must be received in C&PS by Friday, May 29.

These will be processed in fiscal year 2015/16, which begins July 1:

— ProCard charges recorded after Monday, June 15.

— Petty cash transactions processed after 4 p.m. Monday, June 22.

— Direct buy and staff reimbursement requests received in Accounts Payable after Friday, June 19.

Catastrophic Leave

Pedro Andres, a custodian in Facilities Services, has qualified for catastrophic leave. To donate leave credits during his extended leave of absence, contact Britni Wissler at ext. 6-7419 or bwissler@calpoly.edu to request a donation form.