

## Employment

### State Employment Opportunities

For official vacancies list and to apply, visit [www.calpolyjobs.org](http://www.calpolyjobs.org). For help, call Human Resources at ext. 6-2236.

### Staff Employment Opportunities

**#104281 - Director, Student Affairs Assessment & Research (Administrator I)**, Student Affairs - Office of the Vice President for Student Affairs. Salary commensurate with background and experience. Open until filled.

**#104260 - Academic Advisor, (Student Services Professional II)**, College of Agriculture, Food and Environmental Sciences – Advising. \$3,746-\$5,325 per month. Open until filled. Review begins Tuesday, Nov. 29.

**#104274 - Parking Officer I, Administration and Finance** - University Police Parking Services. \$2,489-\$4,038 per month. Open until filled. Review begins Wednesday, Nov. 30.

**#104280 - Network Analyst – Career, Information Technology Services** - Enterprise Network Services. Up to two positions available. \$4,372-\$9,683 per month. Anticipated hiring range: \$6,667-\$8,750 per month. Open until filled.

**#104277 - Academic Advisor (Student Services Professional IB)**, College of Liberal Arts. Permanent position. \$3,402-\$4,812 per month. Anticipated hiring range: \$3,402-\$3,742 per month. Closes Sunday, Dec. 4.

**#104276 - Temporary Academic Advisor (Student Services Professional IB)**, College of Liberal Arts. Temporary through June 30, 2017. Up to two positions (one full-time, one part-time) needed. \$19.63-\$27.76 per hour. Anticipated hiring range: \$19.63-\$21.60 per hour.) Closes Sunday, Dec. 4.

**#104263 - Planner/Estimator/Scheduler, Administration and Finance** - Facilities Planning and Capital Projects. \$3,907-\$6,340 per month. Open until filled. Review begins Monday, Dec. 19.

**\*\*\*THIS INTERNAL RECRUITMENT IS OPEN TO CAL POLY EMPLOYEES ONLY (State, Corporation, and ASI)\*\*\***

**#104258 - Administrative Support Coordinator I, College of Science and Mathematics** - Center for Engineering, Science and Mathematics Education. \$2,846-\$4,619 per month. Open until filled. Review begins Tuesday, Nov. 29.

### Football to Host University of San Diego in FCS Playoffs on Nov.26

Cal Poly earned its fourth Division I FCS Football playoff berth and host the University of San Diego at 4 p.m. Saturday, Nov. 26, at Alex G. Spanos Stadium. The Mustangs defeated the Toreros 38-16 in the second week of the season, also at Spanos Stadium, and have played San Diego four times in the last five years, winning all four. Cal Poly also beat San Diego 36-14 in the series opener back in 1959. "I like the matchup, but it will be a difficult one for us," said head coach Tim Walsh. "They like to throw the ball, and we have not been extremely successful in defending the pass. They are extremely well-coached, and I have thought that every time we have played them." It's the first time the Mustangs have advanced to the playoffs since 2012. To purchase tickets, visit <http://bit.ly/2gyhcnH>.

### University Rolls Out DocuSign Electronic Signature Service

To advance campus operations and boost productivity, Cal Poly has started using DocuSign — an eSignature program that lets users electronically send, sign and approve documents. More sustainable than paper forms, DocuSign is also a faster method for obtaining required signatures. The tool, which is commonly used for mortgage documents, is secure, trackable, and legally binding. This has been a cooperative project between the Administration and Finance Division's Network and Technology Services and Information Technology Services. After a successful pilot phase, AFD is using DocuSign for many of its human resources and payroll forms. Staff can now electronically sign forms such as fee waivers and benefits elections. ITS has rolled out DocuSign with a number of units on campus and will continue to expand it campuswide. If you are interested in learning more about how DocuSign can work in your department, visit <http://bit.ly/2fZrx6>, or look up the DocuSign Unit Coordinator assigned to your area by visiting <http://servicedesk.calpoly.edu/DocuSign>.

### Exclusive Savings for Faculty/Staff at University Store Dec. 7 to 8

As a way of saying thank you for helping support student success, University Store is offering two days of big savings for faculty and staff. On Wednesday, Dec. 7, shop the Semi-Annual Customer Appreciation Sale one day early and receive 30 percent off apparel, gifts and supplies. On Thursday, Dec. 8, faculty and staff can take advantage of exclusive discounts on Apple products: Choose any in-stock Mac or iPad and save up to \$300 (8 percent) off the regular academic price of eligible Apple products. Also on that day, faculty and staff will receive 20 percent off Moshi tech accessories, and can enter a drawing at the Tech Center desk for the chance to win an iPad Pro. For additional information on the sale, visit the University Store website at <http://bit.ly/2f3677c>.

### Catastrophic Leave

**Tracie Walsler**, nurse practitioner, in CH&W-Health Services, 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 Karen Woods at ext. 6-5265 or [kwoods04@calpoly.edu](mailto:kwoods04@calpoly.edu).

### Retirements

A reception for **Mike Stiles**, an instructional support technician in the Biological Sciences Department, will be held from 11:30 a.m. to 12:30 p.m. Wednesday, Nov. 30, in Fisher Science Building (No. 33), Room 285. Stiles who will retire at the end of December after nearly 30 years of service, joined Cal Poly in 1987 as a tree trimmer and worked in custodial services and additional roles in landscape services. He moved to the College of Science and Mathematics in 2001. Stiles came to Cal Poly as a student in 1977 and earned a bachelor's degree in ecology and systematic biology.