

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 11

Boise State University  
<http://hrs.boisestate.edu/>

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## Mark Your Calendar

Boise State's TIAA-CREF Representative, David Penrose, will be on campus July 20 in the Foote Room and on July 21 in the Cataldo Room / Student Union from 8 am – 5 pm.

David will also be on campus Wednesday, August 17 from 8 am - 5 pm in the Cataldo Room, and on Thursday, August 18 from 8 am – 5 pm in the Chief Joseph Room. All rooms are located in the Student Union Building.

TIAA-CREF is currently updating their website. To schedule an appointment with David, call TIAA-CREF at 1-800-732-8353 from 8:00 am - 4:00 pm. If you have any questions, please call Human Resource Services at 426-2898.

## DEPENDENT CHILD TUITION ASSISTANCE PROGRAM FORMS AND INFORMATION NOW AVAILABLE

The form for the Boise State dependent child tuition fee waiver pilot program is now available. Please review the policy guidelines and find the form at: <http://hrs.boisestate.edu/benefits/other.shtml#FeeWaiver>. Forms should be completed and sent to Human Resource Services, Admin 218, MS 1265, in person, by campus mail, or by fax - 426-3100.

The deadline for the dependent child fee waiver forms for the fall, 2011 semester is **August 1, 2011**. Forms must be received by this date to avoid the \$50 late application fee.

Questions? Please call or email Molly George at [mollygeorge1@boisestate.edu](mailto:mollygeorge1@boisestate.edu); 426-2898, or Jean Weber at [jeanweber1@boisestate.edu](mailto:jeanweber1@boisestate.edu); 426-4450.

## EMPLOYEE LEARNING & DEVELOPMENT Jerri Mizrahi – HRS Employee Learning & Development Manager

Human Resource Services Learning and Development is pleased to offer the following summer sessions open to all faculty and staff on campus. Register: On-line at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail [HREmployeeLandD@boisestate.edu](mailto:HREmployeeLandD@boisestate.edu) for more information.

<a href="#">Excel Basic</a>	Date: 7/12/2011 and 7/14/2011
<a href="#">Google Forms at Boise State</a>	Date: 07/14/2011
<a href="#">Excel Intermediate</a>	Date: 7/19/2011 and 7/21/2011
<a href="#">WordPress for Site Authors</a>	Date: 7/26/2011
<a href="#">Excel Advanced</a>	Date: 7/26/2011 and 7/28/2011
<a href="#">WordPress for Site Administrators</a>	Date: 07/27/2011
<a href="#">WordPress for Site Administrators</a>	Date: 08/16/2011
<a href="#">WordPress for Site Authors</a>	Date :08/23/2011

## SKILLSOFT – ON-Line-Training

SkillSoft Log-in: <http://boisestate.skillport.com/SkillPortFE/login/login.cfm>

User ID: "Employee ID Number"

Password: "welcome"

## Other Offerings

	<u>Date</u>	<u>Time</u>	<u>Building / Room</u>
<b>Time and Labor</b>	July 6	1:30 – 2:30 pm	Simplot Micron Building / 210
<b>Time and Labor</b>	August 31	9:00 – 10:00 am	Simplot Micron Building / 210

## VACANCIES

Boise State University is a State agency and must hire Classified positions through the Division of Human Resources (DHR). Current vacancies at Boise State are listed below. For more information regarding state job openings, see the Division of Human Resources website at: <http://dhr.idaho.gov/>.

You must currently work for the State of Idaho as a permanent employee eligible to transfer or your name must be within the top 25 listed on the appropriate Division of Human Resources

register to apply for the positions listed below. **Job announcements are current and updated on our website located at:** <http://hrs.boisestate.edu/joblistings/classified/>.

Announcements listed may be used to fill both current and future vacancies.

Call **Jordy LePiane** at **426-1536** for additional information regarding **Classified positions**.

**Professional Staff and Faculty Positions:** Call **Michelle Berard**, **426-3170**, or visit Human Resource Services / Employment's website at <http://hrs.boisestate.edu/employmentservices/> for position descriptions and information regarding Professional Staff and Faculty positions. Visit <http://hrs.boisestate.edu/joblistings/professional/> and <http://hrs.boisestate.edu/joblistings/faculty/> for current openings.

**Opportunities Open to ALL APPLICANTS  
Announcements Currently Open on the State Web Site**

- Administrative Assistant 2 – Provost/Foundations Program

**TEMPORARY OPPORTUNITIES  
OPEN TO ALL APPLICANTS**

- Financial Technician – College of Arts & Sciences
- Office Specialist 2 – Biology Department

**TRANSFER OPPORTUNITIES FOR  
CURRENT BSU EMPLOYEES**

- Administrative Assistant 2 – Center for Teaching & Learning
- Administrative Assistant 1 – College of Business & Economics, Student Services Center
- Administrative Assistant 1 – Educational Technology
- Administrative Assistant 2 – Campus Planning & Facilities
- Customer Service Representative 1 – Financial Aid
- Facility Scheduling Coordinator – Athletics
- Human Resource Associate – Human Resource Services
- HVAC Specialist – Facilities, Operations & Maintenance
- Management Assistant – Center for Teaching & Learning
- Personnel Technician – Human Resource Services
- Sr. Landscape Technician – Facilities, Operations & Maintenance
- Technical Records Specialist 1 – Payment & Disbursement

**OPPORTUNITIES OPENT TO PERMANENT BOISE STATE UNIVERSITY EMPLOYEES ONLY  
AS A PROMOTIONAL OPPORTUNITY, TRANSFER, REINSTATEMENT OR VOLUNTARY  
DEMOTION**

- Technical Records Specialist 1 – Parking & Transportation

**CAMPUS RECREATION  
Heather Carlson**

**Youth Swim Lessons! Ballroom Dance, Yoga Therapy, Open Wheelchair Basketball and MORE!**

The **CAMPUS RECREATION** website has information on Facebook , Twitter, Brown Bag Discussions, personal training and fitness testing specials and MORE! Visit <http://rec.boisestate.edu/> for complete schedules & descriptions and information on fitness workshops and education.

*University Health Services*

<http://healthservices.boisestate.edu/calendar.cfm>

*Women's Center*<http://womenscenter.boisestate.edu/>

*Association of Classified Employees*

<http://www.boisestate.edu/ace/>

*Professional Staff Association*

<http://www.boisestate.edu/prostaff/>

**New Hires**

**Frank Harper** -Campus Security/Police Service, Security Officer Supervisor

**Departures**

**Kenneth Bauman** - Printing & Graphic Services

**John Carter** - Ctr for Sch Imp & Policy Studies

**Jason Clark** - Student Leadership & Greek Life

**Joshua Dreher** - Intercollegiate Athletics

**Lesley Foster** - University Advancement

**Mark Holmes** - Coll. of Arts and Sciences

**Courtney Kirchner** -President's Office

**Brian MacDonald** - New Student & Family Programs

**John Mehl** - Institutional Analysis

**Sharon Meriwether** - Gateway Center

**Alison Radcliffe** - Counseling Center

**Earl Rice** - Enterprise Application Systems

**Transfers**

**Kelli Rooney** - College of Engineering, Administrative Manager

**Retirements**

**James Allen** - Graduate Admissions

**Midge Martenson** - Student Services

**Cecilia Morgan** - Architectural and Engineering Services

**Barbara Myhe** -University Advancement

**Gary Rasmussen** - Academic Technologies

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Boise State University prohibits discrimination in educational and employment opportunities, services, and benefits on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, or sexual orientation. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information, contact the Office of Equal Employment Opportunity and Affirmative Action at (208) 426-1979. For inquiries specifically related to sex discrimination and/or Title IX of the Education Amendments of 1972, please visit our website at <http://www.boisestate.edu/gencounsel/titleix.shtml> or call Kendra Smith, Title IX Coordinator, at (208) 426-4407.

#### *HR Links*

##### *Organizational Chart*

<http://hrs.boisestate.edu/HRSortingchart.pdf>

##### **Who to Call**

<http://hrs.boisestate.edu/quickguide.shtml>

##### *Shared Leadership*

<http://www.boisestate.edu/sharedleadership/>

##### [2011 Holiday Schedule](#)

[2012 Holiday Schedule](#)

##### *Payroll Schedule*

<http://hrs.boisestate.edu/payroll/payrollschedule.pdf>

##### **What's New in Human Resources**

<http://hrs.boisestate.edu/news.shtml>

##### *Continuing Professional Education SkillSoft*

<http://hrs.boisestate.edu/td/skillssoft.shtml>

##### *HRS Forms*

<http://hrs.boisestate.edu/forms/>