HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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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; 426-2898, or Jean Weber at 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 for more information.

Excel Basic Date: 7/12/2011 and 7/14/2011

Google Forms at Boise State Date: 07/14/2011

Excel Intermediate Date: 7/19/2011 and 7/21/2011

WordPress for Site Authors Date: 7/26/2011

Excel Advanced Date: 7/26/2011 and 7/28/2011

WordPress for Site Administrators
WordPress for Site Administrators
WordPress for Site Authors

Date: 07/27/2011
Date: 08/16/2011
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

	Date	<u> 1 11116</u>	Dullullig / Koolii
Time and Labor	July 6	1:30 - 2:30 pm	Simplot Micron Building / 210
Time and Labor	August 31	9:00 – 10:00 am	Simplot Micron Building / 210

VACANCIES

Duilding / Doom

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

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

register to apply for the positions listed below. <u>Job announcements are current and updated on our website located at:</u> 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/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 Centerhttp://womenscenter.boisestate.edu/

Association of Classified Employees http://www.boisestate.edu/ace/

Professional Staff Association http://www.boisestate.edu/prostaff/

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 of the Education Amendments of 1972, please website visit our http://www.boisestate.edu/gener alcounsel/titleix.shtml or call Kendra Smith, Title IX Coordinator, at (208) 426-4407.

HR Links

Organizational Chart http://hrs.boisestate.edu/HRSor gchart.pdf

Who to Call
http://hrs.boisestate.edu/quickg
uide.shtml

Shared Leadership http://www.boisestate.edu/share dleadership/

> 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.s html

Continuing Professional
Education
SkillSoft
http://hrs.boisestate.edu/td/skills
oft.shtml

HRS Forms http://hrs.boisestate.edu/forms/