

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	Date: 07/27/2011
WordPress for Site Administrators	Date: 08/16/2011
WordPress for Site Authors	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>
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

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.

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

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/>

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/generalcounsel/titleix.shtml> or call Kendra Smith, Title IX Coordinator, at (208) 426-4407.

HR Links

Organizational Chart

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