

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 8

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

May 17, 2011

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## Mark Your Calendar

Boise State's TIAA-CREF Representative, David Penrose, will be on campus June 22 in the Foote Room and on June 23 in the Cataldo Room / Student Union from 8 am – 5 pm.

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.

## *Campus Recreation*

Visit <http://rec.boisestate.edu/>

## *University Health Services*

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

## *Women's Center*

<http://womenscenter.boisestate.edu/>

## *Senates*

*Association of Classified Employees*

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

*Professional Staff Association*

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

## BENEFITS OPEN ENROLLMENT 2011

May 11 – May 27

HRS Benefits Administration

The benefits open enrollment period for the upcoming year is from **Wednesday, May 11 through Friday, May 27**. Don't miss your opportunity to learn about your benefit choices and make elections for medical and dental insurance, flex spending accounts and ARAG legal benefits effective July 1, 2011.

More open enrollment details available at: <http://hrs.boisestate.edu/benefits/>

Join us for a walk-in Open Enrollment Information Session on Wednesday, May 18 from 10 am – 2 pm in SMITC Building, Room 210. Representatives from Blue Cross of Idaho will be present.

**Deadline for enrollment forms to be in HRS is 5 pm Friday, May 27**



**SHARED LEADERSHIP**  
Angie Zirschky – Learning & Development

Applications are now being accepted for the 2011/2012 Shared Leadership session. Applications can be downloaded at <http://www.boisestate.edu/sharedleadership/application.shtml>. Shared Leadership is a two-year leadership development program that helps participants gain a better understanding of the people, functions, and operations of the University.

Applications will be accepted on-going until August 15, 2011 and should be mailed to Jerri Mizrahi, Learning and Development Manager, at mail stop 1240. A supervisor signature is required on all applications.

Additional information can be found on the Shared Leadership website at:

<http://www.boisestate.edu/sharedleadership/index.shtml>, or by calling Jerri Mizrahi at 426-4418.

## EMPLOYEE LEARNING & DEVELOPMENT

Jerri Mizrahi – HRS Employee Learning & Development Manager

Human Resources Services Learning and Development invites you to view the complete Spring schedule or to register for a session, by visiting the Learning and Development website at:

<http://cedar.boisestate.edu/hrs/workshops/> or e-mail [HREmployeeLandD@boisestate.edu](mailto:HREmployeeLandD@boisestate.edu)

Register Online at for the workshops listed below and other personal and professional training workshops at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail [HREmployeeLandD@boisestate.edu](mailto:HREmployeeLandD@boisestate.edu)

[Google Sites at Boise State](#)

Date: 5/18/2011

[Google Docs at Boise State](#)

Date: 6/9/2011

[Google Forms at Boise State](#)

Date: 6/14/2011

[WordPress for Site Administrators](#)

Date: 6/16/2011

[WordPress for Site Editors](#)

Date: 6/23/2011

## New Hires

**Deborah Eidson** - Morrison Center, Director

**Jeffrey James** – Excellence in Environmental Health, Safety/Health Consultant

**Patrick Robinson** – College of Arts & Sciences, Associate Systems Administrator

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/generalco/unsel/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/>

### 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

[WordPress for Site Administrators](#) Date: 7/13/2011

[WordPress for Site Editors](#) Date: 7/20/2011

[WordPress for Site Administrators](#) Date: 8/2/2011

[WordPress for Site Editors](#) Date: 8/9/2011

## SKILLSOFT – ON-Line-Training

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

**User ID:** "Employee ID Number"

**Password:** "welcome"

## 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

- Landscape Technician – Facilities, Operations & Maintenance

## TRANSFER OPPORTUNITIES FOR CURRENT BSU EMPLOYEES

- Custodian – University Housing
- Custodian Leadworker – Facilities, Operations & Maintenance
- Library Assistant 2 – Albertson's Library
- Management Assistant – Center for Teaching & Learning
- Technical Records Specialist 1 – Registrar's Office

## CAMPUS RECREATION

Heather Carlson

**Splash Day! Youth Swim Lessons! Ballroom Dance 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.