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Tiger Daily: July 8, 2021

Fort Hays State University

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From: Tiger Daily
Sent: Thursday, July 8, 2021 10:11 AM
To: Tiger Daily <TigerDaily@fhsu.edu>
Subject: Tiger Daily [July 8, 2021]



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ANNOUNCEMENTS

COVID-19 Updates

The [COVID-19 Response website](#) is where we post the latest information about the pandemic, including a new COVID-19 Dashboard that is updated every Tuesday.

Calendar: Upcoming Professional Development Opportunities

Check out upcoming professional development opportunities! The TILT TigerLearn event calendar is your go-to for professional development at FHSU! Check it out here: <http://tigerlearn.fhsu.edu/events/>.

To provide faculty and staff with one easy place to see all professional development at FHSU, we're happy to include your event on the TigerLearn calendar. We can include links to your registration site, contact persons for questions, etc. Just contact TILT-FacultyDev@fhsu.edu, and we'll add your event right away!

40 Days at the Fort

Any student organizations and University departments/offices are encouraged to participate in the 40 Days at the Fort when we return in the fall. This can consist of events, socials, and activities for our FHSU students to participate in from August 23rd – October 3rd. **If you would like to be featured in the 40 Days at the Fort booklet please create your event on TigerLink no later than July 15th at 4:30PM.** Please contact Student Engagement, engaage@fhsu.edu, 785-628-4664 with any questions.

2021-2022 Tuition and Fee Schedule

The official Tuition and Fees Schedule for Academic Year 2022 is now posted on the FHSU Student Fiscal Services web page at https://fhsu.edu/sfs/students_parents/tuition/fy22-tuition-and-fees.

Please update your web pages, brochures, and forms that provide tuition information and delete all references to past or estimated tuition and fee amounts.

Thank you, and if you have any questions, feel free to contact Student Fiscal Services at (785) 628-5251. You may also contact me at (785) 628-4459.

Retirement of Micki Armstrong

After many years of service to the Political Science and Sociology departments, online advisor and mentor, Micki Armstrong, has retired. Faculty, staff, and students from both departments gathered at Gella's Diner and Brewing Co. in Hays to eat, share memories, and celebrate Micki's accomplishments at Fort Hays State University.

Micki joined Fort Hays State University in 1998, and as of this year, has spent 23 years with the university teaching, mentoring, and advising students. She has worked meticulously to guide students through Fort Hays State online degree programs and has ensured that students graduate in a timely fashion. Students have praised Micki's expertise and her ability to put them at ease as they work through the advising process. Faculty, staff, and students will certainly miss her go-to advice and understanding of FHSU programs.

In addition to her work with the University, Micki has also long contributed to the Hays community through her counseling, mediation, and corrections work.

We hope everyone will join us in wishing Micki, this Forever Tiger, a wonderful retirement!

To share your well-wishes with Micki, visit her Kudos Board <https://www.kudoboard.com/boards/8dsK0YJx>

Let's Go Out to the Ball Game...

All educators of Fort Hays State University are cordially invited to Larks Park for “Educators’ Night” on **Saturday, July 10, 2021**. The Hays Larks, local collegiate team who last year joined the Rocky Mountain Baseball League will be playing the Fort Collins Foxes, beginning at 7 p.m. at Larks Park, 4th & Oak. Free admission, courtesy of sponsors Nex-Tech Wireless and Shaffer & Associates!

A complimentary t-shirt will be given to the first 100 educators who sign in at the registration table, courtesy of Aflac, Reliable Heating Ventilation & Air Conditioning, McDonald’s Restaurant, Hays Hobby Shop, Hays Car & Truck Alignment, and Simpson Farm Enterprises. There will also be a drawing for prizes. Please plan to come early and join the fun! The Larks support education and want to thank you for your dedication, hard work, and commitment to teaching, especially after the adjustments you all had to make due to the COVID-19 pandemic. For more information, contact Jeani Billinger at jlbillinger@fhsu.edu.

EVENTS

Intro to Excel (FHSU McCartney Hall 116)

Thursday, July. 15th; 8:30am-12:00pm

Face-to-Face Event

Price: \$119 (Hays Chamber & FHSU Alumni discount available)

Join the Management Development Center for your introduction to Microsoft Excel. If you are new to Excel, this workshop is the perfect place to start increasing your confidence & familiarity with the program. Intro to Excel will include exploring basic navigation – you will take a tour through tabs, ribbons, and menus. We will tackle building a worksheet from scratch. The workshop will also include introductory information about the difference between formulas and functions, knowing where to find them, and how to effectively use both. You will also learn a few handy keyboard shortcuts, and learn about charts, graphs, fonts, borders, shading, and other customizable features.

Intermediate Excel (FHSU McCartney Hall 116)

Wednesday, July. 28th; 8:30am-12:00pm

Face-to-Face Event

Price: \$119 (Hays Chamber & FHSU Alumni discount available)

If you have the ABC’s of Excel down, & would like to boost your productivity at work, the MDC’s Intermediate Excel is the perfect class for you. In the Intermediate session, we will take an in-depth look at sorting & filtering data. Next, participants will learn how format their Excel programs to include the Descriptive Statistics Analysis ToolPak, and how to read the output. What-If Statements, logical statements, and data validation will be reviewed, ultimately helping you streamline your tasks & improving your data management. Finally, participants will get a chance to experiment with PivotTables and PivotCharts. You’ll get a chance to play with Excel towards the end of the class & ask the facilitator one-on-one questions to help you solve some of your pressing data management problems.

Intermediate Excel: Data Analysis (FHSU McCartney Hall 116)

Thursday, August. 12th; 8:30am -12:00pm

Face-to-Face Event

Price: \$119 (Hays Chamber & FHSU Alumni discount available)

This three and a half hour training will provide participants with hands-on Excel training. Participants will be exposed to numerous time savings features such as: pivot tables, vlookup, and what-if-analysis including goal seek and scenario manager. They will learn how to apply these functions to real-world

problems to increase productivity and improve efficiency by analyzing large quantities of data and produce user friendly output. This workshop is perfect for those who want to build on the skills they learned in the MDC's Intermediate Excel course or for the Excel user familiar with the topics being covered.

EMPLOYMENT OPPORTUNITIES

University Police Officer

Fort Hays State University Police is currently accepting applications for the position of University Police Officer. Position will remain open until filled. For a full description and a list of requirements go to <https://fhsu.wd1.myworkdayjobs.com/CAREERS>.

Applicant must be at least 21 years of age, no felony convictions, no convictions for domestic violence, and must maintain a valid Kansas driver's license.

Assistant Director of Student Engagement

Position Description:

Fort Hays State University seeks an Assistant Director of Student Engagement to serve as a member of the Student Engagement team. As a member of the Student Engagement team, the Assistant Director will assist with all areas within the department. The Student Engagement staff oversees engagement, student diversity, leadership development, fraternity and sorority life, student organizations, transition, and family programs. Student Engagement is the central-hub of student organizations and activities. Our centralized programming board works collaboratively to organize our student activities, transition programs, and diversity programs to provide social and educational experiences for students. Fraternity and Sorority Life is one of our top organizations students choose to join. There are over 120 student organizations, including 8 fraternities and sororities, on campus. Our team provides resources, support, and information on how to become an engaged leader on our campus.

The Assistant Director will be responsible for providing expertise on the development of a centralized programming model to increase student belonging and engagement for the University. Duties include actively implementing initiatives promoting conditions that positively impact student success through the learning environment. Will assist in the establishing and engaging in both long-term and short-term solutions. Will support the director in providing expertise on student belonging, engagement, and success climate through innovative research, assessment, action plans, and student development for all students at Fort Hays State University.

For a full description and to apply, please visit <https://fhsu.wd1.myworkdayjobs.com/CAREERS>

Classroom to Classroom Grant Project Coordinator

Position Description:

This is a temporary, 12-month grant-funded position that is subject to grant renewal with the Kansas Board of Regents. This position primarily oversees the Classroom to Classroom project and provides academic advising and mentoring in the Department of Teacher Education. The successful applicant will collaborate with department faculty and staff to promote the TE Department and support students in the Classroom to Classroom program. The successful applicant will have strong interpersonal skills and possess a desire to help students achieve personal and professional goals related to their academic plan. A strong work ethic, customer service skills, professionalism.

For a full description and to apply, please visit <https://fhsu.wd1.myworkdayjobs.com/CAREERS>

Administrative Specialist in the Office of the Provost

Position Description:

The Administrative Specialist assists with administrative and secretarial duties within the Office of the Provost.

Minimum Qualifications:

High School diploma or GED equivalency and two years of office experience or two years of post-secondary education.

Preferred Qualifications:

- Bachelor's degree
- Excellent written and oral communication skills
- Highly proficient with Microsoft Office suite (Outlook, Word, Excel, PowerPoint)
- Experience in data management
- Outstanding customer service skills
- Experience with Adobe Creative Cloud
- Three plus years of office experience
- Experience with social media and webpage management

Application Deadline:

Priority Deadline is July 16, 2021. Screening of applications will begin after the priority deadline and continue until the position is filled.

Salary:

\$15.06 per hour plus benefits

Duties/Tasks for the Office of the Provost

- Provide outstanding customer service to incoming callers and office visitors. Answer and screen telephone calls, answer questions and relay telephone and personal messages.
- Prepare and maintain *electronic and printed version* of University Catalog.
- Process Dean's Honor Roll.
- Assist with the commencement preparation for the Academic Affairs division. Serves as member of Commencement Committee.
- Assist with maintenance of office procedures manuals.
- Administrative support for Associate Provost.
- Other duties as assigned by the Office of the Provost personnel.

To apply, please visit <https://fhsu.wd1.myworkdayjobs.com/CAREERS>

Custodian – Residential Life

Position Description:

Custodian, Fort Hays State University, Residential Life, full-time position, Monday through Friday, 8:00 AM to 4:30 PM.

Minimum Qualifications:

High School Diploma or GED

Preferred Qualifications:

- Custodial experience
- Experience operating custodial equipment (high speed floor buffer, carpet extractor, floor auto scrubber)

Salary:

\$12.32 per hour, plus full benefit package

For a full description and to apply, please visit <https://fhsu.wd1.myworkdayjobs.com/CAREERS>

Online Student Leads Manager

Position Description:

FHSU Online is searching for an energetic individual who has excellent customer service and enjoys working in a dynamic, fast-paced environment. The individual will assist in prospective online student lead generation and leadership in engaging interested students by addressing their information requests. The individual must have the ability to work in a team and independently, and be detailed oriented. *This is an on-campus position located on the Fort Hays State University campus in Hays, Kansas.*

Minimum Qualifications:

Master's degree in-progress and knowledge and experience in student recruitment.

Preferred Qualifications:

Master's degree, knowledge and experience in online student recruitment. Experience with HubSpot and Workday. Excellent oral and written communication skills.

Benefits:

Competitive benefit package <http://www.fhsu.edu/humanresourceoffice/Prospective-Employees/>

Responsibilities:

- Serve as main point of contact for prospective online students
- Schedule and attend in-person and online recruitment events
- Assist with the development of recruitment materials
- Analyze and report on the recruitment funnel
- Online student communications
 - Manage FHSU Online email
 - Create, track, and manage communication in HubSpot CRM and Workday
 - Work with text messaging system
- Assist with department's social media strategy
- Effective use of BaseCamp project management tool
- Serve on campus committees

For a full description and to apply, please visit <https://fhsu.wd1.myworkdayjobs.com/CAREERS>

Academic Advisor- Department of Psychology/College of Health and Behavioral Sciences

Position Description:

The Department of Psychology and the College of Health and Behavioral Sciences is accepting applications for a 12-month, full-time, non-teaching, on-campus position to advise and support students primarily majoring in psychology, with the potential to assist other programs in the college. A successful applicant will collaborate with faculty and staff to promote the major programs and support students. Applicants need to have strong interpersonal skills and possess a desire to help students achieve personal and professional goals related to their academic plan. A strong work ethic, exceptional customer service skills, professionalism, and collegiality are essential. **This is an on-campus position located on the Fort Hays State University campus in Hays, Kansas.**

Minimum Qualifications:

Bachelor's Degree from a regionally accredited institution.

Preferred Qualifications:

- Experience in the field of academic advising.
- Experience working in an educational setting.
- Experience working in a customer service-related field.
- Knowledge of content and curriculum of one or more of the major programs in the college.
- An advanced degree.

Appointment Date:

Start date to be determined after acceptance of an offer and completion of criminal background check.

Priority Deadline:

July 30, 2021

For a full description and to apply, please visit <https://fhsu.wd1.myworkdayjobs.com/CAREERS>

Tiger Call Phonathon Supervisor

Your FHSU Foundation, the fundraising arm of the university, is looking to hire a Tiger Call Phonathon Supervisor.

This individual will be one of three supervisors for Tiger Call. The primary responsibility of a supervisor is to manage student callers, who contact FHSU alumni through an automated telephone system to ask for monetary gifts in support of Fort Hays State University projects and scholarships. Tiger Call takes place Sunday from 4:00 P.M. to 8:00 P.M. and Monday through Thursday from 5:30 P.M. to 8:30 P.M. for approximately 12 weeks in the fall and 12 weeks in the spring. A schedule for the supervisors is established at the beginning of each semester. Each supervisor works 1-3 evenings per week.

For additional information, and how to apply, please contact Ricardo Zamora with the FHSU Foundation at 785-628-5070 or r_zamora@fhsu.edu.

Deadline to Apply: Monday, August 15th

Administrative Specialist for Forsyth Library

Position Description:

The administrative specialist provides essential support to the Dean of Forsyth Library. Duties include managing the Dean's calendar; screening or redirecting communications; supporting Workday financial and library accounting functions; ordering supplies and furnishings; overseeing employee travel; acting as the Division HR Partner and supporting all major personnel processes; collecting and analyzing library statistical data; updating web pages; overseeing inventory; and managing office records. The specialist will use discretion to implement general office operations, interpret policies and procedures, and advise library employees. This position uses standard office tools and technology. A success candidate must have strong verbal communication skills and outstanding organizational skills along with the ability to multitask.

Minimum Qualifications:

High School diploma or GED equivalency and a minimum of two years of office experience or two years of post-secondary education.

Preferred Qualifications:

- Bachelor's Degree.
- Outstanding written communication skills as shown by the applicant's submitted materials.
- Substantive technology experience using Excel, Microsoft Word, Adobe PDF.
- Workday experience.
- Experience working in a university setting.
- Experience editing web pages.
- Experience analyzing and reporting statistical data.
- Experience with office records management and organization of paper and electronic files.

Appointment Date:

Immediately after the offer, acceptance of the position, and completion of a criminal background check.

Application Deadline:

Priority deadline for application is July 22, 2021.

Salary:

\$15.06 per hour plus benefit packet

For a full description and to apply, please visit <https://fhsu.wd1.myworkdayjobs.com/CAREERS>

SHARE WITH STUDENTS**Admissions Counselor Openings**

The Office of Admissions is seeking dedicated and outgoing applicants to join our team of Admissions Counselors! These individuals will meet with prospective students both on and off campus to introduce them to FHSU and help shape the future of the University.

If you know of any current or recent students who would be great potential candidates for this position, the job description and requirements can be found by clicking [this link](#). Anyone who is interested in learning more about the position or has any questions should contact Jon Armstrong, Director of Admissions, at (785) 628-4091.

Accent Reduction Course: Open to Non-Native Speakers Who Want to Improve Their Spoken English Skills

Do you know undergraduate or graduate students at FHSU who are non-native speaker English speakers and would benefit from working on their pronunciation of English? We offer a lecture/lab course in the Communication Sciences and Disorders Department that would be perfect for them. Students can sign up for SLP 318 (2hrs) and SLP 318L (1hr); they must be taken concurrently. The courses provides instruction for the non-native speaker of American English wanting to improve pronunciation and intelligibility. Experiences and exercises will facilitate listening, thinking, and responding in English. In addition to the course level learning and exercises, individualized instruction is provided by student clinicians in the CSD Department through small and/or large group practice which is designed to meet the individual needs and goals of the speakers.

Space is available for Fall 2021 SLP 318 meets on Tuesday/Thursday from 1:30 to 2:20 and SLP 318L meets on Monday from 1:30 to 2:20. Please note that these courses are on-campus only.

Please check with Dr. Karmen Porter (klporter@fhsu.edu) or Dr. Carol Ellis (cmellis2@fhsu.edu) if you have any further questions. Also please feel free to pass this information on to any faculty or advisors who might benefit from the information.

Job Posting: Student Tiger Call Phonathon Caller

Phonathon Caller's primary responsibility will be to contact FHSU alumni and friends through a fundraising software platform to ask for monetary gifts to Fort Hays State University projects and scholarships via text, email, and call. Secondly, Callers will be expected to update constituent records and provide updates about FHSU to alumni. Furthermore, employees will be expected to attend and actively participate in monthly engagement activities. Tiger Call will take place Sundays through Thursdays from 5:30 P.M. to 8:30 P.M. with a 2:00 P.M. to 4:00 P.M. shift available during the week, for approximately 12 weeks in the fall and 12 weeks in the spring (some exceptions apply). Employees will have Fridays and Saturdays, holidays, Fall and Spring break, and finals week off!!

For additional information, and how to apply, please contact Ricardo Zamora with the FHSU Foundation at 785-628-5070 or r_zamora@fhsu.edu.

Deadline to Apply: Monday, August 15th

To submit an article for Tiger Daily, please create a **new** message and email it to tigerdaily@fhsu.edu before **10:00 a.m.** Items received after 10:00 a.m. will run the next business day. Submissions will be accepted only from FHSU faculty, staff, and student organizations. **Submissions must include** a headline, body text, and contact information only. **Attachments, graphics and images will not be published (including signature line graphics)**, but links to web pages may be included. Submitter is responsible for quality of content, which will be copied/pasted directly. **Replies to this message will not be responded to. Please send any inquiries regarding a Tiger Daily article directly to the submitter.** Only one Tiger Daily message will be sent per day.