

7-19-2021

## **Tiger Daily: July 19, 2021**

Fort Hays State University

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**From:** Tiger Daily  
**Sent:** Monday, July 19, 2021 10:01 AM  
**To:** Tiger Daily <TigerDaily@fhsu.edu>  
**Subject:** Tiger Daily [July 19, 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](mailto: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 23<sup>rd</sup> – October 3<sup>rd</sup>. ***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 15<sup>th</sup> at 4:30PM.*** Please contact Student Engagement, [engage@fhsu.edu](mailto:engage@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](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>

## **FHSU Faculty/Staff 2021-2022 Parking Permits**

The 2021-2022 [parking permits](#) are available. You can save time by reserving your permit on-line, which is accessed through your [TigerTracks](#) account.

You will find the link for purchasing permits under the 'Online Services' tab in your TigerTracks account. Once there, the process is fairly simple and straight-forward—be sure to click **PAY NOW** in your cart to finish the process to reserve your permit. You will not be charged! Permits have been granted to Faculty/Staff again this year but you must finish the process to the end.

Here are the steps to purchase your parking permit

How to Purchase your Parking Permit Online

Step 1: Log into Tiger Tracks

Step 2: Go to Online Services

Step 3: Scroll down to Parking Permits

Step 4: Click on purchase a parking permit

Step 5: Click on Manage Account and login

-Make sure the Information is correct

-Click on vehicles at the top of the screen and verify information

-Click add if your vehicle is not in the system

Step 6: Click on Permits and select Get Permits

Step 7: Select what type of Permit you need and click the agreement box

Step 8: Check which vehicle you want that permit for,

-if you have multiple vehicles select those, and then click next

Step 9: Click where you would like it mailed or if you will pick it up at University Police

Step 10: Select payment option and click Pay Now

Step 11: Congratulations You're Done!!

ALL faculty and staff are required to register their vehicles on-line each school year, in order to receive their permit, regardless if the vehicle had been registered the prior year. If any faculty or staff members have any unpaid citations, they will need to come to the University Police Department located in the Center of Public Safety, Custer Hall 112, to settle their outstanding balance prior to applying for a parking permit. The parking management system will not allow anyone to purchase a new permit while still having any unpaid citations.

You are encourage to read the [Parking Brochure](#) for a full list of parking violations, fines, and restrictions of a motor vehicle on Fort Hays State University campus. Deadline to reserve and hang your permit is August 30<sup>th</sup>, 2021.

Thank you for your cooperation, and have a great year!

*If you need assistance, contact FHSU Police Department 785-628-5304*

ZONE 1 & ZONE 2 PERMITS WILL BE AVAILABLE FOR SALE THE 1ST OF AUGUST.

## **University Photo July Studio Dates**

University Relations and Marketing will be offering open studio times for those faculty, staff, and student employees who have not yet had a university photo taken or need an updated picture. Upcoming dates are July 27 & 28.

Sign up for your photo time through the Google form below:

Where: Hammond Hall 114

When: <https://forms.gle/sUR4F9RCBZF8zMsY9>

Questions? Please email Angie Stieben.

### **Move-In Day 2021 Call for Volunteers!**

As all of you are aware, move-in day is just around the corner! With this, we could use some volunteers in welcoming our new FHSU Tigers! On **August 17<sup>th</sup> from 8 am to 2 pm**, the students who are in a learning community will be moving in to Victor E. Village and **August 19<sup>th</sup> from 8 am to 2 pm** students will be moving in to McMIndes. If you are available and willing to volunteer with one of these move-in days, please RSVP by filling out the form here: <https://forms.gle/v4FTrmbz9mriK9cW8> Any club or organization that is willing to help with move-in, please fill out the form once for your group and list the amount of volunteers in the comment section at the end of the form. Feel free to e-mail with more details. Thank you and if you have any additional questions please contact Katie Hindman ([kjhindman@fhsu.edu](mailto:kjhindman@fhsu.edu)) or Tristen Starkey ([tkstarkey@fhsu.edu](mailto:tkstarkey@fhsu.edu)).

### **New Exhibition, “Combat Artist”, in Moss-Thorns Gallery**

“Combat Artist”, a MFA Thesis exhibition of Delvin M. Goode, will be featured in the Patricia A. Schmidt Gallery within the Moss-Thorns Gallery of Art. The exhibition will be run from July 12<sup>th</sup> to July 22<sup>nd</sup>. Gallery viewing hours are 10-2PM Monday-Thursday.

### **Tiger Aquatic Center Closure**

Beginning Friday, July 16<sup>th</sup>, after the 12:30 PM open swim the Tiger Aquatic Center will be closed until further notice for replacement of the pool liner. Our hope is that we will be open by the first day of classes. Sorry for any inconvenience!

## **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>

### **Administrative Specialist, Office of the Vice President of Academic Affairs/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 30, 2021. Screening of applications will begin after the priority deadline and continue until the position is filled.

#### **Salary:**

\$15.06 per hour plus benefits

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](mailto:r_zamora@fhsu.edu).

Deadline to Apply: Monday, August 15<sup>th</sup>

## **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 successful 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>

## **FHSU Foundation Employment Opportunities**

**Full- Time Project Coordinator:**

The Project Coordinator will work closely with the Senior Director of Communications and Marketing and will be responsible for initiating, coordinating, and executing a comprehensive communications and marketing project calendar, and ensuring a timely and organized delivery schedule for all communications and marketing efforts.

A bachelor's degree is required. It is preferred that the individual have 3-5 years of experience in a professional setting with experience as a project coordinator, or in managing a variety of complex and multifaceted projects for a fast-paced division or organization. Experience managing budgets and utilizing Microsoft Office 365 products is also preferred.

Applicants must be skilled in time management, problem solving, and have excellent written and interpersonal communication skills. The position will require exceptional attention to detail and a high degree of accuracy.

**Full-Time Assistant Director of Annual Giving:**

The Assistant Director of Annual Giving will work closely with the Director of Annual Giving regarding operations of the Foundation's phonathon program, existing and emerging Annual Giving campaigns, and

direct mailing solicitations. The individual will manage all operations of the Foundation's student phonathon program (including recruiting, training, and managing student callers), as well as develop, execute, and monitor a student ambassador philanthropy group aimed at educating current students about the importance of philanthropy at FHSU.

A bachelor's degree is required. It is preferred that the individual have a degree in Communication, Leadership, and/or Business and have experience in nonprofit higher education fundraising. Experience supervising individuals and leading teams is preferred, as well as 1-3 years in a professional office setting.

Applicants must be detail-oriented, self-motivated and deadline-driven. The position will require organization, teamwork, time management and interpersonal communication skills.

**Application Details:**

Full job descriptions are available by visiting <https://foundation.fhsu.edu/about/careers>

Both positions include a comprehensive benefit package and competitive salary commensurate with experience.

To learn more about the FHSU Foundation, please visit: <https://foundation.fhsu.edu>

To be considered for either position, submit a cover letter and resume in a single pdf file to the FHSU Foundation at [FoundationHR@fhsu.edu](mailto:FoundationHR@fhsu.edu). Please note your position of interest in the subject line. Professional references must be available upon request throughout the search process. The priority deadline to apply is July 25, 2021, or until the position is filled.

Please call 785-628-5701 with questions.

## **Assistant Director of Enrollment Management**

**Position Description:**

The exciting new Assistant Director of Enrollment Management position provides support and leadership for Fort Hays State University's recruitment efforts through reporting and research, assisting with marketing, and engaging campus with best practices and the execution of strategic growth initiatives of all student populations, including but not limited to: on-campus, online, international, and early college. The assistant director will report to the Associate Vice President for Student Affairs and works with a dynamic team which has led the university to growth 19 of the last 20 years.

For a full description and 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>

## **Senior Administrative Assistant – Advanced Education Programs**

### **Position Description:**

A Senior Administrative Assistant performs a variety of customer service and administrative duties according to established procedures and policies. This position supports the department chair and faculty and interacts professionally with prospective students, students, faculty, staff and other campus offices. Works collaboratively with department staff to manage office duties and supports the department chair.

### **Minimum Qualifications:**

High school diploma or GED equivalency and one year of office experience or one year of post-secondary education.

### **Preferred Qualifications:**

- Associate's degree or higher
- Two or more years of office experience
- Highly proficient with Microsoft Office as evidenced by application materials
- Strong communication skills
- Strong organizational skills
- Ability to work independently
- Ability to supervise others
- Attention to detail
- Experience at an institution of higher education
- Ability to effectively communicate in oral and written form
- Supervisory experience

### **Appointment Date:**

August, 2021

### **Application Deadline:**

Screening of complete applications will begin immediately, and will continue until the position is filled.

**Salary:** \$13.98 per hour

**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](mailto:klporter@fhsu.edu)) or Dr. Carol Ellis ([cmellis2@fhsu.edu](mailto: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](mailto:r_zamora@fhsu.edu).

Deadline to Apply: Monday, August 15<sup>th</sup>

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To submit an article for Tiger Daily, please create a **new** message and email it to [tigerdaily@fhsu.edu](mailto: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.