

7-29-2021

## Tiger Daily: July 29, 2021

Fort Hays State University

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**From:** Tiger Daily  
**Sent:** Thursday, July 29, 2021 10:01 AM  
**To:** Tiger Daily <TigerDaily@fhsu.edu>  
**Subject:** Tiger Daily [July 29, 2021]



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## EVENTS

### THIS WEEK/WEEKEND

- [Intermediate Excel](#) – TODAY; 8:30am-12:00pm

### FUTURE EVENTS

- [Intermediate Excel: Data Analysis](#) - August 12; 8:30am -12:00pm

## EMPLOYMENT OPPORTUNITIES

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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!

### 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)).

### **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!

### **Surplus Property Auction**

Fort Hays State University is holding a sealed bid auction of surplus property.

Information about the auction can be found at the following link:

<https://fhsu.edu/administrative/physicalplant/Auction-Information/index>

Bids must be turned in to the Physical Plant office, Brooks Building 109, by 9:00 a.m. on Wednesday, July 28, 2021.

### **Finished Tiger Fitness Center!**

The Tiger Fitness Center is excited to announce a summer full of renovations and with that has come a new name to our facility, Tiger Fitness Center. If you haven't stopped, we encourage you to do so! What you previously knew as the Tiger Wellness Center has gone through several phases of renovations this summer with more to come and we are excited to announce our new name as well as an end of the summer fitness challenge.

As we prepare to head into the fall we invite you to come take part in our Summer 21 Fitness Challenge. Over the next four weeks we are challenging you to score 21 points in our fitness challenge. You can score points by attending a fitness class or by doing your own workout and reporting the type of workout you completed at the front desk of the Tiger Fitness Center.

Come by and see a few of your changes that have happened as well as more to come including new equipment as we head into the fall.

## **Tiger Spirit Shop – Pop Up Shop!**

Due to the Tiger Spirit Shop undergoing renovations in the store the week of July 26<sup>th</sup>, there will be a pop up shop with reduced store hours located in the Cavalry room on the second floor of the Memorial Union. Please visit the Tiger Spirit Pop-Up Shop in the Cavalry room Monday 8am-5pm, Tuesday-Thursday 12pm-5pm and Friday 8am-11:30am while the store is under construction.

## **Art and Design Student Show!**

You are invited to join the Art and Design students for a public reception Wednesday, July 28th, from 7pm-9pm at the Moss-Thorns Gallery. The FHSU Summer Installation Workshop class has been working hard to make some engaging and encompassing installations INSIDE THE BOX!

## **Summer Grades Due**

Reminder: Summer 2021 Final Grades are due by Noon on Monday, August 2, 2021. Final grades must be entered through the TigerCentral grade entry system.

The Registrar's Office contact is Tammy Winters at [twinters@fhsu.edu](mailto:twinters@fhsu.edu), or leave a voicemail at 785-628-4427. Thank you!

## **EVENTS**

### **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.

### **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>

**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>

### **Custodian, Gross Coliseum**

**Position Description:**

Full-time Custodian position working at Gross Coliseum, Cunningham Hall, and the Lewis Field Facility. Regular hours are Monday – Friday, 7:30am to 4:00pm, with occasional weekend hours required.

**Minimum Qualifications:**

High School Diploma or GED

**Preferred Qualifications:**

- 1-2 years custodial experience
- Experience operating custodial equipment (high speed floor buffer, carpet extractor, floor auto scrubber)

**Application Deadline:** Review of the applications will begin immediately and continue until the position is filled.

**Salary:** \$12.02 per hour

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

### **Custodian, Sternberg Museum**

Custodian, Fort Hays State University, Sternberg Museum, full-time position. Regular Hours: Tuesday – Saturday, 2:00pm to 10:30pm, with occasional weekend hours required.

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

## **Administrative Specialist – University Relations and Marketing**

**Position Description:**

The administrative specialist reports to the chief communications officer and performs various administrative, business operations and customer service duties according to established policies and procedures. This individual provides support for, and works collaboratively with, members of the University Relations and Marketing team. The role involves professional interaction with both internal and external clients. The administrative specialist may be asked to provide training and/or guidance to staff and students as needed.

**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 or higher or two plus years of office experience
- The ability to quickly master university digital and web-based business and personnel administrative systems
- Excellent customer service and interpersonal skills
- Experience with event scheduling and/or meeting management
- Detail-oriented and very organized
- Proficiency with the Microsoft Office suite of applications
- Ability to work independently and as part of a team
- Strong interpersonal and written language communication skills
- Experience in supervision, especially in working with student employees
- Familiarity with the utilization of social media platforms including Facebook, Instagram, Twitter and LinkedIn

**Appointment Date:**

Start date will be determined after acceptance of an offer and background check clearance.

**Salary:**

15.06 per hour

**Benefits:**

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

**Responsibilities:**

- Manage the front desk and primary point of contact for the office
- Administer several office production schedules and calendars in MS Outlook
- Administer Workday processes for staff and student employees
- Manage a complex operating budget including accounts payable and purchasing
- Manage human resources-related processes including hiring, payroll and expense reimbursement
- Generate office budget reports, student labor, and additional cost centers
- Serve as the event management lead for URM and university events and for events URM participates in as a partner
- Contribute to the content marketing efforts of the office by writing press releases and social media posts
- Distribute university press releases
- Distribute social media content
- Edit social media
- Attend office and campus partner attended creative and production meetings and produce meeting minutes as necessary
- Manage and track CCO's calendar
- Manage the scheduling and work hour accounting for student employees
- Purchase, inventory, store and distribute URM supplies and promotional items

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](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.